



Medication Policy

At the Mulberry Bush we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Illness

- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the Nursery Manager will decide if the child is fit to be left at the nursery. (Please see our Sickness and Illness policy for further information)
- Parents and/or Carers MUST make the setting aware if their child has been given any medication prior to arriving at nursery for the day.

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
- Medicine will only be administered by a setting Manager, Deputy Manager or a Room Leader, and must only be witnessed by a Manager, Deputy Manager, Room Leader or Deputy Room Leader.
- Medicines must be in their original containers with their instructions printed in English
- **MEDICATION PRESCRIBED FROM HOSPITAL: sometimes hospitals do not issue medication with prescription labels specific to the patient. Where possible please request a patient specific label and/or accompanying documentation confirming who the medication has been prescribed for. The setting manger may refuse to administer medication without this documentation**
- Those with parental responsibility for any child requiring prescription medication must complete an online medication form via Famly. On



arrival at nursery they should hand over the medication to the most appropriate member of staff

- Those with parental responsibility must give prior written permission for the administration of each and every 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, a new form will need to be completed
 2. The dosage on the written permission 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
- Where medication is to be administered regularly over an extended period a healthcare plan must be completed and an ongoing medication form completed via Famly. This must be completed electronically and signed by a member of management and senior practitioner administering the medication and the parent/carer each day
- Where a child requires long term medication for a medical condition or possible allergic reactions any and all medications mentioned on the healthcare plan must be provided by the person with parental responsibility and must match those specified
- Any child with medication specified on a health care plan for emergency situations, will not be permitted to attend the setting without this medication
- If a child requires long term medication where new bottles are given to the nursery frequently, new forms must be completed on Famly each time a new bottle is given to update the expiry date, however the healthcare plan can remain the same as long as it states the correct medication name
- 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 this must be recorded on the medication form on Famly. Similarly precise details of the times and dosage given throughout the day are recorded on Famly and available for parents/carers to see For one off medication, parents are required to bring the medication to management and to complete an online medication form via Famly prior to attending the session. Once this has been completed the parent must acknowledge the medication notification before medication can be administered
- If required (due to technical difficulties) a paper medication form is available for parents to complete on arrival
- At the time of administering the medicine, a senior 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, then a note will be made on the form
- Where medication is 'essential' or may have side effects, discussion with the parent will take place to establish the appropriate response.

Antibiotics: (also see Sickness and Illness Policy)

- We ask parents to keep children on antibiotics at home for the first 24 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions, e.g. asthma and the child is not unwell). This is because:
 - it is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics
 - And a child may have a reaction to a new medication
- If the child is prescribed an antibiotic that has previously been administered at the Mulberry Bush, AND the illness is not contagious then the manager may allow the child to attend sooner than 24 hours. This is entirely at the manager's discretion



Prescribed Formula

- Prescribed formula milk is treated as any other prescribed medication. Senior staff members or the key practitioner must make up bottles and sign off that the bottle has been given on the milk record and via the daily diary on Famly. Following this, only a senior team member or the key practitioner should administer the bottle,. Senior staff must approve this and ensure that a name tag is on the child's bottle to prevent it being given to the wrong child.

Non-prescription medication (*these will not usually be administrated*)

- The nursery will not administer any non-prescription medication containing aspirin
- **The nursery will only administer non-prescription medication (including Calpol or similar medications) for a short initial period of 2 days dependant on the medication or the condition of the child. After this time medical attention should be sought and the child may not be able to attend nursery until they no longer need medication.**
- 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 onus being on the parent to provide the medicine
- 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 that the dose to be given is in accordance with the child's age, 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
- 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



- The nursery supply of antihistamine medication is for emergencies only and will not be administered for any other reason
- 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
- 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
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, 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 the 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 and every medicine.

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 the 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. If there are costs associated with the training of staff



to provide medical care to a specific child then this will only be carried out where funding is made available

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.

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 line manager and seek medical advice. The nursery manager 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 or nursery 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, at all times. It must not be kept in the first aid box 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 antibiotics requiring refrigeration must be kept in a fridge 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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
04.12.25		04.12.26