Tots 2 Toddlers

Administration of Medication

Intent of Policy:
The nursery promotes the best possible care; therefore, all medication that is required by a child must be recorded before staff can administer this medication.

Implementation of Policy:

* It is the parent’s responsibility to ensure that staff are aware of any medication that has been administered before attending Nursery.
* All medication must be in original packaging with their name on.
* Medication will be stored as advised on the packet.
* Staff will not administer any medication that is out of date.
* All medication will be administered according to instructions on the packet.
* A short-term medication form for parents to fill in and sign is available at the nursery when you drop off your child.
* All short-term medication will be stored in either office cupboard or fridge.
* The staff administrating the medication will be the authorised administrator.
* Supervisory staff (Room leaders and above) who are First Aid trained are authorised to administer medication with a witness who is also First Aid trained.
* If a child is regularly on medication (such as inhalers etc.) then a completed medical plan is required from parents to give permission and advise staff on how and when to administer the medication.
* Staff will then fill in the boxes on the back of the medical plan stating when, how much and who administered the medication to the child. Parents must sign on collection to acknowledge this.
* Non-prescribed medication such as Calpol, teething gels and cough medicines may be provided for children and will be documented in the same way as prescribed but will only be administered at the Manager’s discretion.
* Children whose temperature is below or above the core temperature of 37C or who appears to look or feel unwell, will have their temperature checked every hour and will be recorded on a ‘Record of Child’s Temperature Chart’
* The Manager is to be informed each time a child’s temperature has been checked
* In event of a child having a high temperature; 38C and above, the child’s parent or carer will be informed and permission for Calpol/Nurofen (if provided) will be requested.
* If the parent or carer cannot be reached and the child’s temperature goes above 38C the child’s emergency contacts will be called and permission for Calpol/Nurofen (if provided) will be requested.
* **Regarding children with high temperatures please see our temporary amendments.**
* In the event of a child having a temperature of 39C or above, has been at nursery for more than 4 hours and the child’s ‘All About Me’ has been checked for the administration of Calpol, the nursery reserves the right to administer emergency Calpol as decided and done so by the Manager without parent or carer permission.
* A short-term medication form will be completed as normal for the parent or carer to sign upon collection. The Emergency Medication book; kept in the office, will also be filled out and will require the parent or carers signature also.
* Should a child have a persistent high temperature (38C and above), and we cannot contact either parents or emergency contacts, the manager reserves the right to administer calpol following the above procedure.
* Non-prescribed medicine will not be administered on a regular basis.

**Amendment :**

**We ask that children are not given Calpol or Nurofen before coming into nursery, as this may mask the signs of serious illnesses. It is important we are told if any medicine has been administered, as in the event of an emergency we would need to inform medical professionals. In the case that a child develops a temperature of 38C or above, parents will be contacted and advised to collect their child. It is at the discretion of the manager whether it is safe or not for the child to continue to attend nursery for the rest of their session.**

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| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller  | 01/09/2022 |