

Grandpont Centre and Childcare Medication Policy

December 2021

At Grandpont Nursery and Childcare Centre we promote the good health of children attending the Centre. If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date. We follow strict guidelines when dealing with medication and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

- Prescription medicine will only be given to the child named on the bottle for the dosage stated
- Medicines must be in their original containers
- Parents/carers must sign a medication form daily, to give permission for the administration of the medication; this is recorded on a medication form. This written record includes: child's name; date of birth; start date of the medication; details of the medication; dose to be given; time to be administered; how the medication is to be given; when the most recent dose has been given at home; staff signatures; parent/carer signature. The medication will be checked to ensure it is in date for the current administration. The greatest care will be taken to see that medication is administered according to the instructions and a signed record of any medication administered made by staff on the medication form. This will be witnessed by another staff member. At the end of the child's session, parents/carers will be informed and asked to sign the medication form as confirmation.
- Those with parental responsibility must give prior written permission for the administration of each medication. However, written permission will be accepted once for a whole course of medication, or for the ongoing use of a particular medication under the following circumstances:
 1. 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
 2. the dosage on the written permission is the only dosage that will be administered - a new form needs to be completed for a different dose
 3. parents to notify us immediately if the child's circumstances change, e.g. a dose has been given at home, or a change in dose needs to be given.
- Changes to dosage from the initial prescription will require a written communication from the child's doctor, nurse, dentist, or pharmacist.
- 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. (NB: Staff working with children are not legally obliged to administer medication) If the child refuses to take the appropriate medication then a note will be made on the form

- Where medication may have side effects, discussion with the parent will take place to establish the appropriate response
- Some children may require an action plan for certain medical conditions e.g. peanut allergy or seizures. In such cases staff will be trained to administer the appropriate medication e.g. an epipen and staff will work closely with health professionals to ensure the child receives the appropriate care.
- Where a prescribed medication requires medical or technical knowledge, tailored training is to be provided for at least two relevant members of staff. This should be delivered by a health professional prior to the child attending the Centre.

Non-prescription medication

- The Centre will not administer any non-prescription medication containing aspirin
- The administration of Infant Suspension Paracetamol and Ibuprofen based medication can sometimes be made when it is in the best interests of the child. However we do not administer these routinely and we would require parents to date, sign, write the dosage, and detail the exact times. This will all be checked, along with expiry dates, before staff agree to administer medication. Staff must sign the forms as witness and administrator of the medicine when medication is given, and ask parents to sign at the end of the day. We reserve the right to refuse to administer these non-prescribed medicines if they are given too frequently as this may be hiding an underlying ailment that requires professional medical attention.
- 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 Centre will always seek phone permission before administering any non-prescription medication.
- For any non-prescription cream for skin conditions e.g. Sudocrem, 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 Centre 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 Centre. If the child is staying, the parent must be asked if any kind of medication has already been given, and if so, at what time and in what dosage.
- 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 Centre, together with the times and dosage given.

Storage

All medication for children must have the child's name clearly written on the original container and kept in either one of the medication cabinets or in one of the fridges. In all cases medication must be stored out of reach of all children. Emergency

medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued.

Staff medication

All Centre staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the manager and seek medical advice.

Where staff may occasionally or regularly need medication, any such medication must be kept either in their locker in the staff room, or in the office if staff need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be clearly labelled with the name of the member of staff.

Date for review December 2022