Medication Policy

At Hopscotch we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. 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.
Medicine (both prescribed and non-prescribed) can only be administered to a child where permission for that medicine has been obtained from the child's parent and/or carer[1] (those with parental responsibility).

- Those with parental responsibility[2] must hand any medication directly to an appropriate member of staff. If someone else brings a child into the setting, then written or verbal consent must be obtained before the medication can be administered by those who have parental responsibility. This can be done by:
    - Email
    - Phone
    - A message on Famly

  In the absence of permission from the person without parental responsibility then a member of management will try to contact them. If consent cannot be confirmed, or if they are uncontactable, the medication will not be administered.

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.
- Medication should:
    - Have their instructions printed in English.
    - Have the child's name on it.
    - Be provided in its original container as dispensed by the pharmacist, with the prescribed label intact.
    - Be within the expiry date.
    - Be prescribed for the child's current condition.
- We will not accept medication that has been removed from its original packaging. Dosages will not be altered based on parental instruction, unless supported by written guidance from a relevant healthcare professional, such as a doctor or dentist.
- Parents/carers are to keep the child at home for the first 24 hours upon starting any prescribed medication, (see Well Child Policy) unless it is recently prescribed in the last 21 days and the child is well in themselves. This is to ensure no adverse reaction takes place as well as to give time for the medication to take effect.
- The parent / carer, together with a member of staff, will enter the medication on to Famly at the time of handover. The member of staff will also check that the medication meets all the requirements above. The parent will then have to acknowledge the medication on Famly. If this is not acknowledged, then we will be unable to administer the medication.
- Medication:
    - Can only be administered by a Level 3+ qualified, first aid trained member of staff who has completed their key skills/ competency checks and have a clear DBS check.
    - Must be witnessed by a Hopscotch employee who has completed all relevant key skills/competency checks, have a clear DBS check.
- Staff will record the administration of medication on Famly at the time it is given. Parents or carers are required to acknowledge this.

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1 https://assets.publishing.service.gov.uk/media/68c024cb8c6d992f23edd79c/Early_years_foundation_stage_statutory_framework_-_for_group_and_school-based_providers.pdf.pdf

2 https://www.gov.uk/parental-rights-responsibilities

- If the child refuses to take the appropriate medication, then the parents will be contacted via phone or a message on Famly.

Prescribed Long Term Medication and Individual Health Care Plan (IHCP)

In some cases, children requiring prescribed long-term medication may need enhanced support systems put into place.

- Parents/carers of children with long-term medical needs must complete an IHCP. This plan will detail:
    - The child's medical condition
    - Signs, symptoms, and possible reactions
    - Medication requirements
    - Actions staff should take to manage the condition and reduce risk.
- A risk assessment will be completed alongside the IHCP to ensure all potential risks are identified and managed appropriately.
- The IHCP and associated risk assessment will be:
    - Reviewed every six months.
    - Updated as required following any changes in the child's condition or treatment.
    - Reviewed during room transitions
- Parents/carers will receive a copy of the IHCP and risk assessment.
- Where specialist training is required to administer medication, this will be provided by a qualified healthcare professional before staff undertake the procedure.
- In circumstances where additional or complex support is required, enhanced support arrangements will be implemented and clearly documented within the risk assessment.

Non-prescribed Medication

- The nursery will not administer any non-prescription medication containing aspirin.
- We will only give non-prescribed paracetamol-based medication when consent is given by parents/carer in the case of a high temperature. Staff will enter the medication on Famly and must be approved by someone with parental consent before we can administer it.
- If non-prescribed medication is given (upon consent) it will only be administered in accordance with the dosage guidelines on the medicine label and only one non-prescribed medicine will be given at any time.
- Another exception to administering non-prescribed medicine (examples include paracetamol/ ibuprofen-based medicine, teething crystals, and teeth gel) is when a child is teething, and the parent has given consent. This arrangement will only be permitted for a maximum of 3 days and will be at the manager's discretion on individual circumstances (a manager can refuse to allow non-prescribed medication and follow the Exclusion Guidance if they feel the child should not be in the setting). Follow manufacturers guidance, check expiry date. If applying teething gel, please wear gloves- Note of caution no person with long nails can undertake this responsibility and child may bite unintentionally. If the risk of biting is high staff will discuss with parent an alternative to teething gel.
- Hopscotch will store their own paracetamol-based medication onsite (such as Calpol) for medical emergencies.
- Hopscotch will store anti histamines for medical emergencies; this will be for children who suffers with allergies and have a reaction whilst in the setting or if a child (with no known allergies) develops a severe reaction whilst in our care. Regular long-term anti histamines can only be given if prescribed by a doctor.
- We reserve the right to research any over-the-counter medication to ensure it is a recognised and appropriate treatment. If there are concerns regarding a proposed medication, we may refuse to administer it; in such cases, parents will be invited to attend a meeting to discuss this decision.

Injections, pessaries, suppositories

- The administration of injections, pessaries, and suppositories is considered an intrusive medical procedure and are not normally undertaken at nursery. However, each child's individual needs will be considered on a case-by-case basis.
- These will only be administered where all staff responsible for the child's care have received appropriate, child-specific medical training from a qualified healthcare professional. Generic training is not sufficient.
- The nursery will make every reasonable effort to support the child's needs. This may include working in partnership with parents/carers and relevant professionals to arrange for appropriate healthcare training for staff.
- For children with long-term medical conditions requiring such procedures, an Individual Health Care Plan (IHCP) must be in place. This will be provided by the relevant health professionals and will clearly outline the procedures, responsibilities, and arrangements required to safely meet the child's needs. A nursery-specific risk assessment will also be completed by staff and shared with parents/carers.

Barrier Creams

- Parents/carers are asked to provide an appropriate barrier cream to support their child's skin condition.
- If a medicated barrier cream is required, this must be administered in line with the nursery's medication procedures and supported by the relevant documentation.
- Non prescribed barrier cream will be documented on Famly and is applied as part of a child's personal care regime.
- As a nut-free setting, all creams provided must be free from nut-based ingredients.
- The nursery reserves the right to review any over-the-counter creams to ensure they are recognised, safe, and appropriate for use.
- If there are any concerns regarding the suitability of a cream, the nursery may decline to administer it. In such cases, parents/carers will be invited to discuss the decision and agree on a suitable alternative.

Staff Medication

Staff members who are on prescribed medication are required to declare it on their staff overview on HiBob and keep it updated. The manager should be notified straight away of any medication and possible side effects. A risk assessment may need to be put in place.

Storage

- All medication for children must have the child's name clearly written on the original container.
- Emergency medication (e.g. inhalers and EpiPens) must be readily accessible to staff for immediate use, while remaining out of children's reach. These must also be taken on all outings.
- Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.
- Medication stored in the setting will be regularly checked with the parents to ensure it continues to be required, along with checking that the details of the medication form remain current and that the medication is within its expiry date.

This policy is to be read in conjunction with:
HS01 Accident and Injury Management Policy
ME06 The Well Child Policy