



Early Education & Childcare

Administration of Medication and Allergy Management Policy

Aims:

- To ensure effective management systems are in place to support children with medical needs.
- To guarantee that accurate records are kept thus ensuring that parents and practitioners are aware of any medication administered within the last 12 hours.
- To clarify to parents the legal requirements which the nursery must follow with regards to administering medication.
- To ensure medication is administered safely by practitioners with appropriate training and knowledge.

Procedures to Support Children with Specific Medical Needs

Parents are requested to provide any relevant information regarding their child's medical needs on the initial registration form. They are also invited to discuss this during the initial key worker meeting at the beginning of the 'settling in' period. If a care plan or similar documentation exists a copy should be sought by the key worker and this information shared with the Executive/Associate Head of Early Education and Childcare all relevant team members.

A medication form should be completed for any long-term medication which a child has been prescribed (e.g. inhalers). If a care plan which has been completed by a medical professional recommends the use of a non-prescription medicine, e.g. antihistamine for allergies, then parents may leave this medication for use in an emergency.

We will aim to meet the needs of all children with medical needs dependent on staff training, supervision needs, staff confidence and insurance cover. It is the responsibility of parents/carers to ensure the nursery is informed of any changes to medication, or the support which a child requires.

Emergency Medical Needs

In certain circumstances some children may require specific types of emergency medication. Examples of emergency medication are Buccal Midazolam for epilepsy, inhalers for severe asthma and EpiPen for severe allergic responses. Parents will need to meet with the Lead Practitioner and/or Executive/Associate Head alongside the key

worker to discuss the needs/requirements. Here a Medication Care Plan will be completed, and the Senior Practitioner will follow the Long – term needs and Emergency Medication Procedure, as necessary.

Allergies

Prevention of allergic reactions

Parents should provide a written document and a care plan if available, for children who have specific allergies. This information should be communicated by the key worker/Lead Practitioner to all relevant practitioners, management, and café staff (if the allergy relates to food). If appropriate, a meeting with the parent(s), Lead Practitioner and café cook will be arranged before a child starts. Food should always be served by permanent members of staff who are clear about all children's needs.

Whilst Kate's Kitchen (Southville Centre's café which provides the food for the Chessel Centre) cannot guarantee that food will be prepared in an environment which is 100% free of any ingredient (including nuts), they are committed to ensuring food for specific dietary requirements is prepared separately, and that all staff implement measures to prevent contact with food items which represent a risk to a child. When food is served, Practitioners use information about allergies and individual children to inform seating arrangements and supervision (e.g. an adult will sit next to a younger child who has an allergy and may attempt to take food off of other plates). In exceptional circumstances, where it is agreed that these measures are not sufficient to control any serious risk to a child, parents may be offered the opportunity to provide their own meals.

Where children bring packed lunches (Southville Centre holiday playscheme and term time only nursery group) parents are responsible for checking food in relation to specific allergies. We request that no nuts are included in packed lunches. Parents/carers will be informed as necessary of any requests for excluding certain foods from packed lunches, if there is a child with a serious allergy attending.

As above, Practitioners will then monitor and manage lunchtimes to ensure that children do not consume food which has been provided for another child in the group.

Response to allergic reactions

Copies of procedures for recognising and responding to a child's specific allergic reactions should be kept in the Early Education & Childcare office, as well as with the register in the room/area the child attends in and alongside any medication. In the event of an allergic reaction, medication will be kept in the same room as the child and should also be taken on any outings. If the response section of any care plan is implemented, parents will be informed immediately by telephone that a child has had a reaction and will be given any details regarding administration of medication. The Practitioner in charge will also decide, by using the information on the care plan, as to whether the child needs to be collected. In the event of any emergency, a Practitioner will immediately call 999.

Procedures for Prescription Medicines

Medicines will only be administered when it is essential; where it would be detrimental to a child's health if the medicine were not administered during the provision's hours.

Where a child is currently taking medication, an administration of medication form should be completed by a parent/carer on arrival, this should state any medication administered within the past 12 hours and any required doses during the time they are attending. This information should be recorded on the administration of medication form, even where a child does not require any additional medication during their session. The following procedure should then be followed by staff:

- All medicine which is provided should be stored as per the product instructions and in the original container.
- Medication should be administered by a practitioner qualified to Level 3 or above.
- Labels should be checked against medication forms to ensure name; expiry date and dosage is consistent.
- The labels should be checked by a second member of staff, who should remain present while medication is administered.
- If either practitioner feels there are any inconsistencies or issues with the information, the medication will not be administered. The parents/carers should be contacted, and they will need to contact the GP or pharmacist as appropriate. Mistakes on labels can be made for example and it is better to check in advance than administer a medication incorrectly. All queries and concerns will be noted.
- Whenever medication is administered parents should then sign the administration of medication form when they collect their child and this form should be filed in the nursery.

