



Medication and Immunisation Policy

**STATEMENT OF INTENT**

It is the policy of Orchard Day Nursery to administer both prescription and prescribed medication only with consent of the parents.

**AIM**

To safeguard the health and well-being of all children in our care and to ensure that parental wishes are adhered to in the best interests of the children.

**'PRESCRIBE' and 'PRESCRIPTION'**

In line with the Statutory Framework 'medicines must not usually be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist'.

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 can not write prescriptions and can only prepare the medicine as instructed by a doctor or dentist. However, they can recommend (prescribe) over-the-counter medicines such as teething gels, when children are teething, or brand analgesics, when children have a temperature.

**SHORT TERM - PRESCRIPTION MEDICATION**

- Written permission is needed from the parents/carers.
- Relevant details must be recorded on the medicine form by a qualified member of staff or the parent.
- Medicines **MUST** always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions.
- All medicines must display a prescription label clearly indicating the child's name, name of the medicine, dose, method of administration, time/frequency of administration and date dispensed.
- Medication must be stored in the kitchen fridge or locked cabinet in the staff room/kitchen.
- This medication will be administered as directed by the child's doctor or dentist.
- When the medication is administered this will always be witnessed by another member of staff who will countersign the medicine form.
- When the parent arrives at the end of a session, they are asked to sign the medicine form again.

**PRESCRIBED MEDICATION (OVER-THE-COUNTER MEDICATION)**

- Prescribed medication e.g. pain and fever relief or teething gel can be administered, but only with the prior written consent of the parent and only when there is a health reason to do so.
- Any parent wishing their child to be given any prescribed medication must complete an 'Over-the-counter' medication form with a qualified member of staff.
- With regards to paracetamol based medication such as Calpol, parents of all children will be asked to sign a consent form when they first start the nursery. Parents will be contacted should we have

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concerns about a child's well being and feel that they require paracetamol. If a child requires a paracetamol based medicine, whilst at the nursery, under normal circumstances **Paracetamol will not be given to a child without prior written consent.**

- In the case of an emergency and if contact can not be made with a parent, despite every effort being made, the manager may take the decision, in the child's best interest, to administer an appropriate dose of a paracetamol, so long as every effort has already been made to reduce the child's temperature with no success, the child has been in the nursery's care for a minimum of 4 hours and the parents have given previous consent for the said medication.
- Parents will be required to sign the form when they collect their child.
- Medication will be administered by the manager/deputy, a team leader or level 3, or above, qualified practitioner / key person.
- When the medication is administered this will always be witnessed by another member of staff qualified to level 3 or above and they will countersign the medicine form.
- Medicines containing aspirin or ibuprofen will not be administered as an 'over-the-counter' medicine. **These will only be administered under prescription from a doctor (after a period of 48 hours following on from the prescription date).**
- Cough mixtures will not be administered as an 'over-the-counter' medicine. These will only be administered under prescription from a doctor. **(after a period of 48 hours following on from the prescription date).**
- Parents of under 2's will be required to sign a consent form when their child starts, giving permission to apply teething gel if required for teething pain / discomfort. The same recording process will apply when applying teething gel as those for over-the-counter (prescribed) medication. Parents must sign the form upon collection of their child.

### PARACETAMOL

Prescribed paracetamol will only be administered in order to bring down a high temperature or relieve pain such as teething. **We do not routinely administer paracetamol and after a period of three consecutive days, we are unable to administer any more paracetamol to your child. At this stage, we would advise you to see medical advice.** If a child requires regular doses, they are not deemed well enough to be at nursery and will be required to go home. Guidelines for paracetamol dosage were amended early in 2012, following recommendations and research carried out. The nursery will only administer paracetamol in line with the new guidelines as follow:

- 3 - 6 months: One 2.5ml spoonful (small end)
- 6 - 24 months: One 5ml spoonful (large end)
- 2 - 4 years: 7.5ml - One 5ml spoonful (large end) and one 2.5ml spoonful (small end)
- 4 - 6 years: 10ml - Two 5ml spoonfuls (large end)

### ANTIBIOTICS

Prescription of antibiotics is not taken lightly by general practitioners, especially in young children. Therefore it is felt that if a child suffering from an infection, for example, ear, chest or throat infections, where a doctor deems it necessary to prescribe antibiotics, the child should remain away from nursery until 48 hours after the first dose of the antibiotics have been administered, in order for them to take effect; unless otherwise stated in the exclusion periods given in Appendix i, of this policy.

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### LONG TERM CONDITIONS REQUIRING MEDICATION

- All relevant information regarding the child's condition and medication should be passed on to the manager, deputy and team leader.
- A health care plan must be completed by the parents/carer with detailed description of the medical condition and treatment.
- A formal procedure for the routine and emergency administration of medication will be drawn up in consultation with the child's parents and health professionals.
- Members of staff directly responsible for the treatment will be correctly trained in the administration of any medical treatment required.
- A correctly trained staff member will be on the premises at all times.

### INHALERS

Use of an inhaler on a short term basis (no longer than 4 weeks), for example following the treatment of a cough, cold or chest infection should follow the 'prescription' procedure.

Use of an inhaler exceeding 4 weeks, must be deemed as a 'longer term' condition and a health care plan must be completed and standard procedures followed.

### REFUSING MEDICINES

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and contact the child's parents / carers. If the refusal to take the medicines results in an emergency, the nursery's emergency procedure should be followed.

### IMMUNISATION

We recognise, where possible, that children are vaccinated in accordance with their age. If children are not vaccinated, it is the responsibility of the parents to inform the nursery to ensure that children/staff/parents are not exposed to any unnecessary risks of any sort. The nursery manager must be aware of any children who are not vaccinated within the nursery in accordance with their age.

Information regarding immunisations should be recorded on children's registration documents and updated as and when necessary.

### ORCHARD EXPLORERS

Orchard Explorers adopt this policy without amendment.

### POLICY STATEMENT

Orchard Day Nursery undertakes to ensure that all aspects of the nursery policies and procedures are kept under review and that they operate in a non-discriminatory manner.

All nursery policies and procedures are written in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework, Themes and Commitments. Whilst individual policies link directly to the EYFS all policies and procedures interlink with all areas of the EYFS. The Learning and Development theme runs throughout all of our practices due to our Learning through Play ethos.

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The management will ensure that any changes to this policy will be communicated to all employees.

The management will ensure that all staff, parents, carers, voluntary workers and others are fully aware of the channels through which they lodge complaints and appeals on all matters.

We also will endeavour to ensure that all staff practices remain in line with the current best practice.

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Reviewed and updated by:	<i>A Clayton</i>
Checked and agreed by:	<i>D. Appleby</i>
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