SANDCASTLES POLICY

*SAFEGUARDING & PROMOTING CHILDREN’S WELFARE*

**MEDICINE**

(with due regard EYFS (v.2017) statutory guidance and OfSTED factsheet ‘giving medication in childcare’.)

Parents should keep children at home when they are acutely unwell.

There is no legal duty which requires nursery or school staff to administer medicine; this is a voluntary role. Any member of staff who agrees to accept responsibility for administering medication to a child should have proper training and guidance. The type of training necessary will depend on the individual case.

Parents are asked to request prescribed medication that can be administered out of nursery hours whenever possible. Children may not carry or take medication themselves whilst at Sandcastles.

**Long term medication needs:**

When a child has a long term medical condition (e.g. Asthma or allergies) which requires medication during nursery hours, parents should provide the nursery with sufficient information about their child’s medical condition and treatment or special care needed at nursery. They should, jointly with our managers, reach agreement on the nursery’s role in helping with their child’s medical needs. Each child’s Health Care Plan should be reviewed by parents annually.

When a child had a long term need for skin ointments e.g. eczema lotions or nappy creams. We will discuss their treatment needs with parents and agree a regular application protocol.

Long term medications (e.g. asthma inhalers or eczema creams) will be stored at nursery to ensure they are always on hand. Expiry dates will be checked regularly. Sandcastles will inform parents that these medications have been administered.

**Administration of Short term Medicines in nursery:**

Medicines should normally be administered at home and only taken into nursery when absolutely necessary.

Parents are welcome to come into nursery to administer medicines themselves.

Sandcastles will only accept:

* Medicines with the child’s name on.
* Medicines prescribed\* by a medical practitioner.
* Medicines that are in date.
* Medicines in their original container with original instructions for administration, dosage and storage i.e. box and safety sheet.
* Requests to administer medication in line with the product dosing instructions or pharmacy label.
* Antibiotics which have been administered at home for a minimum of 24 hours before requesting nursery to administer it. (This is to ensure that you child will not have an adverse reaction to the medication and that the child has had an opportunity to recover from their initial acute illness.)

Administering over counter medications e.g. pain/fever relief, teething gels, antibiotic eye drops and similar:

* **Sandcastles will only administer a total maximum of one dose of over the counter medication within a nursery day.** If more frequent medication is needed your child is not well enough to be at nursery.
* Sandcastles will not administer any medicine containing aspirin to any child under 16 years without explicit prescription by a doctor.

Practical considerations:

* Sandcastles cannot guarantee that a medication will be administered at a precise time, we will do our best and guarantee to never give a child medication earlier/ more frequently than agreed.
* When planning dose times for the day 12:30-1:00 is the most practical medication time slot for children at Sandcastles.

\*Prescribed means medication recommended by a pharmacists, nurse, doctor or dentist.

On handing over medication to our manager, the parent must sign a form disclosing all details and giving permission for the medication to be administered and specific instructions about the time and dose to be administered. Sandcastles staff cannot use ‘judgement’ to decide if medication is needed. The medicine must be kept in Sandcastles kitchen behind our locked gate and only accessed by Sandcastles staff.

When administering, the nursery manager must ensure Sandcastles staff accurately complete a record showing the date and time and details/dosage of the medication. At home time, parents/carers will collect any unused medications from our manager and be informed of doses administered at nursery today.

**Under no circumstances should a parent send a child to nursery with any medicines, eg throat sweets/tablets or medications in a child’s bag without informing nursery. These could cause a hazard to the child or to another child if found and swallowed.**

**Directions to Staff:**

**Accepting medicines:**

Sandcastles keeps blank 'MEDICINE AUTHORITY' forms in on the porch windowsill.

When a child brings medicine to Nursery our duty manager checks that the medication complies with our policy and then completes a 'MEDICINE AUTHORITY' form with the parent/carer's guidance and signature. We check that the child's name is on the container and confirm dosage details with the parent, we also discuss with the parent when the last dose was administered.

**Administering medicines:**

We take the medicine and the form to the kitchen - the medicine goes into the fridge or medication basket and their medicine authority form is displayed nearby. Our duty manager will wear a medicine reminder lanyard to help us to remember to give medication as agreed. The person wearing the medicine lanyard is the member of staff responsible for administering medication today.

When the medicine is administered (according to the prescription / parent instructions), staff sign and record this.

If there is any problem with administering medication e.g. on closer inspection the instruction label conflicts with parent advice or agreed dose time is missed or child refuses medication then manager will phone parents to discuss action.

**At home time:**

At collection we will inform parents of medications administered, have the parent/carer sign to acknowledge being informed and hand over remaining medications.

Completed forms are immediately filed and stored in the office, with only medications due to be administered today being stored in the kitchen.

Sandcastles Medicine policy links closely with Sandcastles Illness Policy & Infection Exclusion Periods

EYFS (v.2017) Statutory guidance:

**Health - Medicines**

3.44. The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

3.45. Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child’s needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

3.46. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child’s parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child’s parents and/or carers on the same day, or as soon as reasonably practicable.

Helen O’Hagan & Judith Stewart. Policy reviewed April 2018. To next be reviewed by April 2020