

# TEDDYBEARS NURSERY

## MEDICATION POLICY

Teddybear's understands the need to support individual children with medical requirements. We work together to support parents in meeting these requirements by administering prescribed medicines needed during the nursery day. Our view is that if a child is reliant on Calpol, is not a prescribed medicine or a preventative, they are not well enough to be at nursery. (See our sickness policy)

### OBJECTIVES

- \*To store and administer prescribed medicines correctly and safely
- \*To keep accurate records of all medicines required and administered
- \*To ensure only necessary medicines are administered
- \*To meet the needs of individual children who require medication
- \*To guide, inform and support all staff and parents in the issues of children and medication

### IMPLEMENTATION

\*Staff will only administer prescribed medicines by a doctor, dentist, nurse or pharmacist that have a label with the child's name and details of the dosage to be given.

\*Medicines from a pharmacist/over the counter must have clear dosage instructions and be appropriate to the child's age & ailment in order for staff to administer. It is also our policy not to administer any medication containing 'ASPRIN' unless prescribed by a doctor.

\*Before accepting medication from parents staff will ensure it has been at least 12 hours since the child's first dose of any medicine prescribed or over the counter product to ensure no adverse reactions.

\*Any medication will be administered by a qualified member of staff and witnessed by another staff member, both staff will be level 3 or equivalent and will have had previous first aid training. Both parties' will sign to confirm the medication has been administered. This will be recorded on separate medication sheets to ensure confidentiality.

\*Staff will ensure the medication sheets are filled in when parents request medication to be administered. This should include the times to be given, date, dosage, Doctors name, and expiry date and parents and staff signatures. There is an option to complete a 5-day form so children can complete a course of antibiotics.

\*Parents will sign the medication form at the end of the day to confirm that staff have told them that they have given the agreed medication.

\*Staff will ensure all medicines are correctly stored according to directions i.e., refrigeration or in the first aid cupboard in the messy room.

\*For ongoing treatments such as eczema or asthma or Hay fever parents must complete an ongoing consent form to be filed in the medication folder. Parents are responsible for informing Teddy Bears of any changes to dosage etc. and asked to complete a new form annually, however these forms are checked regularly and their details confirmed with parents.

\*Staff will provide parents with a written record when Asthma pumps are used to ensure correct information of administered medication is passed on.

\*Teddy Bears staff reserve the right to not to administer medication that they do not deem 'suitable' for any child i.e., if the prescription label does not correspond with the child's name or the medication is out of date.

\*Teddy Bears staff will not routinely apply cream to open wounds and will strongly recommend that parents seek medical advice immediately to minimise the risk of infection.

\*Teddy Bears staff believe" a child reliant on Calpol should not be at nursery" (see sickness policy). Therefore Calpol will not be administered to a child every 4 hours to keep their temperature down .

\*Staff will administer Calpol as pain relief when necessary for example teething, ear ache or painful injuries. If a child develops a high temperature (38c+) we will give Calpol if the child hasn't had it in the last 4 hours and contact the parents to inform them of the child's condition & ask them to pick the child up.

\*Over the counter Cough mixtures will not be administered

\* Piriton for Hay fever will be administered to ease symptoms.

\*Calpol & Ibuprofen will only be administered when recommended by the child's doctor if Calpol alone is not sufficient to reduce a temperature or act as pain relief. These will only be administered at least 2 hours apart.

NAME

SIGNED:

DATE: