



## Medication

At Little Stars day care we promote the good health of children attending day care and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine, we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the day care and these are set out below.

### **Medication prescribed by a doctor, dentist, nurse or pharmacist and Non prescribed medicine:**

- Prescribed medicine will only be given when prescribed by a doctor, dentist, nurse or pharmacist for the person named on the prescription label. The medicine will only be administered if prescribed within a month from the date on or with the prescription label, unless a child has a recognised long-term condition and or care plan in place. We will NOT give the medicine if the prescription label is not on the medicine.
- Non-prescribed medicines that are purchased over the counter from a pharmacist, can be administered when the parent/carer completes a medication form. This medicine must be within date and the child must be well enough to attend the setting.
- Non-prescribed medicine must be age appropriate for the child and administered inline with the instruction label
- Parents/carers (person with parental responsibility) must complete a medication form before medication can be taken from them and administered.
- All medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, for example, if the course of antibiotics changes, a new form will need to be completed
  2. 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



3. Parents must notify us IMMEDIATELY if the child's circumstances change, for example, a dose has been given at home, or a change in strength/dose needs to be given.
- The daycare will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor
  - The parent must be asked when the child has last been given the medication before coming to daycare; and the staff member must record this information 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 a note will be made on the form
  - Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The day care will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

### **Care Plans**

Must be completed before a child starts the day care, following doctors appointments, hospital visits or stays where a child's daily care and medical needs have changed. For example, If a child newly requires an asthma pump. A care plan must be completed before the child is dropped off and left. Parents/carers must inform the Day care if their child requires an asthma pump so provision can be made to complete the care plan. A care plan must be completed if a child has a severe allergy, severe eczema, epilepsy, diabetes, following an operation and any other long term medical condition that requires daily care.

### **Staff medication**

All day care staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's



needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The day care manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.



Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or day care room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

### Storage

Children's emergency medicine such as, inhalers and EpiPens will be stored in a locked wall mounted first aid unit in the child's main room. Refrigerated medicine will be stored in the main kitchen fridge.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be 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.

This policy was adopted on	Signed on behalf of the day care	Date for review
15/07/21 Reviewed: 19/06/23	Head teacher  Lisle Von Buchenroder Board of Governors 	01/07/24