



Royal Naval Pre-school Learning Organisation

## Promoting Health and Hygiene:

### Administering Medicines

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 wellbeing.

In many cases the GP prescribed medicine can be taken at home in the morning and evening outside of setting time.

If a child has not had any medication before, especially a baby/child under 2 years, it is advised the child to be at home for the first 48 hours to ensure no adverse effect. However, there will be times when medication is needed.

Statutory Framework states that -

"Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that medicine has been obtained from the child's parent/carer. Providers must keep a written record each time a medicine is administered to a child and inform the child's parent/carer on the same day, or as soon as reasonably practicable".

### Over the Counter Medications

Non-prescribed medications should be avoided unless there is a genuine health reason for it. This medication should be treated the same as prescribed and specific permission to administer must be sought prior to the parent leaving the setting.

Special note - children under the age of 16 should never be given medicines containing ASPIRIN unless a doctor has prescribed that medicine for that child. Make sure that parents are aware of this.

Over the counter cough medicines should not be given to children under the age of six years of age.

Nappy cream for very young children will need to be treated the same as all other medication in that parent/carers need to sign the nappy cream form to give permission to staff to administer daily or on an "as and when" basis.

The senior practitioner involved within the management of the setting will be responsible for the correct administration of medication to the child concerned. The staff member responsible for administering any medication must ensure that they are not the first person to administer medicine to that child - ie did the parent administer medication to the child before coming to the setting. If the parent did give medicine before then the time and dose must be noted by the setting.

Staff must ensure that the parent consent forms have been completed. In the absence of the lead person(s) the key worker is responsible with direction from management. Storage of medication should be according to instructions and inaccessible to the children. All medication should be stored in the original container and clearly labelled.

Emergency medication/life saving medication will not be locked away as this should be accessible to the practitioner yet stored out of reach of the children.

Jack and Jills Childcare settings do not keep Calpol on site for emergency administering to a child with a temperature. If such an emergency happens the setting staff will make every attempt to reach the parents / carers to collect the child from the setting at the earliest opportunity. If the parent/carer cannot be contacted, then the emergency contact list will be used to alert one of the named persons to collect the child.

Whilst the contact for collection of the child is being undertaken staff will ensure that the child's temperature is reduced by removing items of the child's clothing, bathing the child in tepid / cool water with a flannel or similar cloth, encourage the child to sip cool water. Ventilate the area to allow a breeze to circulate.

The staff will continue to call the contact numbers at a regular interval until the child is collected.

If the child goes into a febrile convulsion, then the ambulance will be called immediately.

Parents/staff can contact the HEALTH PROTECTION AGENCY for advice or guidance - tel 01452 378900 -

## Procedures

- Children taking medication must be well enough to attend the setting.
- Any medication provided must be for that child and must be in date and relevant for the condition.
- Children prescribed or prescription medication is stored in their original containers and are clearly labelled and are inaccessible to the children.
- Emergency medication/ Life saving medication will not be locked away.
- Parents give prior written permission for the administration of medicine, the staff receiving the medication must ask the parent to sign the appropriate paperwork.
- The administration is recorded accurately each time it is given and is signed by the staff; there must be two staff signatures.
- If the administration of prescribed or prescription medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If rectal diazepam is given, another member of staff must be present and co-signs the health plan.
- Where they can understand that they take medicine for a certain condition, children are encouraged to make staff aware of when they might need it - for example a child who suffers from asthma and knows that they have an inhaler may, after running around outside, approach a staff member and request that they need a "puff" because they have a cough. This however should not replace staff's vigilance in knowing and responding when a child needs their medication.
- If a child becomes unwell and must attend hospital, their medication should be taken with them in a sealed bag clearly labelled with the child's name, name of the medication and the consent form signed by the parent.

## Long Term Medical Conditions

- A risk assessment is carried out for each child with a long-term medical condition; this is the responsibility of the supervisor alongside a key person; outside agencies may additionally be involved.
- Parents are encouraged to be involved in the risk assessment process and should be shown around the nursery setting to establish if they can foresee any problems etc.

- Specialised training for staff will be sought.
- The health care plan is drawn up with the parent considering any measures to be taken in an emergency.
- The plan should be reviewed termly, for changes to medication etc.
- The parent should have a copy of the health plan and it should be signed by the parent.

Signed:

Dated: