



# Medication Policy

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## 1. Introduction

This policy is in place to inform parents of the guidelines relating to the administration of medicines.

Before reading this policy, it is important to understand the difference between the words prescribe and prescription as outlined in Ofsted's document "Administration of Medication to Children in Registered Childcare." It states that when we use the word 'prescribe' we mean medicine that is recommended. When we use the word 'prescription' we mean written instructions from a doctor or dentist.

Most pharmacists cannot write prescriptions and can only prepare the medicine as instructed by a doctor or dentist. However, they can recommend (prescribe) over the counter medication such as teething gels when children are teething. Therefore, we can give medication that is recommended by a pharmacist or nurse without a written prescription as well as any medication prescribed by a doctor or dentist or an appropriately qualified pharmacist or nurse.

The only medication Snapdragons are willing to administer to children, without a doctor's written prescription, is eye drops/eye cream, liquid paracetamol, antihistamine, and teething gel/crystals.

As stated within the Statutory Framework, Snapdragons will only administer medicines containing aspirin with a written prescription from a doctor.

## 2. Prescription Medication / Creams / Ointments

Prescription medication prescribed by a doctor or dentist will only be given to the named child on the packaging. It must be in the original container with the child's name and prescription details of administration. The medication will only be administered within four weeks of the prescription date for antibiotics and general expiry dates will also be taken into consideration.

Medication can be signed in for the duration of the course. A new form does not need to be completed each day. Parents will need to confirm, before the child's session, each day, the time of their last dose.

Snapdragons expect parents to administer medicines in the mornings and evenings (unless an exact time is specified). Therefore, medication can only be administered in accordance with this assumption. I.e., if a child attends nursery for a full day session and have medication three times a day Snapdragons can administer one dose.

Medication must be signed in with a set time (i.e., not 'after lunch')

- Only permanent team members (not students, staff members still within their twelve-week probation period, temporary or bank staff) are authorised to administer medication. They must also ensure that there is a witness present when doing so who can verify all the information on the Medical Authorisation Form. A senior member of staff must be present for every



administration of medicine either as the administrator or the witness. Medication is always administered in the nursery office.

- Children must have taken a medicine before (for a period of at least 24 hrs). Snapdragons will not administer a medicine for the first ever time. This is to minimise the risk of an allergic reaction.
- Children who have been prescribed antibiotics must have received a minimum of one dose of that prescription's medication before returning to the nursery (and adhere to the above criteria re: 24 hrs for a first type medicine). The child's return to the nursery following an absence due to illness or infection is at the ultimate discretion of Snapdragons.
- If a child needs the administration of prescribed medication which requires technical / specialised medical knowledge, then individual training will be provided for team members working with the child, from a qualified health professional prior to the provision of the medication by team members.

### 3. Over the Counter Medication / Creams / Ointments (i.e., prescribed medication)

Supplies of over-the-counter medication are permitted if children have had them before so that it is known they are not allergic to them. To minimise unnecessary paperwork for the colleagues and parents, creams and ointments that cannot be overdosed (e.g., Diprobase, E45, Sudocrem etc.) can be administered by any permanent colleague. We will not record the administration of these treatments unless requested to do so by the parent regardless of whether they have been prescribed by a doctor or bought over the counter. Medical creams such as Hydrocortisone Cream will be treated as medication and the Medical Authorisation Form will need to be completed by the parent and colleague and each administration recorded.

This form will be retained (in line with our retention policies) after treatment is finished to ensure we can provide parents with information should there be an issue with the medication (e.g., an allergic reaction). Parents can request to retain the form themselves if they wish to.

We will only administer medicine in line with the instructions i.e., dose, frequency\*, duration, age appropriateness and expiry date on the bottle.

Snapdragons expect parents to administer medicines in the mornings and evenings (unless an exact time is specified). Therefore, medication can only be administered in accordance with this assumption. I.e., if a child attends nursery for a full day session and is prescribed medication three times a day Snapdragons can administer one dose.

