



St Hugh of Lincoln Nursery

Administration of Medicines and Medical Needs Policy

Aim

We aim to provide an environment where children with medical needs can safely access as much of the curriculum as possible. As part of this we recognise the need to have clear procedures for managing medical conditions and, in particular, the administration of medicines.

Methods

Parental responsibility

We emphasise to parents before their child joins the nursery that they have a responsibility to inform the nursery of any medical needs that their child may have and to keep us informed of any changes in their child's care requirements.

First aid

At least one member of staff with current first aid training is on the premises or on an outing at any one time. All members of staff with a Level 3 Early Years qualification since June 2016 hold a valid first aid certificate.

Our first aid kit:

- (a) complies with the Health and Safety (First Aid) Regulations 1981;
- (b) is regularly checked by a designated member of staff and re-stocked as necessary;
- (c) is easily accessible to adults; and is kept out of the reach of children. It is stored in the manager's office.
- (d) We take an appropriate first aid kit with us if we are taking children out of the nursery grounds, for example to post a letter in the local post box.

At the time of admission to the nursery, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that we will make every effort to contact parents as soon as an incident requiring such treatment occurs.

Our Accident Book

- (a) is kept in the Nursery Manager's office
- (b) all staff know where it is kept and how to complete the accident forms
- (c) the accident book is reviewed at least once a term to identify any potential or actual hazards.
- (d) Parents/carers are required to countersign any entry made about their child as a record of the incident and what treatment was given. On admission to the nursery parents complete a form stating whether they give permission for a different adult who is collecting their child to sign an accident form. If permission is not given, a copy of the form is sent home to be signed and returned.
- (e) Ofsted is notified of any serious accident/injury requiring treatment by a hospital doctor, or the death of a child or adult, as soon as possible and within 14 days of the incident occurring.

Local child protection agencies are notified of any serious accident/injury requiring treatment by a hospital doctor, or the death of a child or adult, within 14 days of the incident occurring. The nursery complies with any advice given by these agencies.

When there is any injury requiring hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Administration of Medication

- (a) In normal circumstances only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- (b) Children taking prescribed medication must be well enough to attend the nursery. We ask that children refrain from attending the nursery for 24 hours from the first dose of anti-biotics being administered in case of a child displaying a reaction and also to give the medication time to start working. Children who require medication such as Calpol in the morning should also refrain from attending as this may bring down their temperatures and hide symptoms of illness. We feel that if a child needs to be administered Calpol, or similar medication, that they are not well enough to attend the nursery and should be cared for at home.
- (c) Parents are responsible for providing a child's medication and ensuring that it is in date.
- (d) Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. Care is taken that medicines are stored appropriately at the correct temperature.
- (e) Medicines requiring storage in a refrigerator are stored in a locked medicine box within the refrigerator.
- (f) Medicines stored at nursery are checked regularly to ensure that they are still 'in date.' Parents are reminded if their child's medication is soon to reach its expiry date.
- (g) Parents give prior written permission for the administration of medication. This states the name of the child, name of parent, date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- (h) Before administering a medicine, the administering member of staff checks: the child's name, prescribed dose, expiry date and written instructions provided by the prescriber on the label or container. If a member of staff has any doubt about the administration of a medicine, they consult with the parent, the Nursery Manager or health professional **before** administering the medicine.
- (i) The administration is recorded accurately each time it is given and is signed by the staff member giving the medicine and by the observing member of staff. Two members of staff will always be present when children receive medication. Parents/carers sign the record book to acknowledge the administration of a medicine (we have consent from parents if another carer is allowed to sign the record).
- (j) If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- (k) Only named members of staff who have agreed to administer medicines and who have received training where required, will administer medication.
- (l) Non-prescription medicines such as pain/allergy relief may only be administered to children with written permission from a doctor. Aspirin will not be administered to any child except on prescription.

Management of Long-term Medical Conditions (including allergies and asthma)

We aim to support children with long term medical conditions so that they may access the curriculum as fully as possible.

- (a) Where appropriate we develop a health care plan for a child which clearly outlines details of a child's medical conditions, special care requirements, what constitutes an emergency for that child and the action to take in such a situation. This plan is drawn up with the child's parents, with guidance from the child's GP or hospital consultant where appropriate and is reviewed at intervals agreed with the child's parents or recommended by the health professional.
- (b) If a child has an allergy to specific foods/lotions/objects, this will be recorded in the medical list and all staff will be made aware of the allergy and the medication that is prescribed to the child and if necessary, staff will receive relevant training in administration (Epi pen). Medical plans will be put in place and medication stored in managers office. Foods/objects and resources will take into account individual children's requirements and alternatives offered. St. Hugh of Lincoln Nursery School has a No Nut policy in our nursery.

Attendance to nursery following administration of aesthetic by a medical professional.

Children who have been administered aesthetic by a medical professional should be closely monitored by an adult.

- (a) If a child receives Local Anaesthetic to an area, they should recover feeling back to the area within 4 -8 hours. Children should be able to return to the nursery the following day **IF** they are well in themselves and show no signs of discomfort.
- (b) If a child receives General Aesthetic, they should be kept at home for at least 24 hours to rest and to be certain they don't have any reaction to the aesthetic. Children should not return to the nursery until they are well in themselves and show no sign of discomfort.