



Administration of medication and sick children policy
Amended July 15

It is the policy of Rydal Day Nursery to make all staff aware of parents requests regarding the administration of prescribed medicines, and the following protocols must be observed.

If a child is clearly unwell or has a temperature then the parent/carer will be contacted to collect the unwell child and informed of the nurseries exclusion period.

Children must not come to nursery if they have had medication containing Paracetamol or ibuprofen within 12 hours before attending. At Rydal we take our duty of care very seriously and try to limit the spread of infections and viruses. Paracetamol and ibuprofen masks and reduces a child's symptoms rather than treating them. We feel that this is in the best interest of the child and all the children attending Rydal.

If children are on antibiotics they are able to attend nursery after 48 hours from the first dose, this is to ensure they do not have an allergic reaction from the antibiotics and that their body has had time to begin to recover from the illness. A senior member of the team will administer the antibiotics after an antibiotic instruction form has been completed with all specified information is received and signed. The antibiotics will be kept in a locked medicine cupboard. The medicine bottle will need to be clearly labelled with the child's name, doctors, dosage and a recent date ensuring they are prescribed for current illness. Staff will be required to record administration immediately in the record book attached to the medicine cupboard after administration and is to be signed by the administer and a witness. This is to ensure correct dosage is received and we have a record of medicine that has been administered.

If a child has a long term condition that requires medicine, the staff at Rydal will be trained and will administer the medication to the child, for example; asthma, nut allergy, epilepsy, etc.

The medicine must be prescribed for the child receiving it.

It must be stored in the original containers, clearly labelled, in date and prescribed for the current condition. At Rydal Day Nursery the medication will be stored in a safe place (a locked medicine cabinet), out of reach of all children.

The parent must give prior written permission to administer any medication. The parents are to advise the dose, time, mode of dispensing, Doctors name and name of medication. All this information will be kept on an individual medical plan.

Written and dated records are kept of all medicines administered to children, this includes naming the child and the medication, the prescribing doctor, dose and times and how the medication is to be dispensed. Parents must sign the record sheet to acknowledge entry and that they have been informed.

There is always a member of staff who will witness the correct dosage and name of the medication which will also be recorded, as will the date and time that the medication was dispensed. They will sign the record sheet as well as the staff member administering the medicine. This must be done in pen..

If the administration of medicine requires technical/medical knowledge then individual training is provided for staff from a qualified health professional. Training is specific to the individual child concerned.

Individual medical plans will be reviewed every 12-16 weeks.

Where ever possible and under advice of a trained health professional individual children will be supported with any ongoing medical needs. This may include the attendance by the child's key person at care plan meetings.

In the case of non-prescription medication the following is to be adhered to:

- [Oral medication can only be given in the case of relieving a fever or reaction to an allergy if it has been documented on the child's individual medical plan.
- [Creams can only be administered for ongoing skin complaints if it has been documented on the child's individual medical plan.
- [Prior written parental consent must be obtained for each individual illness or need.
- [There will not be a blanket consent given for all non-prescription.
- [If children have been given medicines such as paracetamol, they will not be able to attend nursery that as it simply just masks the signs and symptoms of their illness.