At Grove Villa we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see Sickness and Illness policy and Infection Control 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.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

**Medication prescribed by a doctor, dentist, nurse or pharmacist**

*(Medicines containing aspirin will only be given if prescribed by a doctor)*

• Prescription medicine will only be given when prescribed by the above and for the

person named on the bottle for the dosage stated

• Medicines must be in their original containers with their instructions printed in English

• Those with parental responsibility for any child requiring prescription medication

should hand over the medication to the most appropriate member of staff who will

then note the details of the administration on the appropriate form and another

member of staff will 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 or for the ongoing use of a

particular medication 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, eg 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 must notify us IMMEDIATELY if the child’s circumstances change, eg a dose has been given at home, or a change in strength/dose needs to be given.

• The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health

professional such as a letter from a doctor or dentist

• The parent must be asked when the child has last been given the medication before

coming to nursery; and the staff member must record this information on the

medication 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

**Non-prescription medication (these will not usually be administrated)**

• The Nursery will not administer any non-prescription medication containing aspirin

• The Nursery will only administer over the counter eye or ear drops for 2 year old plus, all other medication must be prescribed by a GP

• If the Nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is

seen by a medical practitioner

• If a parent feels that their child requires liquid paracetamol or similar medication

during the day then the child should remain at home, unless the medication has been

prescribed by the GP. Liquid paracetamol will only be given to control a temperature

of 38.5. If the temperature is higher, parents will be asked to collect their child and

keep them off Nursery for 24 hours. Paracetamol can be given for 2 days in a row as

long as the temperature remains below 38.5 and the child is not showing other signs

of being unwell (outside of COVID-19 times). Children should not be sent into nursery with any temperature. During the current times please refer specifically to our COVID19 Policy and Procedures. Currently, if a child develops a temperature parents will informed to collect immediately and advised to book a COVID test and isolate pending results. If you decide not to get your child tested for COVID-19 you will be asked to isolate for 10 days beginning on the 1st day after symptoms developed as per our COVID Policy and government guidance.

• On registration, parents will be asked if they would like to fill out a medication form

to consent to their child being given a specific type of liquid paracetamol or antihistamine in particular circumstances, such as an increase in the child’s temperature or a wasp or bee sting. This form will state the dose to be given, the circumstances in which this can be given eg the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if the Nursery CANNOT contact the parent

• An emergency nursery supply of fever relief (eg Calpol) and anti-histamines (eg

Piriton) will be stored on site. This will be checked at regular intervals by the

designated trained first aider to make sure that it complies with any instructions for

storage and is still in date

• If a child does exhibit the symptoms for which consent has been given to give nonprescription medication during the day, the Nursery will make every attempt to

contact the child’s parents. Where parents cannot be contacted then the Nursery

manager will take the decision as to whether the child is safe to have this medication

based on: the time the child has been in the Nursery, the circumstances surrounding

the need for this medication, and the medical history of the child on their registration

form.

• Giving non-prescription medication will be a last resort and the nursery staff will use

other methods first to try and alleviate the symptoms (where appropriate). The child

will be closely monitored until the parents collect the child

• For any non-prescription cream for skin conditions eg 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

• If any child is brought to the nursery in a condition in which he/she may require

medication sometime during the day, the manager will decide if the child is fit to be

left at the nursery. 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

• As with any kind of medication, staff will ensure that the parent is informed of any

non-prescription medicines given to the child whilst at the nursery, together with the

times and dosage given

• The Nursery DOES NOT administer any medication unless prior written consent is

given for each and every medicine.

**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 each 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.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person’s locker/separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

**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.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children’s reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be 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 staff agree to administer medication.

**Confidentiality Policy is effective from: 03/10/21 until further notice**

I have read and been informed about the content, requirements, and expectations of the **Confidentiality Policy.**

**Confidentiality Policy** for employees at Grove Villa Childcare. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Grove Villa Childcare.

I understand that if I have questions, at any time, regarding the **Confidentiality Policy**, I will consult with my immediate manager / supervisor.

Please read the **Confidentiality Policy** carefully to ensure that you understand the policy before signing this document.

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