**Mucky Pups Pre-School**

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**Medication policy**

***Aim***

*The aim of this policy is to ensure we promote the good health of children attending Mucky Pups and take necessary steps to prevent the spread of infection (see Unwell child policy).*

*If a child requires medicine, we will obtain information about the child’s needs for this, and will ensure this information is kept up-to-date.*

**When dealing with medication of any kind at Mucky Pups, strict guidelines must be followed:**

* All medication forms must be filled in with a parent by a senior member of staff
* All medication must be administered by a senior member of staff.
* All medication administered must be witnessed by another member of staff. (This can be any staff member but not a student or volunteer)
* An ongoing medication form can only be used if the medication will be the same medicine, same amount, same strength, at the same times each day for a maximum of a week (7 days).
* Upon arrival the last time the child was given the medication before coming to Mucky Pups must be recorded on the ongoing administration form.

Prescription medication

* Prescription medicine will only be given to the person named on the bottle and for the dosage stated.
* Medicines must be in their original containers if not they will **not** be administered.
* Those with parental responsibility of any child requiring prescription medication should allow a senior member of staff to have sight of the bottle/packet. The staff member should note the details of medicine and the administration details on the appropriate form and another member of staff should check these details.
* Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication (on an ongoing medication form) or for the ongoing use of a particular medication (on a health care plan) under the following circumstances:
1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed.
2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
3. Parents should notify us IMMEDIATELY if the child’s circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.

* Mucky Pups will **NOT** administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor’s letter.
* The parent must be asked when the child had last been given the medication; this information will be recorded on the medication information form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent’s signature must be obtained at both times.
* At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form.

 (It is important to note that staff working with children are not legally obliged to administer medication)

* If the child refuses to take the appropriate medication then a note will be made on the form
* Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response
* Wherever possible ask parents to request that GPs prescribe the least number of doses per day, i.e. three times daily, rather than four times daily.

Non-prescription medication

* For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child’s name and expiry date. (Barrier cream letter to be used)
* Liquid paracetamol (such as Calpol) does not need to be prescribed by a doctor. However, it is up to the Manager/Deputy to decide if the child is well enough to be at nursery. The Manager/Deputy’s decision is final. Non-Prescription liquid paracetamol will only be given to a child for a maximum of 2 days before we ask that a parent takes their child to visit a medical practitioner.
* If the Manager/Deputy feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse care until the child is seen by a medical practitioner.
* If any child is brought to Mucky Pups in a condition in which he/she may require medication sometime during the day, the Manager/Deputy will decide if the child is fit to be left. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
* Mucky pups **DOES NOT** administer any medication unless prior written consent is given for each and every medicine. In exceptional circumstances telephone verbal consent can be used with the parent completing a form upon collection. This is down to the discretion of the Manager/Deputy.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. This training would be specific for each child and not generic. (If this causes a problem in providing appropriate care of a child, we will consult Ofsted).

Staff medication

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

Any medication brought in by staff for their own use should **NOT** be stored in Mucky Pups.

This includes the small office within Mucky Pups main room. It **must** be stored in the main office.

Storage

All medication for children must have the child’s name clearly written on the original container and kept in a closed box, which is out of reach of all children and under supervision at all times. (This is in the small office within Mucky Pups main room on the top shelf.)

Emergency medication, such as inhalers and EpiPen’s, will be within easy reach of staff in case of an immediate need, but will remain out of children’s reach and under supervision at all times.

Any antibiotics requiring refrigeration must be kept in the fridge in the main kitchen, Boys & Girls Club should be notified that they are there.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist’s details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before a senior member of staff agrees to administer medication.

Date policy adopted on:1st September 2021 Date for review: 1st September 2022

Signed: J E Wills Position: Manager