**Policy on Medicine**

**Children**

All children in our care can receive support and care with their medical needs. There are procedures in place for responding to children who are ill or infectious, where necessary steps are taken to prevent spread of infection. Please see Policy 36.

High Temperature/Fever: A high temperature/fever at Monique’s is anything above 38ºC. In this instance, parents will be contacted and asked to collect their child keeping them home for 24 hours.

*Teething:* Monique’s is aware that teething children may develop a high temperature as a result of the teething process. Parents are able to provide the nursery with teething gels or powders for use as described on the packaging.

Permission: Any medications must be recorded and a signature given by the parent at drop off in order for the nursery to accept it. **All Medications must be in their original packaging with the child’s name on the label and the required dosage clearly visible.**

Prescribed Medications: If a child is required to take a course of prescribed medication/antibiotics, the following MUST be adhered to:

* E-mail/written notification from parent/carer confirming purpose of medication, duration, storage details, dose to be administered and time(s) medicine is to be administered.
* Prescribed medicine MUST be signed in and out each day the child attends the setting by both parent/carers and staff
* Prescribed medicines MUST be in their original packaging, with the childs name clearly on the label, along with directed dosage and frequency.
* Prescribed medications must be stored as directed on the packaging, and away from reach of children.

Children needing to have medication will have a label placed on the back of their tops to indicate to staff the time the next dose is required. Once the dose has been given, that label will be removed. If another dose is required whilst the child is in our care, a new label with the new dosage time will be placed in the same location.

Use of Calpol: Parents **MUST** inform staff if their child has been administered Calpol prior to arriving at nursery, along with the reason their child/ren was given it. Children will be observed and monitored throughout the morning, having their temperature checked 4 hours after the stated time Calpol was administered, and then hourly after this until collected at the end of their nursery day. Should their temperature rise above 38ºC at any point after the 4 hour check, parents will be contacted and asked to collect their child.

Monique’s recognises that teething infants will often have a raised temperature as one of the symptoms of teething. In this instance ONLY, staff will be able to administer Calpol but written permission to do so much be obtained from parent/carers at morning drop off, and the Calpol must be brought in its original packaging with the child's name on it.

Monique’s will only administer Calpol in circumstances relating to teething temperatures as described above. Any child with a high temperature/fever over 38 degrees, other than those teething, will be asked to be collected as soon as is practicably possible, and asked to be kept away from nursery for 24 hours.

If your child displays vomiting and/or diarrhoea symptoms during the time they are away from nursery, our policy relating to Sickness and diarrhoea will be activated. This states that your child should remain away from nursery for **48 hours after their last bout of sickness and/or diarrhoea**. This is to reduce the opportunity for viruses and diseases to spread to other children and to staff, therefore protecting the nursery as a whole.

Record Keeping: A record must be made in the medicine book following ANY administering of medicines, noting the following information:

* Date
* Childs name
* Childs DOB
* Name of medicine as appears on the box
* Parent/carer and staff ‘sign in’ of medicine
* Dose amount (as directed by instructions on packaging and parent e-mail)
* Time given
* Staff signature when given
* Witness signature
* Parent/carer and staff sign out of medicine

Once a child has been given medication, a note of “MB” (medicine book) is written next to their name in the daily register. This is to ensure that at the end of the day, staff managing child collection can easily see those who have had medicine that day, and therefore those who need to take medicine home with them and whose parents need to sign the medicine book.

