

## Medicines Policy

Pathways will only allow qualified staff to administer medicine with a witness being present. It is our responsibility to gain knowledge why, when the last dosage was taken and how much the child is required to take. Qualified staff must record this before administering medication and also get parental consent and a signature when collecting the child to confirm who and what time the child received the medicine. (Example form enclosed). We administer all prescribed medication and non-prescribed medication with a valid reason. Medication containing aspirin will only be given when prescribed by a doctor. If a child has not had a medication before, especially a baby/child under two, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

- Children taking prescribed medication must be well enough to attend nursery in the first instance.
- We will only usually administer medicine when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in date and prescribed for the current condition.
- A verbal consent for any medication cannot be taken. E.g. teething gel and calpol, a reason why these are being given will also be noted down on the medicine form.
- The staff member must check the medicine is for that child and the use by date is correct.
- No medicines will be administered if the forms have not been filled in correctly.
- A parent to sign before and after medicine has been administered.
- Antibiotics are to be stored in the fridge.
- All medicines that are to be stored in the room are to be kept in the cupboard and clearly labelled out of the reach of children.
- If the child is going on an outing then the medication is sealed in a plastic box clearly labelled with their name, inside the box is the consent form.
- Medicine forms are to be kept in individual child's details.

If any child has long term medication then this is to be confirmed by letter from the parent and a separate form filled in which will state reason, date first began, name of medication, dosage and review of this medication every 3 months. (Example form enclosed)

When new children begin parents are asked to complete child detail forms one of the forms they are asked to sign is giving permission to seek medical advice or treatment when necessary.

We are also aware of any cultural or religious beliefs of the parent that may alter any medical intervention.

**ALL MEDICINES TO BE CLEARLY LABELLED AND STORED OUT OF THE REACH OF CHILDREN!**

In the event of the prescription of medication requiring technical/medical knowledge, i.e. Epipen individual training should be provided to staff from a qualified health professional. Training should be specific for the individual child concerned.

Emergency plans will also be put into place for children who require this type of medication with the knowledge of parents and medical staff helping to form this plan.

### **Procedure in giving medication to children:**

- When a parent informs you that the child requires medication, collect a medication form.
- Fill out the medication form with the parent present.
- Date, name of the medication, the dosage & time to be given.

- If the medication is not prescribed by a doctor, ask the parent for an explanation as to why the medication is being given. Write this information down on the sheet under the medicines name. **Remember if we do not think there is a medical need, (such as a high temperature) to give this medication you should not give.**
- Obtain a parental signature on the form.
- On collection of the child pass the information on about the medication that has been given to the child. Time, dosage etc and obtain another signature as evidence that the correct information has been passed on.

**Do not under any circumstances administer medication that a child may have in their bags or handed in without gaining a signature.**

In the instance of a child becoming ill whilst in your care and a medication sheet not been filled in due to them being healthy on arrival. The parent has signed a medical consent on an administration form. Ensure this has been filled in and signed.

You will then ring the child's parents and explain that the child has become ill whilst in your care, inform the parent that they need to come and collect their child. If it is that the child has a temperature that could be treated whilst the parent is on their way, ask the parent if they would like you to administer medication to try and bring the temperature down whilst they are on their way. Ensure that you get the parental consent verbally and then fill in a medication form for the parent to sign on arrival.

In the case of extreme emergency where a medical professional needs to be called the child's health is paramount and we would do this first. In this instance we would get a member of staff to also call the parents to inform them of what is happening. (See event of a major illness or accident policy)

If medical consent is not signed on administration Pathways has the right to refuse the entrance of this child to the nursery as it is Pathways duty of care to comply with all health issues regarding the child. The child's health is paramount.