

Medication Policy

Management and Administration



Fraserburgh South Park Nursery

2023

◆ Responsive Care and Support - My health and social care needs are assessed and reviewed to ensure I receive the right support and care at the right time.
Health and Social Care Standard Principle

◆ Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this. UNCRC Article 24 (health and health services)

◆ "Each child or young person will be nurtured by staff who will promote his or her general wellbeing, health, nutrition, and safety. You can be confident that the service has a clear policy and guidelines on the use, storage and administration of medication and that staff are suitably trained to carry these out. The service makes sure that written consent is given by parents and carers for the use or administration of medication provided by them." National Care Standards 3.

At Fraserburgh South Park School nursery we strive to improve our practice using the most relevant and up to date guidance to get our care and support right for each of our children.

Role of Practitioners

All Practitioners are responsible for ensuring they attended Paediatric First Aid training every three years. Staff should not perform first aid if their training has expired unless in an emergency. Staff will also attend any additional medication training to co-inside with any children who may have further complex medical care needs and require emergency medication to be administered such as EpiPens and insulin. The Early Years Senior Practitioner will obtain a copy of the renewal date of all Practitioners First Aid Certificates.

Occasionally, South Park Nursery have students or relief staff attending the setting, however they will not be asked to perform first aid or provide medication. All students and relief staff will be made aware of any children who

may require medication during the session and where the medication and information can be located. This is covered in the induction process.

Parental responsibility

Parental responsibility lies with the biological mother (unless removed by court order), the biological father (unless removed by court order), the child's legally appointed guardian, a person to whom the court has awarded a residence order relating to the child, a local authority designated in a care order for the child (but not where the child is being accommodated or in voluntary care) or any person or organisation holding an emergency protection order for a child.

The Family Law (Scotland) Act 2006, which came into force on 4 May 2006, confers parental responsibility and parental rights on unmarried fathers where the father is registered as the child's father. However, it only applies to unmarried fathers who are registered as the father after 4 May 2006. Birth certificates are checked upon enrolment.

Parent/guardian must complete all Aberdeenshire Council request to administer medication documents 1-4, including the Head Teacher agreement document, upon arrival with the child's medication. The completed documents are then kept along with the child's medication in a labelled and named box in a locked safe place. The medication documents are stored within the medication binder

Service staff should not give the first dose of a new medicine to a child. Parents should have already given at least one dose to ensure that the child does not have an adverse reaction to the medication.

When a child is given a new medication, parents should watch closely for allergy or sensitivity symptoms. Adverse reactions to medication may include allergic reactions involving a child's immune system, individual sensitivities to a drug, or side effects of the drug itself. Medication sensitivities can be very similar to the symptoms of a medication allergy. Unlike medication allergies, sensitivities often occur upon first exposure to a medication. Where possible, staff should always read and retain the information leaflet which is supplied with the medication. Medication should always be supplied to the service in its original container and box clearly labelled with the child's name and photograph.

The parent must share upon arrival if their child has had medication administered prior to attending the setting. Staff must ensure they use the communication jotter to ensure all staff are aware of the dosage provided prior to arrival. If a child demonstrates symptoms of requiring their 'just in case' medication such as

inhaler and the parent has not shared this information. The parent must be contacted immediately.

The setting will note the expiry date of all medication within the setting diary and will provide a reminder two weeks before the expiry date to ensure the parent has enough time to provide a new supply.

Record keeping

The service must make sure that parents and carers provide written consent for their child to be given medicine for a minor ailment or allergy. Parents should supply the medication to be used.

When a child requires "just incase" medication. The setting must record the symptom displayed by the child, and dosage provided. Any additional information such as refusal/spat out must also be recorded and shared with the parent/guardian upon collection. All children who require medication have a medical risk assessment detailing the symptoms and procedures. All staff re-familiarise themselves with the risk assessments termly.

A medication overview can be located within the first aid cupboard which states all the medication that is stored on the premises and a medication risk assessment overview for the children who may require medical care during their time at nursery. The medication overview clearly states the date of arrival of the medication and when the medication has been returned to the parent. All medication will be stored within the locked cabinet, unless otherwise stated, and will be kept upon the premises for the duration of the term, or until the medication is no longer required. All medication will be sent home at the end of each term.

Storage of medication

The setting will not purchase and keep stocks of medicines for communal use just in case a child displays symptoms of a minor ailment or allergy. Such medicines would include paracetamol, ibuprofen and chlorphenamine.

All medication, unless otherwise stated, will be stored in the locked file cabinet which is out of reach of children in an area that is below 25oC.

Although uncommon, occasionally we may have children who have been prescribed medication that must be stored in a fridge. This medication must be stored in a sealed locked box out of the reach of children and will kept at a temperature between 2oC - 8oC. The temperature will be checked daily using a maximum and minimum thermometer. Each individual child's medication should be kept separate and stored in an individual container/bag clearly labelled with the child's name and date of birth.

South Park Nursery regularly explore the local community. All children who attend the session during the outing and require medication will have their medication transferred into the outings bag which also contains first aid supplies. Should the group separate into groups such as during school trips out with the local community, the medication will be passed to the Practitioner within the child's group. The medication document stored within the medication box also contains the child's parent/guardians contact information. All risk assessment procedures will be followed during outdoor activities.

Medicine spoons and oral syringes should be cleaned after use and stored with the child's medication. Adaptors for inhalers like 'spacers' should be cleaned as described in the product information. Cleaning of the item should be recorded within the medication administering record located within the child's individual medication box. All medical equipment will be cleaned with detergent and then sterilised in fluid unless otherwise advised by parent.

Treatment and administering of medication

Each child has a medication form help within their sealed medication box. The practitioner providing the medication is responsible for completing the document during the administering of the medication. The permission check list also asks for the parent/guardian to consent to administer first aid or emergency medical treatment if required. If emergency treatment is required, the setting will contact the child's parent/guardian immediately. If the child has any medical documentation, this will travel with the child.

If the child refuses or spits out the medication, the setting will contact the parent or guardian. The setting will not attempt to provide a second dose of medications.

If a child is accidentally given a second dose of their medication, the parent must be informed immediately to collect the child and the EYSP must be informed.

If a child is given another child's medication, the parent must be informed immediately to collect their child to seek medical advice and the EYSP must be informed immediately. If there is an immediate adverse reaction staff will contact emergency services.

All parents/guardian must ensure they do not allow their child to attend the setting if they are too unwell.

Should your child require any minor medical intervention, the setting will provide the parent/guardian with a first aid form, outlining the treatment provided. The setting will also provide an additional guidance form if your child received a head bump. The setting will use their professional judgement if the child can remain in session and will contact the child's parent/guardian should your child need to be collected.

Fever management

Antipyretic (temperature reducing - like paracetamol or ibuprofen) agents should not routinely be used with the sole aim of reducing body temperature in children with fever who are otherwise well. The nursery setting does not store a thermometer.

Should your child develop a fever during their session at South Park Nursery, the setting will keep them hydrated by ensuring plenty of cool water to drink. The setting will also ensure they are kept cool by removing layers of clothing and opening the window. The child will be provided with a quiet place of comfort within the nursery and the setting will contact the parent/guardian to collect the child. If the child shows any signs of being unwell or becomes unresponsive the Nursery setting will seek emergency advice.

Suncream application

All children are provided with a getting to know you booklet during their induction to South Park Nursery. The final page of permission check lists gathers the permission from the parent/guardian for the setting to apply sun cream. The suncream used within the setting is Nivea Kids Factor 50. Parents are also welcome to provide their own suncream, clearly labelled with their child's name.

We ask that all parents apply suncream during the summer months prior to arrival.