

MEDICATION / HEALTH CARE PLANS POLICY

1.0 Purpose:

- 1.1 To promote the inclusion of all children regardless of medical conditions and help all children to achieve and to make progress, whatever their medical needs
- 1.2 To safeguard children's health and safety by ensuring that prescribed medicines are handled responsibly and safely
- 1.3 To ensure correct procedure is followed when administering medication

2.0 General

- 2.1 Parents should keep their children at home if there is a risk of infecting other children or staff.
- 2.2 Parents should inform the Nursery of the nature of infection so other parents can be informed.
- 2.3 Parents should complete a healthcare plan upon admission, if required, so all members of staff are aware of the child's medical needs.
- 2.4 Children should not come to Nursery until at least 48 hours have passed following diarrhoea or vomiting.
- 2.5 Children of staff who are unwell shall not be brought into Nursery.

3.0 Responsibility:

Manager– To ensure this procedure is followed.

4.0 Procedures

- 4.1 Whenever possible the parents shall administer all medication.
- 4.2 Parents/guardians are responsible for restocking of medicines
- 4.3 If medication time falls within Nursery time then:
 - a) The medicine shall be clearly labelled, valid and the correct name must be on the bottle.
 - b) Permission, dosage and timings shall be written down for the staff on the appropriate documents and signed by the parent. Verbal instructions shall not be accepted.
 - c) Only medication prescribed by a child's own doctor shall be administered by the staff after appropriate authorisation from parents.
 - d) Parent(s)/guardian will be requested to complete the 'consent form' to seek medical treatment or advice as well as a health care plan for children with long term medical conditions.
 - e) Suitable storage will be provided for the safe keeping of medication whilst on Nursery premises.
 - f) Written records will be kept of medicine administered to children.
 - g) Parents are informed once medicine is administered.
 - h) Provide training to staff if any administering requires technical/medical knowledge
 - i) Only allows the administering of pain and fever relief where there is a health reason to do so which only Manager can authorize
 - j) Does not allow the administering of any medicine which contains aspirin unless it has been prescribed by a doctor

- k) Stores all medicines strictly in accordance with product instructions and in the original container in which it is dispensed together with the prescriber's instructions for administration.

4.4 All health care plans will be reviewed annually. Members of staff should be informed of any changes or updates