



Buxton Nursery Ltd

Medication Procedure

1. With the exception of Calpol and Piriton, only medicine prescribed by your child's doctor or with a letter from your child's doctor will be administered.
2. Medicines can be prescribed by;
 - Doctor, Dentist, Nurse Prescriber, Pharmacist Prescriber
3. **Antibiotics** – if a child is given a new prescription for antibiotics, they will need to stay at home for 24 hours after the first dose in case they have a reaction.
4. **Non-Prescription Medicine (e.g Infant paracetamol such as Calpol, or infant pain reliever (ibuprofen) such as nurofen)** – Nursery will only administer one non-prescription medicine in response to a child having symptoms. We will not administer it at regularly intervals. If a child needs multiple does of non-prescription medication the likely hood is that they are not well enough to attend nursery. Nursery will only administer one non-prescribed medication per day (either infant paracetamol or pain reliever). Medication must not be given to a child for more than 3 consecutive days.
5. **Piriton** – this may be administered in an emergency (with verbal parental consent before administration when possible). Staff will monitor the child and contact parents accordingly.
6. Medicines MUST be in original containers with instructions so that they can be administered correctly.
7. Medicines will be stored in the medication cupboard or the fridge away from children.
8. If a syringe is supplied with a child's medication the syringe must be used. If a syringe is not provided and the dosage is not 2.5mls or 5mls then nursery will not administer the medication.
9. Ask parents if it is possible to give medicines before or after sessions.
10. NEVER force a child to take medicines if they refuse. Inform parents on the day that you have been unable to administer the medicine.
11. Staff must fill in the medication record using Family and input the following information
 - Name of medication

- Whether it is unscheduled or scheduled (if scheduled a time will need to be given)
- Dose (amount)
- Dose (unit)
- Reason for the medication
- The final day the medication is required
- Medication expiry date
- Once opened do-not use after date
- Any known side effects
- Any other notes

Parents will need to acknowledge this form and should do so as promptly as possible.

12. Staff should also set an alarm on the nursery mobile to act as a reminder and ensure that the medication is stored appropriately (in the fridge or medication cupboard depending on the medication specifications).
13. When it is time for the medication to be administered staff need to check the medication record on Family and complete this in line with the medication being administered.

Parents will need to acknowledge that the medication has been administered and should again do so as promptly as possible.

14. Cream e.g. nappy cream, can be administered without filling in a consent form if it is in the child's changing bag.
15. Teething – with the exception of Ashtons or Nelsons powders which contain no drugs, all teething gels must be prescribed or accompanied with a letter from the GP.
16. Children under 16 should never be given aspirin unless prescribed.

ALL MEDICATION MUST BE WITHIN IT'S ORIGINAL PACKAGING – THIS IS PARTICULARLY IMPORTANT WITH REGARDS TO PRESCRIBED MEDICATION.

Long term medical needs. A HEALTH CARE PLAN will be drawn up for those children with a long-term medical need, if we have information about the child's condition and a consent form has been filled in by the parent any medicines can then be administered. Training will be accessed for staff where the administration of medicine requires medical or technical knowledge.

A child who has a temperature of 38 C or above will need to be collected immediately