



At First Steps we promote a 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, 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.

01	Medication prescribed by a doctor, dentist, nurse, or pharmacist • Prescription medicine will only be given to the person named on the bottle for the dosage stated. • Medicines must be in their original containers. • 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 our medicine forms and another member of staff will check these details. This MUST be carried out every time the child requires this during their session. All medicines MUST be witnessed by a senior/supervisor, recorded and signed and shared at the end of their session with the parent/carer. Even if the child has a Health Care plan • 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: • 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. • The dosage on the medicine form is the only dosage that will be administered. We will not give a different dose unless a new form is completed. • Parents must 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. • First Steps 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 the 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 medicine 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 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.
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	• If the child refuses to take the appropriate medication, then a note will be made on the medicine form. • Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.
02	Non-prescription medication • We will obtain parents/carers signed permission on a daily basis i.e Paracetamol/Nurofen however, it must be provided in 5ml sachet, clearly labelled bottles will not be accepted as they cannot be stored. During Covid-19, Paracetamol and Nurofen will not be administered at First Steps or any forms of medication i.e Calpol or cough mixture that may risk hiding and masking any Covid-19 symptoms. • If a child does exhibit the symptoms for which consent has been given to administer non-prescription medication during the day, we will make every attempt to contact the child’s parents. Where the parent cannot be contacted then the nursery manager/deputy manager will take the decision as to whether a 999 call is required. In the interim period the team will e.g. for an increase in temperature remove clothing, use fanning, tepid cooling with wet flannel. The child will be closely monitored until the parents/ emergency services arrive. • 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 and in date 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/deputy manager will decide if the child is fit to be left at the nursery, please refer to our latest Covid-19 policy. 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 medicine 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. • First Steps DOES NOT administer any medication unless prior written consent is given for each medicine.
03	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 every child and not generic. First Steps will do all we can do make any reasonable adjustments including officials to train staff in administering the medication.
04	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 the children, for example if 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 supervisor/deputy manager/manager and seek medical advice. Where staff may occasionally or regularly need medications, any such medication must be kept in a locked cabinet 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 their first aid box and should be labelled with the name of the member of staff and this must be reported to the line manager and recorded onto an individual medical report form.

Our medication policy

05	Storage All medication for children must have the child's name clearly written on the original container, in date and kept in a secure cupboard out of reach of 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 be checked, along with expiry dates, before staff agree to administer medication.
06	No medication of any type is to be left in a child's bag. All medication must be handed to a member of staff on arrival and stored appropriately.
07	Upon enrolment parents will be required to read and sign a comprehensive permission slip.
08	Should your child have any signs or symptoms of any childhood illness, i.e. chicken pox, for exclusion please refer to The NHS website- NHS (www.nhs.uk) and refer to First Steps sickness policy.

Prepared by	First Steps Childcare
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