



# Hardmoor Nursery & Early Years Centre Medical Policy

Policy Statement and Guidelines  
September 2024

## ***Mission Statement:***

*To provide a happy, secure and stimulating environment in which everyone is included, respected and valued, so that they may grow in self-esteem and develop to their full potential.*

## **Medication Policy and Procedure**

Parents/carers whose children are unwell and receiving medication will want to make arrangements for them to be cared for at home. However, when a child needs to take medication for a long-term condition or is finishing an extended course of treatment arrangements may need to be made for medication to be given within the Centre. This policy outlines the circumstances and procedures to be followed by practitioners, parents/carers and staff when giving medication so as to ensure health and safety of the children.

To be read in conjunction with First Aid and Illness and Communicable Diseases Policy.

### **Prescribed Medication**

- Only medicines prescribed/recommended by a Doctor, Dentist or Nurse will be accepted. Medication bought over the counter with the exception of the list documented in this policy (see list on pages 3 & 4) will not be administered.
- The Centre will provide paracetamol to be administered in an emergency if parent/carer has signed the consent form & verbal consent at the time has been given by the parent/carer.
- Prescribed medicines (including inhalers) must be in their original container as dispensed by a pharmacist and include the administration instruction. This should include the child's name and date prescribed. The serial numbers on the packaging and the inhaler itself must correspond with each other.
- No changes to the dosage as detailed from original pharmacist instructions can be made.
- Written protocols from Doctor or Hospital will be followed where appropriate for the administration of long-term medication.
- A child receiving prescribed medication should not return to Centre until 24 hours of receiving the first dose. For example, if the course of antibiotics starts Monday, they can return on a Wednesday.
- Long term medication protocols will be reviewed with parents/carers every 6 months, this includes inhalers.
- Medication will be checked for use by dates once a month by the Base Leader
- Parents/Carers are required to notify Centre staff any changes to the administration of long-term medications. These changes must be recorded and signed by the parent/carer. The Centre may request new written protocols from the Doctor or Hospital to clarify on-going administration.
- Medication to be administered by an Early Years Practitioner (permanent member of staff) and always witnessed and verified with a signature by another permanent member of staff.

### **Non-Prescribed Medication**

The **ONLY** non-prescribed medicine the Centre will administer is infant paracetamol, if parent/carer has signed 'Paracetamol Consent' as part of the induction process, and in that case the following procedure will take place.

1. If a child reaches a temperature between **37.4°C or up to 37.8°C** (normal being **36°C to 37.4°C**) a senior member of staff will be informed and the child monitored every 10 minutes. We will contact the parent to let them know the situation and what procedures we are following. Action will be taken to bring this temperature down i.e., giving water to drink and removal of clothing.
2. If the temperature reaches **37.9°C (100°F) or above** action will be taken to bring this temperature down. If after 5 minutes there is no temperature change then the parent or carer will be contacted and the child's symptoms discussed further. We consider this to be a high temperature and will ask for the child to be collected as soon as possible. At this point a decision will be made with the parent or carer as whether or not to administer paracetamol.
3. The Centre will have infant paracetamol available for 'emergencies' only and is only to be administered for children with a high temperature who are also showing signs of distress. Only one recommended dose of paracetamol will be given according to the child's age and in agreement with the parent/carer. The child will continue to be monitored. If the temperature continues to rise, emergency medical treatment will be sought.
4. If paracetamol is administered on Centre premises, the child must be collected **as soon as possible** by a parent/carer or guardian. Administration of paracetamol is not an alternative to a sick child being left at the Centre, but a preventative measure to ensure a child's comfort while waiting for a parent/carer to arrive.
5. If paracetamol has been administered, the parent or carer must complete a medication form when the child is collected and it must be signed by the Senior Practitioner who administered the medication.

It is the Centre's view that in the majority of cases a child who is unwell enough to be given paracetamol or medication should not be at the Centre. We will not just administer paracetamol to a child who is 'under the weather' or 'had a bit of temperature last night'.

