

## Medication Policy

This policy works alongside the *Safeguarding and Welfare Requirements* set out in the *Early Years Foundation Stage* and also Walton Montessori's *Own Accident and Incident Procedure* and *Illness and Injury Policy*.

At Walton Montessori we always take all children's good health into consideration and consistently promote good health for children, staff, volunteers and students. We endeavour to prevent cross infection and take appropriate measures for when the children are ill at Nursery. Whether it a new illness that has started at Nursery or the child is recovering from an illness, all children will always be treated fairly and valued for individual requirements.

In the event a child does require medication whilst at the setting, either for a recent illness or continuous medication for the child's health the following policy and procedure must always be adhered to, with no exceptions.

When a child starts at the nursery their parent/carers are asked many questions in relation to their child's health, any information will be documented and discussed with the nursery manager and the members of staff in the child's room. Under no circumstances will a child be refused a space in the school due to additional medical needs or the need to take prescribed medicine throughout the day. Parent/carers are asked to review and update the information we hold on file for their child every 6 months and this will be updated on our nursery management software and filed in the child's file in the nursery office. The members of staff in the child's room will be made aware of any changes. Parent/carers are encouraged to discuss any changes regarding their child with the nursery staff team as and when they happen and not to wait until the 'New Information' form is distributed.

If a child requires medication that requires medical knowledge or is technical then all members of staff working with the child will receive training on how to administer the medication from the child's own health care professional. This includes Epi-Pens and Gastro feeding tubes. No members of staff must administer or witness the administration of said medications until they have received relevant training. Training knowledge is refreshed every 2 years and staff members can contact the health care professionals should they feel they need additional training or further information.

Under no circumstances will non-prescribed medicines be given to a child. Only medicines prescribed by a doctor, nurse, dentist or pharmacist will be given to the child, following full completion of the medicine consent form.

A written record in the form of the Nursery's medication form is completed and the child's parent/carers must sign the medicine form at the end of the child's session. In the event a child is on medication the parent must sign the Permission to give emergency medical treatment (If not already completed). This must be completed before the medication is administered and checked. In the event a child deteriorates or has an allergic reaction the Nursery will ensure we have the permission from the parent/carers for medical professionals to intervene.

Children will only be allowed to come into nursery if advice from a medical professional has been sought that the child is well enough to be at nursery and also their illness is very unlikely to be passed on to other children, staff, volunteers or students. Children must have been on their prescribed medication for at least 24 hours before coming into nursery.

All Paediatric First Aid Qualified members of staff are expected to administer medication to children, when needed. At drop off if a member of staff is informed a child requires medication whilst at Nursery, they must get the parent/carer to complete the Nursery's medicine consent form fully. Ensuring all details up to the point of administering the medicine at nursery is complete. Staff members must check the form with the parent and ensure their child has been on the medication for at least 24 hours before returning to school. The member of staff must also check the medication is:

- Prescribed
- The prescription label is clearly seen and the child's name is on the label
- The medicine is in date
- There appears to be enough medication in the container.

Once the member of staff is satisfied the parent must sign the form giving consent to give their child the medication. The medication must be either taken to the office to be stored with the medicines or stored in the medicine box in the fridge if needed.

Although the health and well being of all the children is paramount if there is an occasion where the child would not need the medication whilst at nursery then this option should be chosen. For example if the parent can come and administer the medication or the child is only in for sessions that could be worked around the times of the medication. However, if it would be detrimental to the child's health if the medication was not administered then the medication consent form must be completed and the medication administered to the child when needed.

Walton Montessori's Medicine form ensures it has all the relevant and needed information and all sections must be completed prior to giving the child medication. The form asks for the following to be completed with the parent at the beginning of each session:

- Name of the child
- The date
- The name of the medicine
- The time of administration
- The frequency of administration
- Dosage required
- Time required
- Time of last Dosage
- Where Last Dosage took place
- Parental permission Signature
- Staff Authorisation signature

The form also requires information when the medicine is administered at school:

- The time medicine is being given
- Dosage given
- Staff member who administered medication signature

- Staff member who witnessed administration signature
- Time of next expected dosage

By the time the parent/carer collects the child the medicine consent form should be completed and the parent/carer must sign the form again to show they have seen the form and understand when the last dosage was.

