

Managing and administering medicines

While it is not our policy to care for sick children who should be at home until they are well enough to return to Panda, we will agree to administer prescribed medication as part of maintaining their health and where it would be detrimental to the child's health if not given while in our care. Children taking medication must be well enough to attend Panda.

What medicines will we administer?

- Creams and medicated soap for eczema, nappy rash, irritated skin and teething gel.
(Excluding steroid creams which need a prescription label from a doctor or pharmacist)
- Eye drops

Anything that is **ingested must be prescribed by a doctor, dentist or pharmacist and must have the prescription label on the box / bottle with the child's name on it this includes:**

- Antibiotics and penicillin
- Antihistamines
- Calpol or ibuprofen
- Inhalers and EpiPen's
- Steroid creams

We will not administer Calpol, ibuprofen or aspirin containing medicines sold over the counter without a doctor, dentist or pharmacist's prescription label for the child. We will also not administer Homeopathic medication. Parents can come into nursery to administer if necessary.

How we administer medicine

- We can only administer as prescribed on the prescription label and for the child stated on the label.
- We will not support covert administration of medicine, hiding it in food or drink.
Children are not allowed to self-administer medication.
- For the Panda team to administer any medication a parent consent form must be completed. Staff will record the time and details of the medication given and this form will be signed by parents or an authorised pick up when the child is picked up.

- For us to hold and administer Asthma inhalers they must be in the original box with a prescription label stating the child's name. The serial number on the inhaler must match the number on the box.

Supporting children with medical conditions

A care plan will be put in place which includes signed consent forms to administer the necessary medication to support a child. This plan also identifies triggers, how to prevent unwanted reactions and supporting the child in our setting. Asthma Record Cards are completed for Asthma and Viral Wheeze.

Storage and access to medicine

Any medication must be handed into a member of staff and stored appropriately. Medication must not be left in a child's bag or lunch box.

Medication must be stored as stated on the label. This may be:

- in the fridge in the medication box
- locked medication box - except for inhalers, blood glucose testing meters and emergency medication – these are stored in the white first aid box in the kitchen

All medication is stored in a clear, individual plastic bag; containing the medication in its original container with the prescription label (including the child's name). The Medical Consent Form is displayed on the relevant room's white board as a reminder to administer.

Staff medication is also stored in this way and a record is held of any medication taken by staff. Risk assessments are conducted to ensure all staff are physically and medically fit and any arrangements which need to be made to support them.

Parent responsibilities

- Parents are required to give details of any long term medical or allergy conditions on our Registration Form and keep us updated if anything changes while the child is registered at our nursery. A written Medical Care Plan will be put in place for any child with an Allergy or Medical condition.
- Before any medication is administered a Consent, Form must be completed by the parent. The parent is also required to sign the Medication Record on the form, when they collect their child, to acknowledge the administration of the medication.

- If a child has not had a medication before (including antibiotics), we require your child to be kept home for the first 48 hours. This is to ensure they do not experience any adverse effects, as well as to give them time for the medication to start to work.
- Medicine must be handed to a member of the Panda Nursery team and not left in a snack bags as it needs to be stored safely away from the children.
- Parents are asked to inform Panda if they have given their child any medicine before they come to Panda, this is recorded on the medical consent form.

Staff Training

All regular sessional staff are trained in 12 hour Paediatric First Aid. Where possible bank staff and students are also trained too.

Procedure for staff administering medication:

The Room Leader is responsible for remembering to give the medication at the correct time.