**Administering Medicines**

* A sticker is placed on the childs back so they cannot remove it, with time and medicine to be taken written on it
* Alarm is set on the nursery’s mobile phone so that the medicine time is not missed especially for antibiotics where timing is so important.
* “MB” and date is also noted on the child’s record page in the cow folder kept by the day books for tracking and monitoring purposes.
* Parents are requested to keep their child away from nursery for the first 24 hours if the antibiotic is being administered for the first time (in case they have an allergic reaction to the medicine.)
* The Statutory Framework recommends that children under 16 should never be given medicines containing aspirin unless a doctor has prescribed that medicine for that particular child.
* The statutory guidance allows providers to administer over-the-counter medication such as pain and fever relief or teething gel. However, we need to obtain written consent in advance from parents to allow us to do so and we follow the same recording procedures (for such medicines) as those for prescribed medication. Monique’s will only administer such medication when requested to do so by a parent and where there is an accepted health reason to do so, and not routinely as set out in the statutory framework
* Staff administering medicine should do so in accordance with the prescriber’s instructions and record it in the cow folder kept by the day books.
* Training must be provided for staff where the administration of medicine requires medical or technical knowledge e.g. Epipen, Ventolin, Diazepam, Insulin, Creon (cystic fibrosis). This will be undertaken as and when required depending on the childrens needs
* Only medicine provided by parents can be given to children in our care.  Medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.
* Staff will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
* The TIMING/S and DOSAGE of medicines to be given to the child is recorded in the medicine book and signed by the authorising parent.
* Any member of staff may administer a controlled drug to the child for whom it has been prescribed, as all staff are fully first aid trained.
* At the prescribed time, staff will check the medicine book first to ensure that it has not already been given. They will also check details on the bottle/medicine to make sure it agrees with what parents/carers have authorised.
* Staff will cross reference the child’s name, prescribed dose, expiry date and any written instructions on the label with what the parent/carer has told us to write in the medicine book.
* After administering the medication, Staff will countersign the medicine book stating the time and dosage administered, as well as noting in the cow folder. Parents should then sign the medicine out of the nursery, taking home a copy of the medicine book entry, and their child’s medicine - unless there is a special arrangement to keep medicine on-site due to a long-term medical condition. This can be discussed during settling in.
* When on trips/outings if medicine is required it will be taken in a cool bag (if required) and kept in the 1st aid rucksack.  Procedures will be as above.
* Parents are responsible for signing in and out the instructions in the medicine book, bringing in the medicine and letting us know why they are taking the medicine, as well as any changes.
* If there are any concerns regarding administering the medicine, staff will always check with the parents/carers first.
* When required, children's medicines will be stored as per requirement of the medicine -either in the fridge or in the designated First Aid cupboard in the kitchen.
* Any children who are at the nursery with long term medical needs should have a care plan which will be written by the parents and key person collaboratively. Discussions regarding their child’s medical needs will take place and, if required, outside training will be sought so staff can better meet the medical needs of the child and have a proper understanding of the condition.
* A record of medicines which parents have asked to be kept at the nursery (e.g. Ventolin, Calpol) is kept inside the First Aid cupboard in the kitchen.  This log is updated each time medicine is retained or removed.  It is regularly reviewed. Out of date medicines are returned to the relevant parent. Sarah is responsible for keeping this cupboard up to date.
* If there are any medical emergencies staff call 999 and follow the procedure by the downstairs phone (address, exact location, telephone number, Staff members name, child’s name and description of symptoms, where ambulance should go when they arrive)
* A written risk assessment is in place for administering medicines
* The policy on the administration of medication, is accessible to parents on request
* Salbutamol Inhalers :- Salbutamol inhaler can only be used for children, for whom written parental consent for use of the inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

* All staff are First Aiders

**Key practice point**

Monique’s Montessori Day Nursery **does not purchase and keep stocks** of medicines for communal use just in case a child displays symptoms of a minor ailment or allergy. Such medicines would include Paracetamol, ibuprofen and Chlorphenamine.

Parents provide written consent for their child to be given medicine for a minor ailment or allergy. Parents should supply the medication to be used.

Administering medicines to children will always be at the parent’s request for a specific illness or incident. Parents will not be asked to give general permission for childcare services to administer at any other time.

**Sample of Medicine Book Entry**

Name:                                       Date:

DOB:

Name of Medicine:

Dose to be given:                                    Given by:

Time to be given:                                    Time given:

Parent sign in:                                     Parent sign out:

Children requiring on-going administration of medicine must complete a separate form (see APPENDIX 8). This form should be completed together with the parent/carer of the child before the child’s first day of medication whilst at nursery is required – this may be during settling in or this could be at any time of a childs’ attendance at Monique’s.

