

## **Medicines Policy**

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

### **Medication prescribed by a doctor, dentist, nurse or pharmacist**

*(Medicines containing aspirin will only be given if prescribed by a doctor)*

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances
- The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
- The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
- Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form.
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

If a child has not had a medication before, especially a baby/child under 2, it is advised that the parents keep the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medicine to take effect

### **Non-prescription medication**

- The nursery will not administer any non-prescription medication containing aspirin
- The nursery will not administer more than one non-prescription medication for example: (calpol and ibuprofen), to a child during the course of a day, we will administer one OR the other.
- The nursery will only administer non-prescription medication for a short initial period, (for example Calpol will not be administered more than 3 days in a row), dependant on the medication or the condition of the child. After this time medical attention should be sought
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, and the child has some medication on site then the nursery will always seek phone permission before administering any non-prescription medication.
- For any non-prescription cream for skin conditions e.g. Sudocreme, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given.
- We will not administer any medicines without specific written instructions from the parent. We will, however, administer sun-cream, nappy cream and use baby wipes if necessary unless parents instruct us otherwise.

Calpol/paracetamol will only be administered if a child has had a very high temperature and/or if the child is in pain. Parents should consider whether if a child needs calpol/paracetamol if he/she should be attending the nursery. Staff will use their best judgement if to give Calpol/paracetamol or to send the child home.

**In case of an emergency Dell Cottage Day Nursery reserves the right to take a child to Hospital. Please refer to Parent Contract.**