

Medication

At Raised In we will only give children medicine prescribed by a doctor. The prescription must have the child's name clearly labelled along with the name of the medication and dosage. We are only able to administer medicine that is in its original bottle or packaging.

Raised In asks parents/carers to complete a **permission form on EyLog** if medication is to be administered while their child is at nursery.

The dosage on the written permission form and the medication bottle is the only dosage that will be administered.

A new form is required for each course of medication e.g. if the course of antibiotics changes, a new form will need to be completed.

Parents/carers should 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 parent/carer must be asked when the last dose of medication was given to the child before coming to nursery. Similarly, when the child is collected, the parent/carer must be given precise details of the times and dosage given throughout the day. The parent/carer's signature must be obtained at both times.

Medication Procedure

1. On arrival, a parent/carer must inform the nursery team that their child requires medicine to be administered that day.
2. The parent/carer will fill out a form provided by the nursery team member clearly stating the following:
 - Date
 - Medicine
 - Why the medicine is required
 - Time of the last dose
 - Time of dose to be administered within the nursery
 - Dosage to be administered
 - Consent for medicine to be administered – parent/carer signature
3. The team member will sign the same form to confirm that they have checked the label and understood the instructions.

4. At the time of administering the medicine, two members of the nursery team should be present to ensure that the correct dosage and the correct medicine are administered.
5. If the child refuses to take the appropriate medication a note will be made on the form. We would communicate with the parent/carer to seek advice and offer them to come into the nursery to administer the medicine. At no point, the child will be forced to take the medicine.
6. Children's medicines will be stored in the kitchen fridge where required or in a cupboard. Both areas are out of bounds to the children.

Storage of Medicine

Medicine should be stored appropriately, medicine should not be kept in children's bags or stored where children can have access to the medicine. Medicine that is required to be refrigerated should be stored in the nursery fridge away from the children. On-going medicine such as inhalers should be stored in a safe and accessible place to the Educators. Emergency medicine such as EpiPens can be stored in the room with children but out of reach from the children. Any medicine stored at the nursery needs to be checked regularly for expiration dates.

Non-prescription medication

At Raised In we will give Calpol to children in case of an emergency e.g. when a child has a high fever exceeding 38 degrees Celsius. Parents/carers are asked to give permission via the child profile form on the ey-Man/ey-Log parent app for their child to receive Calpol in emergencies. Verbal consent will also be gained from the parent/carer via telephone, and the parent must come and collect the child and sign the emergency medicine form.

We will administer Antihistamines such as Pirton in case of emergency e.g. when a child is having an allergic reaction. Parents/carers again can give permission via the child profile form on the ey-Man/ey-Log parent app to receive Pirton in emergencies. Verbal consent will also be gained from the parent/carer via telephone. The team will monitor if symptoms do not improve then at the discretion of the Nursery Manager the parent/carer may be required to collect their child.

For any non-prescription cream for skin conditions e.g. eczema, prior written permission must be obtained and signed from the parent before administration. The parent must provide the cream and should be clearly labelled with the child's name.

Nappy cream such as Sudocrem can be administered with prior written permission and must be obtained on their child record form.

Teething gels/crystals can be used once written permission has been obtained from the parent.

If at any time a member of the Raised In team feels that a child is not well enough to be at nursery, we will call the parent/carer to come and collect their child.

Team Medication

Team medication is stored in the staff room out of reach of children. The team must declare any medication that will affect their ability to work with children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of team members in case of an immediate need but will remain out of children's reach and under supervision at all times. This is the responsibility of the individual team member to ensure their medication is being stored safely.

Signed: Nicola Brimble, Head of Nursery

Date: 04 December 2023

Review Date: December 2024

This policy links to: Accident & Emergency Policy, Health, Hygiene and Sickness Policy and Parents as Partners Policy