

Medicine Policy – Non-Prescribed

It is the policy of The Green Umbrella Day Nursery to permit a child or member of staff to return to nursery when they are well enough to attend and recognise that they may need to take non-prescribed medication. We can therefore administer medicine in certain circumstances.

This Policy has been written following the guidelines set out on the government document DFES-1448-2005 which can be found on the government website:

www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-settings

All staff will treat medical information with the utmost confidentiality at all times.

The law states that no medicine can be left in nursery without first being checked and signed in by a senior member of staff. For the purposes of this policy, ‘Senior’ refers to the nursery manager, the deputy manager, the assistant deputy manager and room leader providing they have been a room leader at the nursery for at least one year.

If any medicine is found in a child’s bag which has not been previously been signed in, the member of staff finding the medicine MUST report it to the most senior person on site at the time. The senior staff member should telephone the parent/carer informing them that medicine has been found in their child’s bag and it should not have been there for safeguarding reasons. The medicine should be returned to the parent/carer when they arrive to collect their child and a diary reminder written in the appropriate room’s diary.

Children

It is the responsibility of the parent/carer to remove ALL medication from their child’s bag and to inform a member of staff that they have brought medication into nursery.

All non-prescribed medication brought into nursery must be signed in. The necessary forms must be completed prior to the parent/carer leaving nursery.

Non-prescribed medicine such as Calpol may be left on site for a child in an emergency providing it has an expiry date of longer than 6 months and providing the parents/carers have signed this in once on a special form. A review date should be set every 6 months by the room leader for non-prescribed medicine (or earlier if the child is due to change rooms) to make sure it has not expired. Expired medicine should be returned to the parent. Parents/carers of children leaving nursery permanently will be given back any non-prescribed medicine which has been held on site.

The only non-prescribed medicines we will administer will be as follows:

Paracetamol Based Medicine

Paracetamol based medicine such as Calpol or similar brands when there is a clear reason to do so. For example, when the child’s temperature is high or for specific pain relief. The only members of staff who can administer a paracetamol based medicine are senior members of staff as stated above.

Teething Remedies

Staff will need to identify the difference between ‘Natural’ teething remedies and ‘Medicinal’ teething remedies. Examples of the different types of teething remedies are as follows. These are not exhaustive lists and staff should be clear on what type of cream is supplied prior to applying:

Examples: Natural Teething Remedies

Earth’s Best Non Medicated Teething Gel
Nelsons Teetha Homeopathic Remedies
Ashton & Parsons Teething Powder
Boots Own Make Homeopathic Remedy
Buccotherm First Teeth Teething Gel
Any other homeopathic/herbal remedies

Medicinal Teething Remedies

There are many teething gels you can buy over the counter and there are too many to list. Please be advised to read the labels before you purchase to make sure you are happy with what they contain.

IMPORTANT: We will not administer ANY teething remedies such as ‘Bonjela’ or ‘Bonjela Cool Mint’ as these contain salicylate salts which can be dangerous to young children.

Nappy Creams

Staff will need to identify the difference between ‘Moisturising/Barrier’ creams and ‘Nappy Rash Medicinal’ creams prior to applying. Examples of the different types of creams are as follows. These are not exhaustive lists and staff should be clear on what type of cream is supplied prior to applying:

Example Creams for moisturising only: Sudocream Care & Protect, Metanium Everyday, Burt’s Bees Ointments & Creams, Zinc & Caster Cream, Waitrose Bottom Butter etc.

Example Creams that contain medicines: Metanium Nappy Rash Ointment, Sudocream Antiseptic Healing Cream, Bepanthen Antiseptic Cream etc.

Staff must not apply creams containing medicines without these being signed in on a medicine form by the parent/carer. If in doubt please consult a Room Leader, Senior Member of Staff or the Nursery Manager.

Under this policy, staff may administer non-medicated moisturising creams providing they hold either an Early Years qualification to a minimum NVQ Level 2 or a Care Qualification to a minimum NVQ Level 2. Students may not administer non-medicated moisturising creams unless it is as a training session and strictly with a member of staff who can administer non-medicated moisturising creams. New members of staff can administer non-medicated moisturising creams after an accepted DBS/CRB checked has been received by the nursery and after completing the nappy changing training. Apprentices may administer non-medicated moisturising creams after an accepted DBS/CRB checked has been received by the nursery, after completing the nappy changing training and at the discretion of the nursery manager but not prior to seeking permission to do so.

Medicines will be stored as follows:-

1. Tawny Owls (2-3s) and Eagle Owls (Pre-school) - in the medicine cupboard or the fridge in the utility room.
2. Little Owls (Toddlers) and Snowy Owls (Babies) – in the medicine cupboard or in the fridge in babies kitchenette.

Or, if different, following the recommended storage instructions on the packaging. This should be done immediately it has been signed in on the appropriate medicine form. Medicines which are needed in an emergency will be stored in a special first aid container in the child’s allocated room.

Parents/Carers may leave any of the above at nursery. We will store these items in a safe place out of the reach of children, providing they are in date and in their original box and the child’s name clearly written on the box.

We will not administer any medicine that contains aspirin.

Staff - Non-Prescribed Pain Killers or Cold and Flu Remedies

In the case of staff, non-prescribed medication **MUST** be stored in the staff room or office at all times throughout the day. Staff members who take non-prescribed pain killers or cold and flu remedies prior or during their working day must inform the nursery manager, deputy manager or assistant deputy manager that they are taking medication.

All of our Medicine Forms clearly state:

<i>Date</i>	<i>How it should be Administered</i>
<i>Name of Child/Staff Member Taking Medication</i>	<i>Reason for Medicine</i>
<i>Dosage</i>	<i>Expiry Date of Medication</i>

Other related documents:	Medicine Policy – Prescribed Staff Training Records	Child Medicine Form Staff Medicine Form
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**All policies documents are subject to regular review
This policy was reviewed: September 2015**