

Medicine Policy and Procedure

Cranford Nursery does NOT administer medicines unless the medicine is life threatening such as an inhaler or Epipen.

We do not allow parents to administer medicine to their child in nursery for example calpol, Ibuprofen, antibiotics. This is because if your child requires these medicines throughout the day then they are too sick to be in nursery and the parent **MUST** keep their child at home.

Any life threatening medicine that is kept in nursery **MUST** be in the container in which it has been dispensed, it **MUST** not be decanted into any other container and the medicines container **MUST** carry the pharmacist's original label.

All medicines **MUST** be stored correctly following the instructions on the medicine container. If there are no specific storage instructions then the life threatening medicine **MUST** be stored in a locked cupboard. If it is necessary to store the medicine in the fridge it **MUST** be kept in a labelled airtight container with name of child and date.

Written permission for the administration of the life threatening medicine **MUST** be obtained from the parent, giving clear instructions about the following;

- The name of the medicine as shown on the pharmacist's label
- The dosage to be given to the child
- The time the dosage is to be given
- Any other instructions; e.g. storage instructions
- A signed permission naming a senior staff member, as the person authorised by the parent to administer the medication following the written instructions
- The parents have administered the initial dose of any medicines. The setting **MUST NOT** administer the initial dose.

Blanket permission by the parent for the giving of medicine to their child is **NOT** acceptable. A fresh permission **MUST** be received for each specific course of medication.

If a request is made for the administration of medication which is ongoing (e.g. asthma inhaler) then the agreement forms **MUST** be updated at regular intervals. This would usually be to coincide with the child's General Practitioner's review of the medication.

The following **MUST** be recorded each time medicine is administered to a child:

- Name of the child
- Name of the medicine
- The dosage administered
- The date and time the medicine **IS** given
- Signature of the person administering the medication and witnessing staff member
- Signature of parent acknowledgement that informed medicine given
- Why the child needs the medication for example coughing or breathless.
- The inhaler/Asthma medicine **MUST** be in its box with the **G.P.'s instructions** of the amount of puffs and the times given.

The nursery **will not** give inhalers to a child on behalf of a parent "As and when needed" the medicine will only be given as instructed by the child's GP and for a specific reason/condition.

If a child has been in hospital with a suspected asthma attack he/she **MUST** not be returned to nursery until the GP has deemed the child fit again. We will ask evidence of this along with an up to date asthma plan from the child's GP.

Inhalers **MUST** only be given by an experienced, qualified staff member and witnessed by a senior staff member.

Staff Medicine:

Staff **MUST** keep any medicines in a box with a lid and labelled with name and date and keep it in the staff kitchen upstairs in the medicine cupboard. It **MUST NOT** be kept in the nursery unless it is life threatening medicine.

Please inform management and your team if you are in need of life threatening emergency medicine such as an EpiPen or inhaler and we will arrange for you to keep these in a locked cupboard in the nursery but on a different shelf to any children's medicine.

All staff will be made aware of any emergency medical conditions of a team member and training for these medical conditions will be done by all staff members.

All staff are required to complete an emergency contacts card in case we need to call a family member.