Parents/Carers must take this into account and not bring in their own paracetamol and ask us to administer it for such cases, unless it has been prescribed by the child's doctor. It is a concern of the Centre that by administering paracetamol we could be masking something more sinister.

#### **The wording of the 'Paracetamol Consent' is;**

We keep a supply of Paracetamol infant suspension at the Centre in the event that your child develops fever whilst at the Centre and is maybe showing signs of distress, you may wish us to administer Paracetamol whilst we wait for you to collect your child. Should the staff responsible for your child identify your child has a temperature of **37.9°C (100°F) or above** and may need Paracetamol we will contact you by phone before administering and obtain your consent.

When you collect your child, you will be asked to sign a written confirmation of the medication your child has received.

In a few rare cases it has been known for children to react to paracetamol, we obviously have to be aware of the possibilities of it happening to a child who has never been given it before. We therefore need to know if your child has been given paracetamol before.

#### **(Delete appropriate)**

- My Child has been given paracetamol before
- I give/do not give my consent to the staff at HEYC under the authorisation of the Duty Manager, to administer paracetamol should the need arise on the express understanding that the staff will contact me by phone prior to administering.
- I understand that I will be required to make arrangements for my child to be collected from Centre as soon as possible.

### **Authorised non-prescribed medication**

**Creams**

E45  
Aqueous Cream  
Oilatum  
Diprobase  
Sudocream  
Drapolene  
Vaseline  
Any over the counter barrier or moisturising creams

**Teething Gels**

Calgel  
Parsons and Johnsons  
(teething powder)  
Bonjela Teething Gel

**Digestive aids**

Gripe Water  
Infacol

**Eye drops**

Any over the counter eye drops for minor inflammations and infections  
Saline drops for children

We will only administer for the recommended period e.g., 3 days, then will ask parent/carer to seek medical advice.

### **Parents/Carers:**

- Will provide full information about their child's medical needs, including details of medicines their child needs.
- Where long term support is required, they will help staff to complete a Health Care Plan to enable their child to be cared for within the Centre.
- Must complete the relevant form i.e., Health Care Plan, Consent for Treatment/Medication, Paracetamol Consent form (appendix A, B, C) giving permission in writing before staff can give any medication to their child.
- Will need to sign the record of medicines that has been administered to their child, at the end of their child's day at the Centre.
- Must inform the Centre staff team about any medication their child has had earlier in the day.
- Must inform the Centre staff team of any side effects or adverse effects of the medication your child is taking.
- Must always administer the very first dose of any medication to be given including paracetamol.

### **The Centre**

- Will ensure that parents/carers are fully informed of their responsibilities as outlined in this policy.
- Will provide training for all staff in their responsibilities as outlined in this policy.
- Will ensure that staff are informed about the health support needed by their children in their care.
- Will arrange training by health care professionals to enable staff to support the health requirements of individual children.
- Will ensure that all staff know what action to take in the event of an emergency.
- Will keep all the medical information confidential in line with GDPR relating to children in their care.
- Will ensure all medicines conform with the guidelines in this policy before they are accepted.
- Will ensure prior parental/carer permission to give medication, is given in writing.
- Before giving medicines will check: the child's name, the prescribed dose, the expiry date and any written instructions provided by the prescriber on the label or container.
- The medication will be administered by a permanent member of staff and witnessed and verified by a Senior member of staff.
- Will pass on appropriate information verbally when leaving the room or on completing shift.
- Will complete the Consent for Treatment/Medication recording form in writing each time medicines are given. Both staff members will be required to sign.
- Will return the medication to parents/carers for safe disposal of any unused or expired medication.
- Where appropriate, will ensure that a child's medication is available when he/she takes part in an outing outside the setting.
- Medication will be checked for use by dates once a month.

The Centre can refuse to administer any medication if they are not completely satisfied with the circumstances and may request further information/clarification from the parent/carer or the child's Doctor.