The nursery MUST be notified of any changes to the medical needs of a child as soon as is reasonably possible, but before the child attends their first day with these changes in effect i.e. before we need to make the changes.

**Individual Health Care Plan (IHCP)**

Name of Setting:  Monique’s Montessori Day Nursery

Child’s name:

Date of Birth:

Child’s Address:

**Medical Diagnosis or Condition:………………………………………………………………………**

**…………………………………………………………………………………………………**

 Date:

 Review date :

**CONTACT INFORMATION**

Family contact 1 Family contact 2

Name Name

**Phone No. Phone No.**

Work Work

Home Home

Mobile Mobile

**Clinic/Hospital Contact GP**

 Name Name

Phone No. Phone No.

**Describe medical needs and give details of child’s symptoms: (what happens before, during and after, frequency, duration)**

…………………………………………………………………………………………………

**For children with seizure – What can trigger a seizure (if known)**

**…………………………………………………………………………………………………**

**Daily care requirements: (e.g. before outings/at lunchtime, breakfast, tea etc.)**

**…………………………………………………………………………………………………**

**Describe what constitutes an emergency for the child, and the action to take if this occurs:**

…………………………………………………………………………………………………

**Follow up care:**

**…………………………………………………………………………………………………**

**…………………………………………………………………………………………………**

**Who is responsible in an Emergency:**

**If required please fill in the emergency medication**

**Parental agreement for Monique’s Montessori Day Nursery to administer regular medicine for long term conditions**

The nursery/setting will not give your child medicine unless you complete and sign this form and the nursery or setting has a policy that staff can administer medicine.

Name of Setting : Monique’s Montessori Day Nursery

Date

Child’s Name

Group: Babies & Toddlers/ Downstairs Classroom

Name and strength of medicine

Expiry date

How much to give (i.e. dose to be given)

When to be given

Any other instructions

Number of tablets/quantity/bottles/sachet to be given to Monique’s Montessori Day Nursery:

**Note: Medicines must be the original container as dispensed by the pharmacy**

Daytime phone no. of parent or adult contact ……………

Name and phone no. of GP………………

Agreed review date to be initiated by [name of member of staff- Key person]:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Monique’s Montessori Day Nursery staff administering medicine in accordance with the setting policy. I will inform the setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent’s signature:

Print Name:

*If more than one medicine is to be given a separate form should be completed for each one.*

***Confirmation of the Key person’s agreement to administer medicine***

Name of Setting: Monique’s Montessori Day Nursery

 It is agreed that   *[name of child]* will receive  *[quantity and name of medicine]* every day at   *[time medicine to be administered e.g. Lunchtime or afternoon break].*

*[name of child]* will be given/supervised whilst he/she takes their medication by *[name of member of staff]*. This arrangement will continue until *[either end date of course of medicine or until instructed by parents]*.

Date:

Staff Name: Staff Sign:

(Named Key person of the child)

**Record of Regular medicine administered to an individual child**

Date Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Time given | Dose Given | Name of member of staff giving the medicine | Staff signature |
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Please use new page when the new batch of medicine is supplied.

**Policy on staff medication and other substance**

Staff taking any medication which may affect their ability to look after the children properly must seek medical advice. Staff will only be able to attend work as long as the medicine has been confirmed as unlikely to impair staff ability and safety.

All medicine will be stored in the fridge or a special secure box kept beside the first aid box in the kitchen. NO MEDICINES ARE ALLOWED TO BE KEPT IN STAFF’S BAGS IF THE BAGS ARE NOT LOCKED AWAY. Medicines are to be ingested in the downstairs kitchen away from the children.

Staff must not be under any influence of alcohol and any other substance which may affect their ability to look after the children. If a member of staff comes into work under the influence of any substance they will be sent home immediately and disciplinary proceedings with commence.  A meeting to discuss their behaviour and future employment with the owner and manager will be arranged.