



Oscar Bears' Day Care

Medication Policy

Introduction

Oscar Bears Day Care recognises that on occasions your child may need medicine when attending the setting. If so the following procedures and guidelines apply.

Medicines

Oscar Bears Day Care will administer the following medication:

- Medication that has been prescribed by a Doctor, Dentist, Nurse or Pharmacist. (In the case of nurse and pharmacist we are referring to medicine that may have been recommended, currently in the UK these professions are unable to write a prescription).
- Over the counter medication for fever, pain relief or teething. This may include both oral medication and teething gels.
- Medication must be provided by the parent and the child full name shown clearly on the packaging.
- We will not administer any medication containing aspirin, unless prescribed by a doctor. In these circumstances will require written confirmation from either the Doctor or Parent.
- We will not administer any medicines that the child has not previously taken, in case of allergic reaction. We ask that parent's administer the first dose.
- We will only administer medicines if it is in the Childs best interests.
- Prior to giving medicine for fever pain relief or teething we will first contact the parent to explain the symptoms.
- Prior to giving pain relief for fever we will first try to bring the Childs temperature down by taking off any bulky clothing, giving a drink of water and using a cool flannel. If a child has a high temperature the time of the fever and the temperature will be recorded on the medication record.

Storage

Medicines will be clearly labelled and stored away from the Children in the medicine box. The Medicine box is stored in the office area.

Medicines must be in there original packaging with instructions for administration.

Oscar Bears Day Care recognises that some medicines may have specific storage instructions and will accommodate these accordingly. For example antibiotics will be stored in the fridge if required.



Staff keep an audit of medicines contained in the box. The audit will be kept in the medicine box and contain details of the medicine name, for what child the date that the medicine was placed in the box. The audit will also detail when the medicine has been sent home and by whom.

Permission

Before administering and medicine Oscar Bears Day Care requires written permission from the parent or carer;

The medication form asks parents to document if a child has had any medication prior to attending nursery, if so a parent will be asked to document what medication the child has had, how much and at what time.

On the medication form the following information **must** be completed (by a parent):

- Child name
- Date
- Medication name
- Reason
- Medication dose
- Time medication must be administered.
- Consent signature of parent/carer.

If a child is required to take a course of medication you may fill the date section out listing the dates on which the medication must be taken. Parents will then be asked to sign at the end of each day.

When the medication has been administered the following information must be recorded by a staff member:

- Time medication was administered
- Dose that was administered.
- Staff member who administered medication.
- Signature of staff member who administered medication.

Upon collection a parent or carer must countersign, their signature confirms that they are aware that their child has received medication.

If a child is taking any long term medication management will devise with the Child's parent a mutually agreeable format for communication and consent. For example asthma inhaler, epi pen or any daily medication required.

Parents will be asked also to sign a consent form during the registration period. On this form parents will be asked to list the over the counter medication that may be administered to their child without prior written consent each time the child attends nursery. For example Bonjela and Calpol; Parents will also be asked to document the reasons that they would wish this medicine to be administered i.e. teething. In this case medication must always be provided by the parent and staff will still ring for verbal consent before administering any medication (except teething gels or granules). Staff



will also document this on a medication form and ask parents to sign this form upon collection. This will also apply to asthma inhalers.

Medication forms will be collected and stored in the office area at the end of each day.

Administering medication: training and responsibilities

Medication will be administered by the Childs key person. The person who administers the medication is also responsible for completing all paperwork.

Instructions for administering medication will be followed at all times.

If staff are unsure about any aspect of administering medication they will ask a member of management prior to administration. If the questions cannot be resolved parents will be contacted.

Some medication may require staff to be given training before administering. Oscar Bears Day Care will ensure that at least two members of staff are given access to this training. This will ensure that in the event of staff absence there will always be somebody on the premises with the relevant experience.

Any training received in order to administer medication will be tailored to the individual child.

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