

Medication Policy:

At Jack in the Box, we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see Sickness, Illness, and Infection control policies). If a child requires medicine, we will obtain information about the child's needs and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication:

Medication prescribed by a doctor, dentist, nurse, or pharmacist.

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated. Prescription medication will only be given if in date and within the time frame.
- Medicines must be in their original containers with their instructions printed in English including the leaflet.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and a member of the leadership team (managers, room leaders and teachers) will check these details.
- Those with parental responsibility must give prior written permission for the administration of each medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication e.g. if the course of antibiotics changes, or a new batch a new form will need to be completed.
 2. The dosage on the written permission form must be the same as the prescription label and is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
 3. Parents must notify us IMMEDIATELY if the child's circumstances change e.g. a dose has been given at home, or a change in strength or dose needs to be given. A new written consent form will be required in line with any changes.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.
- The parent must be asked when the child has last been given the medication before coming to nursery and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.
- At the time of administering the medicine, the lead member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)

- If the child refuses to take the appropriate medication, or a lesser dose is administered due to the child refusing then a note will be made on the form. A further or “top up” does will not be given.
- Where medication is ‘essential’ or may have side effects, discussions with the parent will take place to establish the appropriate response.

Non-prescription medication (these will not usually be administered)

- The nursery will not administer any non-prescription medication containing aspirin.
- The nursery will only administer non-prescription medication for a short initial period at the discretion of the nursery manager, dependant on the medication or the condition of the child. After this time medical attention should be sought.
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- If a child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication with the nursery providing one specific type of medication should parents wish to use this.
- On registration, parents will be asked if they would like to fill out a medication form to consent to their child being given a specific type of liquid paracetamol or antihistamine in particular circumstances such as an increase in the child’s temperature or a wasp or bee sting. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if the nursery CANNOT contact the parent. The nursery manager must be informed prior to medication being administered.
- An emergency nursery supply of fever relief (e.g. Calpol) and antihistamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child’s parents. Where parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. If nursery cannot contact parents’ medication such as liquid paracetamol must only be given 4 hours after children entered nursery.
- Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents collect the child.
- For any non-prescription cream for skin conditions prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child’s name.
 - Nursery Sudocrem for nappy rash will be applied when prior written consent is gained from those who hold parental responsibility.

- If any child is brought to the nursery in a condition in which he/she may require medication during the day, the manager will decide if the child is fit to attend nursery. If the child is attending, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on a medication form.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given.
- The nursery DOES NOT administer any medication unless prior written consent is given for each medicine. Alternative medicines, herbal remedies, or homeopathy will never be administered unless prescribed.
- It should be noted that paracetamol cannot be given to babies less than three months old unless prescribed by a doctor.
- The definition of a high temperature is 38°C.
- Many children can walk round with a high temperature and be asymptomatic so the practitioners would need to assess if the child is showing other symptoms etc, if there are no symptoms then in reality no treatment is required. The range for the temperature becoming significant particularly when in context of other symptoms also changes with age range:
 - Less than 3 months old would be no higher than 38°C but it should be noted that paracetamol cannot be given to under 3 months of age unless prescribed by GP/ Nurse prescriber.
 - 3-6 months of age 38.9°C
 - 6 months upwards 39°C plus
- These recommendations are based on the National Institute for Health and Clinical Excellence (NICE) guideline 'Feverish Illness in Children. Assessment and Initial Management in Children Younger Than 5 Years'

If a child is taking prescription medication the nursery may not administer any non-prescription medication without a professional (doctor) providing written consent e.g. antibiotics will be administered alongside nursery Calpol however nursery Calpol will not be administered alongside prescribed Ibuprofen.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication. For children with long term medical requirements, an Individual Health Care Plan from the relevant health team will be in place to ensure that appropriate arrangements are in place to meet the child's needs.

Administering medication

If training is required to administer medication this is undertaken by the child's key person, SENDCO and at least one other member of the leadership team (Manager, Deputy Manager, room leaders and Early Years teachers) This is to ensure that there will always be a member of staff in the building who is trained in the administration of the medication.

