**MEDICATION POLICY AND PROCEDURE**

At Amberley we encourage children to make healthy choices. We aim to protect children from harm or neglect and help them to stay safe.

**Prescribed Medications**

When a parent or carer provides a prescribed medication for their child, the following procedures will be adhered to:

* Medications will only ever be given to the person named on the chemist’s label.
* All medicine must be in its original container and have the chemists label attached.
* Written information and permission to administer will be obtained from the parent/carer with details of:
* If the medication is for a long or short term period of time
* The name of the medication (including the strength)
* Dosage
* Form
* Times the mediation is to be given
* If the medication is to be given as required which symptoms indicate a need for it
* The parent or carers signature
* Practitioners will check :
* The chemist label matches the information detailed by the parent or carer.
* The patient information leaflet has been supplied
* The expiry date of the medication.
* A separate form must be competed for each medication.
* Families must notify us immediately of any changes to a medication.
* Before administering medication practitioners will check the chemists label against the medication form and ensure they contain the same administration instructions.
* If there any discrepancies between the labels the parent or carer will be contacted and the medication will not be administered.
* The administering practitioner and a witness will sign the medication form and record the time the medicine was given.
* When the child is collected the adult who collects them will be informed of times the medication has been given and asked to sign the medication form.
* All medicines will be stored in the lockable medicines cupboard, which is in the baby room and out of children’s reach or, if they need to be refrigerated, in a labelled air-tight container in the kitchen fridge.
* No volunteers or students will administer medicine. Aside from an emergency situation, medicines will only be administered by section leaders, the deputy manager or manager. At forest school medicines will be administered by the forest school lead. At forest school there is no resources to keep medicine suitably refrigerated, therefore it may not be appropriate for children who require refrigerated medication to attend-this will be assessed on a case by case basis, with the child’s family. The safety of the child will always be of greatest importance.
* The patient Information leaflet is to be stored with the medicine, if a child becomes unwell then this leaflet can be checked for contraindications.
* Some forms of medication (e.g. injections) may require practitioners to undertake additional training before these medications are able to be administered at Amberley.

**Non-prescribed medications**

Under certain circumstances we may administer non-prescribed medicines, including:

* **Nappy creams** Parents or carers must provide permission for us to administer nappy cream to their child and provide a container clearly labelled with the child’s name. This is included on the ‘All About Me’ form and will be discussed with parents/carers at initial introductory session.
* **Teething products** Parents or carers must complete a medicine form as for prescribed medications. Teething products must be clearly labelled with the child’s name.
* **Epipens** Although epipens are prescribed, these may be used for a person they were not prescribed for during a life-threatening situation. Please refer to the Epipen policy for further information.
* **Paracetamol Medicine** An emergency supply of paracetamol liquid will be stored on site. This will be checked during medicine audits, to ensure storage requirements are adhered to and the medicine remains in date.
  + As part of the registration process, parents are given the option to complete a paracetamol consent form, should they wish.
  + If a child over three months exhibits the symptoms for which consent has been given to give non-prescription medication during the day, we will initially make every attempt to contact the child`s family, then emergency contacts.
  + Where this proves unsuccessful, then the nursery manager or deputy will take the decision as to whether the child should be given paracetamol, based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the known medical history of the child.
  + Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms e.g for an increase in temperature the nursery will remove clothing.
  + Parents will be expected to collect their child if we have deemed it necessary to give the child paracetamol, as detailed on the consent form; with the exception that a teething child may have one dose and remain at nursery, if their discomfort is not relieved by the paracetamol, the child’s parent/carer will be asked to collect them.
  + The child will be closely monitored until the parents, or emergency contacts collect the child.

**We will never give non-prescribed paracetamol to a baby under 3 months. For children who are very small for their age, or were premature, the parent must check with the appropriate dose with the child’s GP or health visitor and record this on the consent form.**

**Other non-prescribed medicines** Non -prescribed medicines may be provided by parents/carers and administered within nursery, providing the following criteria are met:

* Children with transmissible or contagious illnesses must stay home
* Children who are unwell and unable to cope with the nursery day must stay home
* If medicines are expected to be given on a regular basis, they should be prescribed
* Medicines must be in original packaging, in date and the medicine leaflet must be provided
* Any non-prescribed medicine will only be given at the discretion of the manager in charge that day. If the manager (or deputy) has any doubts about giving the medicine within nursery, they will decline to accept it from the parent.

**Staff and medication**-Please refer to the Drugs and Alcohol Policy (including prescription and over the counter medicines).

Policy revised August 2021 Lisa Gray