

## **Administering Medicines**

**Prescribed Medication** The nursery will only administer prescribed medication when instructed to do so. Prescription medicines will only be given if prescribed by a doctor, dentist, nurse or pharmacist. Where a child should take medication three times a day, it is reasonable for the nursery to administer a maximum of 2 doses if the child attends for a full day.

**Short-Term Medication** The nursery is able to administer prescribed medication such as antibiotics in order to finish the course or apply lotions. All short term medication must be returned to the parent / carer at the end of the child's session.

**Non-Prescribed Medication** With written advice from the child's doctor and permission from a parent / carer, the Nursery Manager / Deputy may agree to administer medication such as antihistamines or cream.

**Consent** When administering any medication, the nursery must have received a signed and completed medicine request form giving prior written permission for staff to administer medication. This must be completed by the parent / carer, stating the name of medication, when the last dosage was given, the time and dosage that staff will be required to give future medication. Unless the child has a health care plan in place, it may be necessary for the parent / carer to complete a medicine request form for each day.

Where applicable any written instructions that state the administration of medicines requires technical / medical knowledge then individual training will be required for our staff by a qualified health professional. Training is specific to the individual child concerned. The nursery only accepts medication that is prescribed or purchased in a chemist, and does not accept aspirin or medicines that contain ibuprofen unless it has been prescribed by the doctor. The nursery will not accept medicines that are not in their original containers as originally dispensed. All medicines must be clearly labeled with the child's name.

**Written records must be held by the nursery** All medication forms will be completed by the member of staff administering or applying the medication, Members of staff administering medication must hold a minimum level 3 qualification and are required to complete the medication form with the date, time, dosage and their signature when medicine has been given.

A second member of staff are required to witness the administering of any medication to any child and are required to countersign once medication has been given. The parent / carer will be asked to sign to acknowledge entry.

**Calpol** Providing the parent / carer has agreed to this in their child's contract, Calpol can be administered at the discretion of the Nursery Manager / Deputy for high temperature or mild pain relief.

**Nappy Rash Cream** Nappy rash cream can be applied by nursery staff provided the parent / carer has agreed to this in their child's contract. The nappy rash cream supplied must be a recognised nappy cream that is either prescribed or that can be purchased at a chemist.

**Health Care Plans** Health Care plans will be written for all children with an additional health need or disability. Where a child is prescribed medication for a medical need such as eczema or asthma the Nursery Manager / Deputy will develop a Health Care Plan with the parent / carer. The Nursery Manager / Deputy will agree with the parent / carer how to recognise when the condition is getting

worse and when to administer medication. The parent / carer must also complete the Parental Agreement Form so that staff can administer medication.

Where the child has a long term medical condition such as diabetes, epilepsy or anaphylaxis a Health Care Plan must be put in place with the parent / carer, Nursery Manager / Deputy and relevant Health Care professional. The parent / carer must also complete the Parental Agreement Form so that staff can administer medication. Advice from the relevant Health Care professional will be sought to determine whether the administration of the medication requires training.

Health Care Plans must be developed prior to the child starting at the Nursery. If the condition develops when the child already attends the Nursery then a Health Care Plan must be developed immediately with the input from the parent / carer and appropriate Health Care Professionals. In some cases it may be necessary for childcare to cease temporarily until a Health Care Plan and appropriate training has been put into place. This will be determined by the Nursery Manager / Deputy after consultation with relevant Health Care professionals. This is to ensure that the nursery remains a safe place for the child and ensures that Nursery staff can meet the needs of the child appropriately and provide the level of support that is required.

The nursery will make every endeavor to follow the parent / carer instructions, but we also reserve the right to refuse a request to administer medicines whilst a child is in our care.

**This policy was revised & updated on the 15<sup>th</sup> August 2022  
Eversley Nursery School**