

Administering Medicines Policy



Shining Stars Nursery Policy

VERSION CONTROL SHEET

POLICY NAME: Administering Medicines Policy

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Introduction

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, especially a baby/child under two, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings (DfES 2005); the manager is responsible for ensuring all staff understand and follow these procedures.

A key person is responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the manager is responsible for the overseeing of administering medication.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.

- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.
- NB Children's paracetamol (un-prescribed) is administered only for children under the age of two years with the recorded consent of the parents in the case of a high temperature. This is to prevent febrile convulsion and where a parent or named person is on their way to collect the child.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - full name of child and date of birth;
 - name of medication and strength;
 - who prescribed it;
 - dosage to be given in the setting;
 - dosage already given at home before the Nursery session;
 - signature, printed name of parent and date.
- The administration is recorded accurately each time it is given and is signed, and witnessed, by staff. Parents sign the consent form to acknowledge the administration of a medicine.

Storage of medicines

- All medication is stored safely in a locked cupboard or refrigerated.
- The key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. Key persons check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional, arranged by the parent.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions and who may require on ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.

- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.
- As a precaution, children should not eat when travelling in vehicles.

Infectious Diseases/Illness

Spread of infectious illnesses in the Nursery.

It is our policy that sick children need to be at home in order to recover from sickness where they can be more comfortable this includes both infectious and non-infectious illness. Nursery life can be demanding and the environment is not conducive to supporting children's recovery.

Procedures for children with sickness or infectious disease:

We ask parents to inform a member of staff if their children have any illness, so that we can display a sign to inform parents, staff and visitors that we have had a case of that infection or illness in Nursery. This allows other parents to be on the lookout for the symptoms in their child. Children who are unwell with an infectious disease should NOT be at Nursery and they should NOT return until the risk of passing on the disease has passed.

In the case of children having diarrhoea and/or vomiting with or without a specified diagnosis, they will be excluded from attending the Nursery for 48 hours minimum or until they are completely recovered.

Head lice: Parents will be informed by a senior member of staff that their child may have head lice. Shining Stars will produce a poster and general information letter to inform parents of an outbreak. A child will be re-admitted once they have been treated.

Conjunctivitis: to prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents who will be requested to take their child from Nursery to be seen by a doctor.

It is the Nursery policy to monitor children for signs/symptoms of communicable diseases such as;

Chicken pox, Measles, Mumps, Rubella, Meningitis, Hepatitis, Diarrhoea, Vomiting.

Fevers of 101f (38) or over: a senior member of staff will arrange for the child to be sponged down with tepid water and given plenty to drink until parents arrive.

All Information about signs and symptoms of Infectious Diseases can be found in the SPOTTY BOOK – NOTES ON INFECTIOUS DISEASES IN SCHOOLS which can be found in the Nursery office.

Where there is a risk of an epidemic or pandemic risk in the community, we will at all times follow the advice of the Health Protection Agency, including closing the Nursery if necessary to prevent the spread of infection, we will inform Ofsted and follow the advice given by the Health Protection Agency.

Ofsted should be notified of any food poisoning affecting 2 or more children looked after on the premises of any child having meningitis or an outbreak on the premises of any notifiable disease identified as such in the Public Health (Control of Disease) Act 1984 or because the notification requirements has been applied to them by regulations. (Public Health Infectious Diseases Regulations 1988)

Illness:

If a child were suddenly taken ill, a member of staff would be allocated to taking care of the child. Another staff member would contact the parent/carer to come and collect immediately. A quiet area with a blanket and pillow would be prepared in the nursery and a staff member would stay with the child until a parent/carer came to collect.

If a child becomes seriously ill/injured during their attendance at Nursery, the Nursery reserves the right to call for emergency treatment to be administered. If we have to take your child to hospital, we will do our utmost to inform you immediately (using your contact details).