

## **Medication Policy.**

This is a written policy for the administration of medication for children attending Bloom Day Nursery. It sets out the aims of medication procedures, the training and support available to the nursery team members, the methods used to record the administration of medicines and how parents are informed and consulted. This policy aims to meet the requirements of the statutory framework for the Early Years Foundation Stage April 17, Health: Medicines: 3.45 and Staff taking medication/other Substances 3.19

The policy statement applies to all children from birth to school age attending Bloom Day Nursery, all nursery team members within the provision including supply staff, volunteers and students on placements.

The nursery will work in partnership with parents to ensure that all children are healthy and safe in an inclusive and caring environment. Bloom Day Nursery has a clear policy regarding the administration of medication which is designed to ensure that children are effectively and safely medicated as and when required.

Once a child has been enrolled into the provision, parents will be asked to sign a medication permission as part of their contract. This allows the nursery team to safely medicate children in the case of an emergency.

If a child requires medication that has been prescribed by a GP, Dentist, Nurse or Pharmacist it must be brought to the nursery with the pharmacy label on it clearly stating directions for administration. The parent or carer must ask a member of staff for and complete a medication administration form BEFORE THEY LEAVE THE NURSERY. Any member of the team can assist in completion of the form but it must then be checked and signed by a member of the management team before the parent leaves the nursery and before any medication is given. If any details have not been entered on the form we may find it necessary to contact the parent/ carer prior to administering the medication.

Prescribed medication will be administered in accordance with GP instructions. At the time medication needs to be given, this will be witnessed by a senior member of Bloom Day Nursery who will re-check the name, expiry date and dose, and all necessary records will be completed accordingly.

**Bloom day Nursery will only administer medication that has been prescribed by a GP, Dentist, Nurse or Pharmacist apart from teething gel, nappy cream and in an emergency paracetamol for a persistent high temperature. Under no other circumstances will non-prescription medication be administered to a child when in the care of Bloom Day Nursery. This is to reduce risk to the child of inappropriate or incorrect use of medication.**

Nursery staff may administer eye drops to a child only if prescribed by a GP, Nurse or Pharmacist for that child. It is understood that this may cause inconvenience but it is to avoid administration of incorrect or expired eye drops to a child which could have very serious consequences. The nursery will stock paracetamol suspension for the relief of fever, barrier cream, sun lotion and teething gel. Parents will be required to sign in advance giving permission for administration of these products if necessary. All nursery employees will follow the manufacturer's instructions and guidelines which will be fully labelled on each relevant product.

All medication brought in to the nursery by parents must be stored in their original boxes or containers which include full instructions for administration. The child's name must be clearly detailed, the medication expiry date checked and the medication stored in a place inaccessible to children. Parents are responsible for ensuring that all expired medication is returned to a pharmacy for safe disposal. The nursery will also adhere to this policy for medications held in stock.

If a child is receiving medication for a short term illness or long term condition, parents/carers must inform the Nursery of the type of illness or infection and the medication being used. Parents must state the time and date of the child's last dosage. This will assist the nursery team to support parents and their children and can also provide valuable information in the event of an emergency.

Where a child is diagnosed with a long term medical condition an individual Health Care Plan will be created for the child by the parent, a senior nursery team member and/or health care professional. In some cases it may be necessary for childcare to be suspended until the Health Care Plan has been completed and any specialised training has been implemented. This is to ensure the safety of the child and ensures all nursery team members can support the needs of the child and provide the correct level of care that is required.

Nursery employees must attend regular training and development sessions, both external and in-house, to ensure they have current information and expertise in relation to all health and safety needs.

Nursery Team members are to be fully aware of the Medication Policy and updated annually through induction. All staff, including students and volunteers, must disclose with a member of the management team any medication both prescribed and un-prescribed they are taking on a long term or short term basis. Staff must update a member of the management team if their medication or dosage changes. If any medication is brought onto the premises by staff, this must be kept safely locked away. Key Carers who may need to take medication during working hours themselves must make this known to a senior member of Bloom Day Nursery as this may impact on their ability to care for children safely. All medication must be stored safely and out of reach of children at all times. At no point will any member of Bloom Day Nursery be under the influence of alcohol or any other substance whilst children are in their care and/or bring such items onto the premises of Bloom Day Nursery.

Nursery Team to follow all Infection Control Procedures and follow basic hygiene measures at all times.

At the time of enrolment all parents will be given details of Bloom Day Nursery's Medication Policy. Written medication permission will be gained from parents before a child begins their time with us. In the cases of a high fever, the administration of paracetamol will only be given if the Nursery Team have consulted a senior staff member and other natural methods of reducing temperature have been attempted.

Date of review: March 2017