



## ABERDEEN PARK NURSERY

Childhood  
Not just childcare

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### **Administration of medicines/sickness policy**

#### **Policy statement**

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for the children's GP's to prescribe medicine that can be taken at home in the morning and evening. 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 nursery. If a child has not had a medication before, especially a baby/child under two, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect occurs as well as to give time for the medication to take effect.

The child's key person is responsible for the correct administration of medication. They must ensure that parent consent forms have been completed, that the medicines are stored correctly and that records are kept according to procedures. In the absence of the key person the manager will be administering the medication and follow procedure.

If for any reason a child refuses to take their medication, staff will not force them to do so against their will. If and when such situation occurs the key person or the nursery manager will notify the parents/carers immediately and the incident must be recorded on the Medicine Book.

#### **Procedures**

##### **Children taking prescribed medication must be well enough to attend the nursery.**

Only prescribed medication is administered. It must be in- date and prescribed for the current condition.

**NB. Children's paracetamol (un-prescribed) is administered only for children under the age of one year with the verbal consent of the parents in the case of a high temperature. This is to prevent febrile convulsion and where a parent or named person is on their way to collect the child.**

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

Parents must give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information: (No medication may be given without these details being provided)

- Full name of the child and date of birth.
- Name of medication and strength.
- Who prescribed it.
- Dosage to be given in the nursery.
- How the medication should be stored and expiry date.
- Any possible side effects that may be expected should be noted; and signature, printed name of parent and date.

The administration is recorded accurately each time it is given and is signed by key-person and a witness.

Parents sign the record book to acknowledge the administration of a medicine. The medication record book records:

- Name of child
- Name and strength of medication
- The date and time of the dose
- Dose given and method
- Signed by the key person/manager, a witness and must be verified by parent signature at the end of the day.

### **Storage of medicines**

All medicine is stored in a container and safely locked in a cupboard or refrigerated (if needed) in the baby room. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.

The key person/manager is responsible for ensuring medicine is handed back at the end of the day to the parent.

For some conditions, medication may be kept in the nursery (e.g. asthma). Key person must check that any medication held to administer on “as and when” required basis or on a regular basis, is in date and returns any out-of-date medication back to the parent.

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

No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

### **Children who have long term medical conditions and who may require ongoing medication.**

A risk assessment involving parents, other medical professionals and the nursery is carried out and if necessary basic training must be carried out to staff.

A health care plan is drawn up, which includes what to do in an emergency and is signed by parents, this should be reviewed every six months or as and when required.

### **Managing medicines on trips and outings**

If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken in a sealed plastic box clearly labeled with the child's name, name of medication, inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above (This also applies if a child on medication has to be taken to hospital)

On returning to the setting the card is stapled to the medicine record book and the parent signs it.

As a precaution, children should not eat when travelling in vehicles.

### **Children who become ill at the nursery**

Any child with an **infectious disease** or with a **high temperature** of 37.5C (99.5F) and above **cannot attend the nursery.**

If a child has diarrhea and/or sickness they **must not attend** the nursery for a minimum of 48 hours after the last symptoms have occurred.

If a child appears not well and is not coping with the daily routines the staff will call the parents/carers and ask them to collect the child.

When a child becomes ill at the nursery, every effort will be made to contact the parents/carers and/or the emergency person who will be requested to collect their children as soon as possible.

If the sickness/injury is severe enough an ambulance will be called and a member of staff will accompany the child to hospital until parent/carer arrives.

**Please refer to APN's Parent's Handbook/link below for further information regarding Exclusions Procedures For illnesses/Communicable Diseases. (As advised by the HPU-Health Protection Agency).**

[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)