



Albert Village Nursery

Medicines Policy

Policy Statement: To provide guidance to nursery staff in respect of a procedure for dealing with the administration of prescription medicines.

Principles: Nursery staff have neither a legal nor contractual duty to administer medicine or provide health treatment. The nursery holds confidential information on the children's health. This needs to be updated regularly. The provision of this information remains the responsibility of the parent/carer. The child's own doctor is the person best placed along with the parent/carer to advise whether a child should or should not be in nursery. However, children who are unwell should remain at home until fit to cope with the demands of the nursery session. Children who have had vomiting or diarrhoea should not return until 48 hours after the last episode.

The nursery will not administer 'over the counter medicines' these should be given outside of nursery hours and not brought into nursery. Parents/Carers are free to administer non-prescribed medicines during the day if they wish.

The nursery will consider requests made by parents/carers in respect of the administration of medicines when:

- A child suffers from a chronic long term illness/complaints such as asthma or epilepsy.
- A child suffers from anaphylactic shock and requires an EpiPen.
- A child has recovered from a short term illness and still requires antibiotics

The nursery will require:

- A written request form from the parent giving the instructions regarding the required dosage (see request form).
- The request form must be used whenever a parent wishes medication to be administered and must be resubmitted termly.

- The medicine in the smallest practicable amount must be brought to nursery by the parent/carer and be given to a member of the nursery staff.

Medicines will be administered by a member of the nursery staff while in the presence of another staff member. All medicines must be clearly labelled with the prescription details and in the original dispensing container. Parents/carers will sign the medicine form along with staff to show the child has received the medicine.

Asthma Guidelines:

- The nursery has a responsibility to advise staff on practical asthma management.
- A nursery asthma register will be maintained and updated regularly.
- Parents/carers must provide nursery with details of dosage and the necessary equipment.
- It is the parents/carers responsibility to inform the nursery of details of treatment and changes as they occur.
- Inhalers will only be allowed in nursery when parents have completed the administration of medicines form.
- It is the parents responsibility to check that inhalers are within their expiry date and have sufficient dosage in them.
- Children attending nursery will be assisted to use their inhalers.
- Inhalers should be kept in the medicines cupboard, which is accessible to staff only.

Physical Education:

- Full participation remains the goal for children with asthmatic conditions.
- Parents/carers are advised about any significant activity which may occur, such as P.E.
- Children are continuously monitored and should an attack occur given their inhalers and parents/carers are notified.

EpiPen Guidelines:

Some children may suffer anaphylactic shock through a severe and sudden reaction to insect bites and nuts etc. They may be prescribed an EpiPen for emergency use. The nursery staff have agreed to administer EpiPen medication in extreme circumstances and only if they have been trained in the use of an EpiPen. Staff understand that EpiPens have a minimal risk to themselves with a one shot injection which should relieve a potentially high risk medical condition. Should the need for an EpiPen to be administered parents and an ambulance will be called immediately. Children with life threatening conditions will have relevant information available for all staff to see. This is located on the inside of the medicines cupboard. All staff, volunteers and students are made aware of the health issues of children during the induction process. This information is completely confidential.

First Aid Guidelines:

All nursery staff are paediatric trained however, nursery staff are not doctors or nurses. They can only act as far as their training and common sense allows. All cases of first aid will be logged in the accident/incident book and reported to parents/carers when they collect or at the earliest convenience. Parents/carers will be informed of any head injuries or any significant injury immediately. In emergency cases, an ambulance will be called and parents informed. In such cases, the nursery's order of care is entrusted to the NHS ambulance personnel.

December 2022

Review date: December 2024