



**A Sure Start Children's Centre**

## 1. ADMINISTRATION OF MEDICATION POLICY

Review Date: October 2017

Next Review: October 2018

### Aim

At The Arnold Centre we aim to ensure the good health and well-being of every child in our care and on occasions we will administer medication where appropriate. In doing this we are working towards the welfare requirements and taking necessary steps to prevent the spread of infection and taking appropriate action when they are ill.

### Prescribed Medication - The Arnold Centre Day-Care

As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has been prescribed a medication whilst attending Day Care, it is our policy that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect. If a child is identified as possibly suffering from conjunctivitis, antibiotics may be required and 24 hours absence from the setting to ensure no adverse effect as well as to give time for the medication to take effect.

The Manager/ Senior are responsible for the overseeing of administering medication. The above together with the Senior and Lead Practitioners are the only members of staff who are to administer the medicine with a witness whilst doing so. Specialist training will be sought if specialist medications are to be administered. Long term medication which is attached to a medical condition will only be administered with parents/carers written permission and on completion of staff training if necessary.

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If a child has been prescribed antibiotics by the Doctor this will only be given within the setting if the medicine is in the original container with the child's name and dosage clearly printed on a chemist label. Medicines containing aspirin should only be given if prescribed by a doctor. All medicine needs to be stored in the correct way as instructed by the parents/carers or Doctor. All medicine given is required to be sugar free. No medication will be given if supplied to the setting in any other form of container as we have no way of identifying the child or the medicine. Eye drops and ear drops will not be administered within the setting.

If a child is still infectious they must remain at home. (Please refer to Illness Policy)

In a case of emergency the setting holds Calpol sachets to be administered to reduce a **severe** temperature of a child in an attempt to prevent febrile convulsions, providing all other solutions have been carried out initially with no success. In order for the Calpol to be administered in an emergency parents/carers must have provided a verbal consent over the phone and will be in transit to collect the child and staff must have sought permission from management before administering the Calpol.

#### Procedure for administering prescribed medicine:

- The parent / carer will fill in the medical sheet before leaving their child. The medication should be checked for the child's name and date prescribed by a manager/senior/lead member of staff.
- All medicines should be kept in the fridge in the day-care kitchen, if appropriate, or in a cupboard that is out of reach of children.
- Only Managers/Senior and Lead Practitioners will be allowed to administer prescribed medicines and sign the medical sheet. A witness will also confirm the medication was administered accordingly.
- The parent/carers will sign the sheet when they collect the child.
- The medical sheets will be kept in the lockable cupboard in each room.

The same procedure will apply if medicines are taken out on trips or outings.

If a child requires medicine on a regular basis for a particular reason in day care a care plan will be put in place by the Day-Care Manager, Miss Katrina Scales - and in her absence Sharon Pearson, Senior EYP and in nursery the SENCO and class teacher. The medicine will be stored appropriately within the setting and when used, a record made and put into the medical file. In this instance it is the responsibility of the parents/carers to ensure that the medicine is in date and replenished as necessary.

### Non Prescribed Creams/Gels/Ointments - The Arnold Centre Day-Care

As far as possible, administering Creams/Gels/Ointments will only be done where it would be detrimental to the child's health if not given in the setting. At times a child will become uncomfortable due to nappy rash, teething, eczema etc, however not necessarily ill whilst in our care. Where necessary parents/carers may feel reassured to instruct that we use one of the following non prescribed Creams/Gels/Ointments as a last resort: Sudocrem, sun cream, teething gel, barrier creams. All teething gels are to be sugar free.

#### Sudocrem (or other medicated nappy creams)

If the child requires the above, practitioners need to advise that it will only be used as a last resort if needed in their professional opinion. A record of this will then be noted in the child's daily diary book. If symptoms persist or prolonged usage is required then practitioners will inform parents/carers and encourage them to seek medical advice.

#### Sun cream

Each parent/carer is encouraged to administer sun cream prior to the start of the session to protect them from the hot weather. On absence of their own cream being provided parents/carers will sign consent for a universal sensitive sun cream to be used in order to allow the child to access the outdoors. On admission they are asked to complete a consent form which allows practitioners to apply the cream correctly to the child. It is our advice that sun cream should be no less than factor 30 for use on young children.

#### Teething Gel

On occasions children within day care will suffer from teething problems. This can be uncomfortable and can cause the child to be in pain. If parents/carers instruct us to apply gel as a relief and supply it themselves then practitioners will use the Tommee Tippee teethers (which are to be sterilised with every use)

to apply the gel onto the gums, unless the child is competent to do so themselves. A record of this will then be noted in the child's daily diary book. If symptoms persist then the practitioners will inform the parents/carers and encourage them to seek medical advice.

### Barrier Creams

If parents/carers instruct us that their child requires barrier cream to be applied when nappy changing takes place then a medical form is to be filled in and signed by parents. Practitioners will use their professional judgement and knowledge to make a decision how often the cream requires reapplying.

If a child has not been given the said cream/gel etc before, then it is our policy that we will not give it within the setting.

In administering the above we feel we are allowing the children to continue with daily activities in a comfortable manner and at any time if a practitioner feels the child's symptoms cannot be resolved within the setting then the parent/carers will be contacted and the Illness policy will be adhered to.

If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children at all times.

This policy was written and implemented in October 2017, and will be reviewed annually or sooner, if any part of the policy/procedures is implemented or whenever changes in legislation are produced. If changes are made to the policy, parents/carers will be informed via letter and information displayed on the parent notice board in the reception area of the centre.

### Links to other policies and procedures

- Health and Safety Policy
- Safeguarding children
- SEN Policy
- Parent as Partners Policy

Signed and Approved by:

Acting Head of Centre

Signature: S.S.

Date: October 2017

Print Name: Sharon Stones

Chair of Governors

Signature: A. Beatson

Date: 27/10/17

Print Name: Amanda Beatson