



STARFISH NURSERY

ADMINISTRATION OF MEDICINES AND FIRST AID.

Statement of intent

Whilst the Starfish Nursery does not encourage parents/carers to send unwell children to Nursery, we recognise at times children become ill and may need to take medicines during the day for a short period only. This could be to finish a course of antibiotics or apply lotion, to do this will minimise the time that a child will need to be absent. Other children may have long term medical needs which need support in nursery in order to prevent any detrimental impact on learning or the child's experiences in pre-school.

This policy aims to set out Starfish Nursery's position and responsibilities and to clarify procedures to be followed.

At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children as well as adult resuscitation.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- Is kept out of the reach of children.

PRESCRIBED MEDICINES AND SHORT TERM MEDICAL NEEDS.

Medicines will only be accepted if they have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and must be in date.

- Medicines will only be accepted if they are in their original container as dispensed by the pharmacist and include the prescriber's instructions for administration.
- All parents/carers must complete a Medicine Request form and no medicine will be administered without this form which must be signed and dated by parent/carer in the first instance, this will be completed with a member of staff.
- All staff will record date, time and dose administered on relevant forms.
- Children taking prescribed medication must be well enough to attend the setting.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

LONG TERM MEDICAL NEED

The Starfish Nursery needs sufficient information from parent/carers about the medical condition of any child with long term medical needs and a Health Care Plan will be drawn up with the parents/carers.

This plan will be kept in Starfish Nursery as long as the condition of the child necessitates it and is shared with all relevant staff.

Occasionally staff will need specific training about the condition and it is the responsibility of the Manager to source that training when required, usually in advance to the child starting the setting and at least two members of staff will be trained.

PHYSICAL ACTIVITIES

Most children with medical conditions should be able to join in physical activities.

Any restrictions should be recorded on the Health Care Plan.

Staff should be aware of asthma sufferers and their need for immediate access to their inhalers.

SAFE STORAGE OF MEDICINES

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Medicine will be stored in accordance with product instructions, in original containers, out of reach of children in the locked cupboard or if required in the fridge. This excludes asthma inhalers and adrenaline pens which will be readily available and not locked away.

DISPOSAL OF MEDICINES

This is the responsibility of parents/carers to return out of date medicines to the pharmacist.

Sharp boxes will always be used for the disposal of needles.

CONTACTING EMERGENCY SERVICES

All staff are aware of procedures, and are updated annually which are signed.

Written policies are available daily if a staff member needs to refresh their knowledge.

Staff should read and sign any updates.

Parents/carers will be contacted or other nominated persons if the Nursery cannot reach parent/carers.

If it is necessary for a staff member to accompany a child to hospital they will stay until the parent/carer arrives.

COMMON CONDITIONS

For information on these see "Managing Medicines in Schools" and "Early Years Setting" which will be kept with this policy and blank related consent forms are kept in the red medicines folder with the First Aid box.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

CONFIDENTIALITY

Staff will always treat medical information confidentially and only with the permission of the parent/carer will this information be shared with anyone else.

Health Care Plan and medical consent forms will be kept with individual children's personal details in the yellow folder (to be found at the registration desk).

These records are stored in a locked cupboard out of working hours

The Health Care Plan will document the following:

- Details of child's condition.
- Special requirements: e.g. dietary needs pre-activity precautions.
- Any side effects of medicine.
- What constitutes an emergency?
- What action to take in an emergency.
- What not to do in an emergency.
- The role staff can play.

NON-PRESCRIPTION MEDICINES

The Starfish Nursery staff will not give a non-prescribed medicine to any child. If parents/carers require such medicine to be given then they must come into the Nursery and administer them.

ADMINISTERING MEDICINES

- No child will be given medicine without written parent's/carer's consent
- Any member of staff administering medicines will check: - the child's name, prescribed dose, expiry date and written instructions on label. If a member of staff is in doubt about any procedure the medicine should not be given until a check has been made with the parent.
- A written record must be kept for children each time medicine is given. Starfish Nursery Staff will complete and sign (Record of medicines administered) form, which is kept in the back of the red medical folder. Administration of medicine to be witnessed by a second staff member. Medicines are kept in locked cabinet or in the fridge when not in use.
- If a child refuses to take medicine the nursery staff should not force them but should note this down and either inform the parent/carer or follow the agreed procedure in the Health Care Plan.
- If any medicine in Starfish Nursery is no longer required by the child it will be returned to the parent/carer for safe disposal.

RECORD KEEPING

Parents/carers should inform the Nursery about the medicines their child needs to take and provide details of any changes to the prescription or support required. Medicines must always be provided in the original container as dispensed by the pharmacist and Nursery staff needs to check that the following information is given.

- Name of Child
- Name of Medicine
- Dose
- Method of Administration
- Any side effects
- Expiry Date

This policy was adopted for Starfish Nursery.

Name: Mrs Angela Malanczuk

Position: Manager

Signature:

Date: