



Basnett Street Nursery School

Administration of Medicine Policy Feb 2024

Basnett Street Nursery School will '*promote the good health, including the oral health, of the children they look after.*' 3.52 from the EYFS Framework Jan 2024

We '*have a procedure, which must be discussed with parents and/or carers, for taking appropriate action if children are ill or infectious. This procedure must also cover the necessary steps to prevent the spread of infection.*' 3.53 from the EYFS Framework Jan 2024

We '*have and implement a policy, and procedures, for administering medicines to children. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up to date. Staff must have training if the*

When dealing with medication of any kind in the nursery, strict guidelines will be followed.

Prescription Medication

- Prescription medicine will only be given, to the person named on the bottle for the dosage stated, when prescribed by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).
- Medicines must be in their original containers.
- Those with parental responsibility must give prior written permission for the administration of each and every medication.
- 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
- 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
- Parents should notify us **IMMEDIATELY** if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- Nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter
- The parent must be asked when the child had last been given the medication before coming to nursery; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day.
- The parent's signature must be obtained at both times
- 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 parents will be contacted and a note will be made on the form.

Other Medication

- Other (non-prescription) medicine can be administered to a child on a short-term basis where written permission for that particular medicine has been obtained from the child's parent and/or carer.
- Basnett Street nursery will keep a record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day the medicine has been taken, or as soon as reasonably practicable.
- Medicine will not be given pre-emptively.

Basnett Street DOES NOT administer any medication unless prior written consent is given for each and every medicine

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 and under supervision at all times.

- Emergency medication, such as inhalers and EpiPen, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times.
- Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.
- All medications must be in their original containers, 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.

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Appendix 1

Allergies and Allergic reactions

At Basnett Street we are aware that children may have or develop an allergy resulting in an allergic reaction. Our aims are to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

- Our staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis
- We ask parents to share all information about allergic reactions and allergies on child's registration form
- We share all information with all staff and keep an allergy list
- Where a child has a known allergy, the Head Teacher or responsible person will carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery and shares this assessment with all staff.
- The Head Teacher and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them.
- Seating will be monitored for children with allergies. Where deemed appropriate staff will sit with children who have allergies and where age/stage appropriate staff will discuss food allergies and the potential risks
- If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a first aid trained member of staff will act quickly and administer the appropriate treatment, if

appropriate. We will inform parents and record the information in the incident book and on the allergy register

- If an allergic reaction requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child and the Head Teacher will receive specific medical training to be able to administer the treatment to each individual child.
- An Individual Health Care Plan will be written and displayed in the room and near the telephone in the office in case of an emergency

Transporting children to hospital procedures

The Head Teacher/staff member must:

- Call for an ambulance immediately if the allergic reaction is severe. **DO NOT attempt to transport the sick child in your own vehicle**
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the senior leadership team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

In line with the EU Food Information for Consumers Regulations which came into force in December 2014 we now provide allergen information about the ingredients we use for activities such as baking or play dough or when serving food to children, parents, families and visitors.

Appendix 2

Parental agreement for setting to administer medicine

Basnett Street will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	
Name of child	
Date of birth	
Group	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy or as purchased, e.g. calpol

Contact Details

Parent/Carer's name	
Daytime telephone no.	
Relationship to child	
Address	

I understand that I must agree for the administration of medicine to be actioned by the named staff and deliver the medicine personally to:

Lindsay Ingham
Emma Barker
Grace Walker/Kim White

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Nursery staff administering medicine in accordance with the policy.

I will inform Nursery immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Record of medicine administered to an individual child

Date	_____	_____	_____
Time Given	_____	_____	_____
Dose Given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Parent Signature	_____	_____	_____

Date	_____	_____	_____
Time Given	_____	_____	_____
Dose Given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Parent Signature	_____	_____	_____

Date	_____	_____	_____
Time Given	_____	_____	_____
Dose Given	_____	_____	_____
Name of member of staff	_____	_____	_____

Staff initials	_____	_____	_____
Parent Signature	_____	_____	_____
Date	_____	_____	_____
Time Given	_____	_____	_____
Dose Given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Parent Signature	_____	_____	_____
Date	_____	_____	_____
Time Given	_____	_____	_____
Dose Given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Parent Signature	_____	_____	_____
Date	_____	_____	_____
Time Given	_____	_____	_____
Dose Given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Parent Signature	_____	_____	_____