Only members of the leadership team (as identified above) are to administer any medication and there must also be another qualified member of staff present to witness. Both members of staff must check medication, labels, and consent forms. Both members of staff must sign the medication form.

When paracetamol has been administered, parents are asked to collect their child as soon as possible if their temperature does not come down within one hour. The nursery will not administer more than two doses of paracetamol to any child in one day or more than two consecutive days without medical advice from a pharmacist/GP.

The lead staff member administering the medication and the witness must first check the following:

- The consent form has been completed and signed by the parent.
- The dose on the bottle and the consent form are the same.
- Child's name is on the bottle.
- The dosage to be given.
- The use by date.
- The times to be administered.
- Last time the medication was administered.

The staff member and the witness are signing to confirm that they have undertaken all appropriate checks prior to administering the medication. This should be completed at the time of the administration of the medication and not retrospectively.

The medication form will then be updated by the lead team member and the witness, at the time of administration, detailing the following:

- Medication and dosage administered.
- Date and time administered.
- Signature and name of staff member administering the medication.
- Signature and name of staff witnessing administration of the medication.

Please note that when completing medication forms black ink must be used to preserve records.

On collection of the child the parent/carer will be required to sign the relevant entry on the medication form to acknowledge that they have been notified by a practitioner.

Medication forms are confidential and will be always stored securely.

When/if to Administer

- For both prescribed and non-prescribed medication children can attend nursery after 2 hours from their first dose if well. Nursery will never administer a child's first dose of medication.
- Antibiotics must be evenly spaced in waking hours as antibiotic levels will drop.
- Empty stomach – 1 hour before food or two hours after food.
- Children requiring both paracetamol and ibuprofen for pain relief are required to be absent from nursery.
- Non-prescribed medications will always be the lowest dose unless supported by a letter from a GP/Nurse practitioner.
- Medications that are required once per day must be given at home.
- Nursery will administer medication once per day if medication is required three times per day.
- Nursery will administer medication twice per day if medication is required four times per day.
- Nursery will record and inform parents of all "forgotten" dose.
- Nursery will record if any medicine is regurgitated/spat out – nursery will not attempt to give children the dose again to prevent overdose.

Children can attend nursery if well after 2 hours from receiving their first dose of medicine at home.

Staff medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or feel unwell and cannot meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. Staff who need to take prescription medication should inform management. This will help management take appropriate action in the event of the staff member becoming unwell. A staff medication form must be completed ensuring side effects are recorded.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their manager and seek medical advice.

*The nursery manager/registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker or a separate locked container in the staff room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children, always. It must not be kept in the first aid box or shared kitchen area and must be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any medications requiring refrigeration must be kept in a sealed box in the middle of the fridge (2-8 degrees) inaccessible to children. This must be in a designated place with the child's name clearly written in the original container.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Medication stored in the setting will be regularly checked with the parents to ensure it continues to be required, along with checking that the details of the medication form remain current.

Exclusion

If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.

Exclusion from nursery will be requested when a child:

- Has an infectious disease or viral infection.
- Has had an upset stomach due to sickness/diarrhoea the child will be excluded from nursery for 48 hours from the last episode.
- We require children with medication to be absent for 2 hours after the first dose of medication even if they have had the same type of medication in the past e.g. penicillin. This is to ensure the child is not allergic to the medication or suffering any adverse side effects.

Cases of emergency

In cases of emergency where a child needs to be taken to hospital by ambulance, a member of staff will accompany the child until a parent/carer arrives. Parent/carers will be informed immediately at the time of the incident.

Action to be taken in case of a breach of the medication policy.

Should the policy be breached by nursery staff in any form, the following action must be taken immediately:

- Parent/carer to be notified via the quickest method available (e.g., if the child has already been collected the parent must be contacted via telephone or by undertaking a home visit if necessary).
- Appropriate medical advice will be sought by the setting, in conjunction with the parent/carer.
- Nursery staff to inform a member of the management team who will inform the registered person. The registered person will inform Ofsted.
- Local Authority Designated Officer for Safeguarding will be notified by a member of the management team.

- Written notes must be made by the nursery staff and the management team of any action taken with accurate timings recorded events.