Training and Support

If children have medical needs which require the administration of medication where technical knowledge is needed, we will work to ensure that their key worker and at least one other senior member of staff is able to undergo specific training from a health professional.

We will also work towards ensuring that at least 75% of Practitioners hold a paediatric first aid qualification, as a minimum each service will always have at least one first aid qualified practitioner on duty (as per statutory requirements).

Procedures for Non-Prescription Medicines

Non-prescription medication should not be administered unless there is a clear health reason to do so. Children who are unwell and require pain or fever relief medication should not be attending nursery. These medications will only be administered in exceptional circumstances and at the discretion of the person in charge. Medication such as teething gels and skin creams can be administered with prior written consent. Medications containing aspirin will only ever be administered if prescribed by a doctor, as per EYFS Statutory Requirements (3.43).

Emergency administration of non-prescribed fever relief (i.e. liquid paracetamol).

An emergency supply of non-prescribed fever relief that is appropriate for the age of the children is kept in the setting. From January 2019 we will request written consent to administer fever relief in an emergency from parents/ carers on the nursery's/ Playscheme's registration form.

If a child develops a high temperature (above 38 degrees), we will monitor the child's temperature and record 3 temperature levels over 10 minutes. This is to ensure that we have a correct temperature reading for the child. We will use a digital thermometer.

- During this time, we will: offer the child a drink of cool water, remove any extra clothing and not cuddle the child too closely if the child has requested a cuddle.
- Staff member will consult with Lead Practitioner or Senior Practitioner to make decision about whether a parent/carer should be contacted.
- If the temperature continues to be high (above 38 degrees), the decision to ask a parent/carer to collect their child will be based on the child's age and demeanour, for example taking into account if they are lethargic or are distressed in any way. The child's key worker or the Lead/Senior Practitioner will contact the parents/carers and:
 - Inform them of the child's temperature
 - Ask if the parent/carer has administered any fever relief before the child arrived at nursery/Playscheme.
- If the parent/carer has not administered any fever relief, or if 4 hours have passed since the last administration, then the parent will be asked for verbal consent to administer fever relief from the setting's emergency supply. The fever relief will be administered as directed on the manufacturer's dosage instructions.
- The parent/carer must come and collect their child as soon as possible.
- When they collect their child, the parent/carer must sign an administration of medication form with all the details, including the temperature, the time the fever relief was given, the dosage and who it was administered by etc.
- If we are unable to reach you and the child has been in the nursery for over 4 hours, then an Early Years Practitioner can administer fever relief if prior written consent has been recorded on the registration form. The fever relief will be administered as directed on the manufacturer's dosage instructions. The emergency contacts will then be called and must collect the child as soon as possible.
- The child's temperature will be monitored every 10 minutes after the dose.
- If the child's temperature rises above 40 degrees, then the parent/carer must be contacted immediately and asked to collect the child quickly if they are close to the nursery. If the parent/carer is unable to arrive quickly, then emergency contacts will be called and if they are unable to collect quickly, 111 would be contacted.

Mistakes

If there is ever an occasion where a staff member has made a mistake in administering medication, this will need to be reported to a senior member of staff immediately. Staff will then inform parents/ carers, call 111, contact the prescribing GP/specialist, go to the local A&E as appropriate.

Mistakes will be recorded on the administration of medication form and an Incident Form as appropriate. The Executive/Associate Head will investigate how it happened and what can be done to prevent it from happening again. The Registered Person for the setting also needs to be informed. Ofsted or RIDDOR may also need to be contacted.

Disposal of medication

Old medication will be given back to the parent/ carer or taken to a pharmacy. This will be recorded.

Outings

It is recommended that one staff member has primary responsibility for managing the medication on an outing. Medication on an outing will be carried by the member of staff, or child if this is normal practice. The accessibility of medication, particularly for use in an emergency, will be considered. A copy of the administration of medication form, (and Medication Care Plan as appropriate) will be taken and the administration of medication procedure will be followed as normal.

Confidentiality

All records relating to the medical needs of a child and the administration of medication will be stored confidentially within the setting. Information will be shared with staff, as necessary.

Reviewed Dec 2018

Related documentation:

1. BS3 Community Early Education & Childcare Health & Safety Policy
2. Administration of Medication Form
3. Registration Form
4. EYFS Statutory Requirements