\*Though medication must be signed in with a set time we cannot guarantee to give medication at that exact hour. Children may, for example, be sleeping, eating their lunch or the colleague trained to administer medication may be helping another child. However, it will be given in a timely manner. Parents wanting an absolute guarantee on specific times medication is given are welcome to pop in and administer the medication themselves.

### 4. Medicine Administered for an Unexpected Temperature

To prevent the delay of treating a child with an unexpectedly high temperature, parents can choose to pre-authorise the use of a single dose of Calpol via the 'Record of Calpol, Piriton & Teething Gel Given for Unexpected Temperature / Allergic Reaction / Teething Problems' Form. The dosage given will be



in line with the recommended dosage for the child's age group on the medicine packaging. Emergency medication can only be administered if the child has been in nursery care for at least four hours. If a child has attended for under four hours, the parent must be phoned to confirm verbally the time of any previous doses at home. If the parent cannot be contacted, medical advice will be sought.

If a child has been given medication prior to attending nursery, parents should complete the 'Pre-existing Medication Form,' providing details of the medication, including the time and dosage given.

If a child has been given any fever reducing medication (i.e., Calpol, Paracetamol, Nurofen) they must stay home for at least four hours prior to their nursery session starting.

When deciding whether to administer a dose of emergency Calpol, colleagues use the following criteria:

1. Child is feeling unwell
2. Child is in pain
3. Temperature is greater than 37.5°C

If the answer to two or more of the above criteria is yes, the child can be given emergency Calpol provided this has been pre-authorized by the parent. If a child's temperature goes over 38°C however, emergency Calpol can be administered on this fact alone.

If a child has had medication before nursery, and yet still shows symptoms of being unwell and parents are unavailable, medical advice should be sought.

Once a child has received a dose of Calpol parents will be asked to collect within 4 hours. Parents must be informed when Calpol is administered. This allows enough time for alternative arrangements to be made and the parents or carers to collect whilst keeping the child safe and comfortable.

## 5. Using Calpol and Ibuprofen Combined

Snapdragons will not administer temperature reducing medications during the nursery day unless advised in writing by a medical professional for relief of pain. Snapdragons will alternate between doses of Calpol and Ibuprofen providing the 'Medication Authorisation Form' has been completed in advance by the parent and is advised by a medical professional.

## 6. Medicine Administered for an unexpected allergic reaction

To prevent the delay of treating a child with an unexpected allergic reaction parents can choose to pre-authorise the use of a single dose of Piriton via the 'Record of Calpol, Piriton & Teething Gel' Form.

## 7. Medicine Administered for an unexpected teething

To prevent the delay of treating a child that starts to have issues with teething and is in distress, parents can choose to preauthorize the use of teething gel/crystals. Parents should provide their own preferred treatment if they know their child is teething.

## 8. General principles

- 8.1. Prescribed and Prescription medications will only be given if a parent has completed and signed a 'Medication Authorisation' Form giving permission for the named medication. This form must be completed daily and signed for on the day that the



medication has been administered by the parent in acknowledgement of this. Once completed (final dose given), this form will be retained for 21 years and 3 months in line with our retention policy, in the event there should be any queries or medical reactions. After this period, the form will be discarded.

- 8.2. If a child has recently had vaccinations (as evidenced in their red book) they can be administered Calpol, as needed. This dose is recorded on their 'Record of Calpol, Piriton & Teething Gel Given for Unexpected Temperature / Allergic Reaction / Teething Problems' Form. The 4 hours collection rule does not apply, provided the child is well in themselves.
- 8.3. All prescribed medication will be stored in accordance with the product instructions and kept in the original container.
- 8.4. Before any medication is administered, confirmation of the child's name, prescribed dose and expiry date of the medication must be checked.
- 8.5. Unused medication should be taken home at the end of each day's attendance; this must be signed out on the 'Medication Authorisation' Form by the parent. The only exception to this would be for ongoing, long-term medication that can be kept within the nursery.
- 8.6. For medication with a "Use Once Opened" time limit, we will use the prescription date as the opened date.
- 8.7. The nursery will not administer any form of homeopathic medication or treatment except for branded teething crystals in a sealed sachet.