In the event a child refuses or does not take the medicine, staff will **NEVER** force a child to take the medicine or re-administer if some was dropped, the staff member will note this on the medicine consent form and call the parent/carer to let them know the child did not have their full dosage or dosage at all, giving a detailed explanation as to why this was and reminding the parent/carer we cannot re-administer until the time of the next expected dosage.

In the event a child needs medication on an outing the child's medication will be taken on the outing with the completed medication consent form. This will be stored in a sealed container and will not be left unattended at any time. The child will still have their medication at the required times and the consent form completed with relevant information and signatures, as would happen if the child was at the Nursery having their medication. A risk assessment will be completed and taken with the children and staff on the outing.

At Walton Montessori Nursery we understand some children may have or develop a long-term or complex medical need, we will endeavour to support the child and family as far as possible and will be open to additional training to ensure the needs of the child are met at all times. During discussions with parents a Health care plan will be completed for the child and if possible, parents and other health care professionals will be included in the completion of this.

The health care plan will include:

- Details of the child's condition
- Special requirements
- Dietary requirements
- Pre-Activity precautions
- Any possible side effects to the medications
- What to do in an emergency

A health care plan will be completed for any child and/or member of staff, volunteer or students who require regular medication or could need medication in the event of an emergency. Health care plans are kept in the children's files in the Nursery office and in the room where the child is, so it is easily accessible if needed. A medicine consent form must also be completed when and if medication is required and a blanket consent form must not be used. This is to avoid any errors and ensure all the information we hold regarding the administering of medication is completely up to date and authorised at all times.

In the event of an emergency we would follow the policies mentioned above in terms of staff member roles and responsibilities and the procedures to follow.

Children must not carry their medication on their person as this could pose a risk to themselves and the other children, but asthma inhalers and Epi-Pens must be available in the room/garden with the child at all times. Each room has a sealed container with the children's mentioned medication and their health care plans. These must still be stored out of reach of children and must be returned to the Nursery office when the child goes home or in the event of non-attendance.

If a child is able to administer their own asthma inhaler this should be encouraged and children who are unable to independently complete this task should be given support and encouragement with the hope for the child to be able to self administer in the near future. However, staff member and a witness must still watch the child administer the medication and the medicine consent form must still be fully completed.

Walton Montessori will administer calpol in the event a child has become ill whilst being cared for at Nursery, following prior consent from the parents in the form of a signed consent form at registration and verbal consent over the phones. A medicine consent form must be completed by the member of staff administering the calpol and signed by the parent/carer on collection.

In the event a child has an allergy we may on occasions keep a bottle of antihistamine that is not prescribed and has been provided by the parent. This is only in the event a doctor will not prescribe the antihistamine due to the child's allergies or the prescription has run out/expired and is used ONLY as a precautionary and back up method in the extremist of circumstances. Again a medicine consent form will be completed by the staff member and witness and confirmed by the parent over the phone and signed on collection.

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The Nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

### **Staff medication**

All Nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The Nursery manager will

decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

If staff members are on medication they must complete a medicine consent form, which they will complete as and when they take their own medication. All staff medication must be stored in the medicine box in the Nursery office or in the fridge in the kitchen and must be out of reach of children at all times. The staff member must not take their medicine in view of the children and must ensure adult:child ratios are maintained whilst they administer their medication. Staff members with long term medical needs will also have a healthcare plan and their asthma inhalers and/or epi pens will be stored in the sealed box in the room with the children's.

All expired medication will be given back to the parent for them to dispose of. It is not Walton Montessori's responsibility.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>5<sup>th</sup> February 2020</i>	<i>Taralyn Fitch</i>	<i>1 September 2022</i>