1. A Medical Consent form must to be completed by the parent and either Panda management or Supervisor. Only with this signed and completed form can medicine be administered.
2. A new Consent form must be completed each time medicine is prescribed. For example, we need permission at the start of a course of antibiotics, but not every day we give the dose. Or for Asthma and other long-term illnesses, we need permission when the medicine is initially prescribed.
3. Once the medication is no longer needed and handed back to the parent, the form is stored in the child's personal file.
4. Two members of staff must be present to administer the medicine, following the manufacturing instructions and those given on the Medical Consent Form. After the following checks have been completed:
 - a. The identity of the child, and that the name on the medicine label matches the Consent Form
 - b. The Medical Consent & Care Plan signed by the parent and any administering instructions including the dose
 - c. Check the medication hasn't already been given.
 - d. The expiry date of the medicine
 - e. All necessary equipment required to administer the medicine is available
5. Unless in an emergency, medicine must be administered in a location where privacy and confidentiality of the child may be maintained.

6. If a child refuses to take medication, they will not be forced to do so. This will be recorded on the Medicine record and the parent will be called immediately. If this results in an emergency, then our Emergency Procedure must be followed.
7. The Medication record on the Medical Consent form must be completed as soon as the medication has been administered. The parent must be asked to sign the form when collecting their child and the medication returned where necessary.
8. Medication for long term illnesses like Asthma can be kept at Panda.
9. Medication is not dispensed in advance and never dispensed for another person to administer

Managing medicines on trips and outings

1. For children on outings where the parent has completed the medical consent form, the medicine must be taken, clearly named and stored as per prescribed.
2. The Room Leader or outing lead is responsible for ensuring they are fully informed about the child's needs and how to administer the appropriate medication.
3. The medical record must be taken, completed when any medicine administered and subsequently signed by the parent.

Emergency Procedure

Parents give consent on the Child's Registration Form for a Panda First Aider to administer any medication in the case of an emergency. In the event of sudden illness or accident they consent to a Panda calling the Emergency services and accompanying the child to hospital on the understanding that they have been informed.

Managing children who are sick or infectious

1. Panda Nursery can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
2. If a child appears unwell while at Panda Nursery with any of the above the team will call the parent and ask them to collect the child. This is in the interest of the child as well as protecting the rest of our children.
3. The child is kept separate from the group and made comfortable by a member of staff until its parents / carer arrives.
4. Any toys that the child has been playing with are wiped down with an antibacterial wipe.
5. In extreme cases of illness our Emergency Procedure is followed.
6. Parents may be asked to take their child to the doctor before returning them to Panda Nursery.

Keeping children at home

Panda Nursery follows the advice from the Health Protection Agency on its list of excludable diseases and current. Please see our guidance document 'When to keep my child at home'.

Preventing the spread of infections and viruses

1. All surfaces are regularly wiped down with antibacterial spray every session. The nursery is deep cleaned every week.
2. All tables are wiped down between activities.
3. Antibacterial gel is available for parents to use in the reception when dropping and picking up children. It is available for staff to use after wiping noses, toileting and regular intervals through the day.
4. Tissues are provided for children & staff with a bin to dispose of them.
5. If a child needs their nose wiped it is done promptly with a clean tissue which is then disposed of quickly in the bin. Staff are encouraged to wash their hands or use the antibacterial gel straight after doing this.

Reporting of 'notifiable diseases'

If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 (www.hpa.org.uk), we will report this to the Health Protection Agency, and will act on any advice given by these agencies within in 14 days of the event.

First Aid

Our core team of regular staff are all trained in 12hour Paediatric First Aid and will take action to apply first aid treatment in the event of an accident involving a child or adult.

Each room has a First Aid Kit. Any administering of first aid is recorded in our Accident Record.

At the time of admission to Panda Nursery, parents give permission for staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

We follow our Emergency Procedure if any child or adult needs further first aid treatment

Legal framework

- Medicines Act (1968)
- Managing Medicines in Schools (DofE) Jan 2013 / Managing Medicines in Early Years Settings 2007

Managing medication and illness

This policy was adopted on: December 2010

Last reviewed: February 2019

Date to be reviewed: February 2020

Signed on behalf of Panda Nursery:

A handwritten signature in black ink, appearing to read 'A Thompson', written over a horizontal line.

Alison Thompson - Director