### **Storage of Medication**

- The Centre will store medication in the designated places. These locations are not accessible to children but readily accessible to staff should medication be needed in an emergency.
- Medication will be stored in accordance to the product instructions and in the original container, out of the reach of children.
- Staff who are taking any medication MUST inform their Line Manager of the medication and the procedures for administration.
- Staff who require regular medication or who have complex medical needs MUST complete a Care Plan, of which a copy should be kept in their personnel file and a copy uploaded to Arbor and within the room in which they are based. The plan must include emergency procedures and the name and contact number of a next of kin.
- Where staff are taking medication which they believe may affect their ability to care for children, the MUST seek medical advice, and only work directly with the children if the advice is that the medication is unlikely to impair their ability to look after the children.

**See Appendices**

- Child Health Care Plan - Appendix A
- Consent Form for Treatment/Medicines – Appendix B
- Consent form for Paracetamol – Appendix C
- Staff Health Care Plan -

*This policy was agreed by the Governing Body at Hardmoor Early Years Centre – Spring 2024*  
*Review Date – Spring 2025*



**Child Health Care Plan**  
**(this should be regularly reviewed)**

Name of school/setting	HARDMOOR EARLY YEARS CENTRE
Child's name	
Group	
Date of birth	/ /
Child's address	
Medical diagnosis or condition	
Date	/ /
Review date	/ /

**Emergency Contact Information**

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Phone no. (work)	
(home)	
(mobile)	

**Clinic/Hospital Contact**

Name	
Phone no.	

**G.P.**

Name	
Phone no.	



Describe medical needs and give details of symptoms

[Empty text box for medical needs and symptoms]

Daily care requirements (e.g., before sport/at lunchtime)

[Empty text box for daily care requirements]

Describe what constitutes an emergency for the child, and the action to take if this occurs

[Empty text box for emergency description and actions]

Follow up care

[Empty text box for follow up care]

Who is responsible in an emergency (state if different for off-site activities)

[Empty text box for emergency responsibility]

Form copied to

[Empty text box for form copying]

Review Date

[Empty text box for review date]

Appendix B

**CONSENT FORM FOR TREATMENT/MEDICINES**

CHILD'S NAME: ..... DATE OF BIRTH:  
.....

KEY PERSON: ..... BASE:  
.....

HOME ADDRESS:  
.....  
.....

..... POST CODE:  
.....

PARENTS/MAIN CARERS NAMES:  
.....

TELEPHONE NUMBERS; HOME: ..... MOBILE:  
.....

WORK: ..... DOCTOR:  
.....

Was this medication prescribed? YES / NO BY WHOM:  
.....

I understand and accept that this is not a service that the Centre is obliged to provide.

NAME OF MEDICINE	DOSAGE/AMOUNT	FREQUENCY/TIMES	COMPLETION DATE OF COURSE	EXPIRY DATE OF MEDICINE

Special Instructions:  
.....  
.....

Side Effects:  
.....  
.....

Allergies:  
.....  
.....

Procedure to follow in an emergency:  
.....  
.....  
.....

Other prescribed medicines for this child:  
.....

Is your child able to administer the above medication on their own eg inhaler. YES / NO

I agree to members of staff administering the medication for my child as detailed above.

I confirm that this is not the first dose of the named medicine that my child will be taking YES / NO

Signed: ..... Date: .....

Relationship to child: .....





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Headteacher: Sarah-Jane Green, MA (Ed), BA (Ed) Hons

**HARDMOOR EARLY YEARS CENTRE**  
**CONSENT FORM FOR PARACETAMOL**

We keep a supply of Paracetamol infant suspension at the Centre in the event that your child develops fever whilst at the Centre and is showing signs of distress, you may wish us to administer Paracetamol whilst we wait for you to collect your child. Should the staff responsible for your child identify your child has a temperature of **37.9°C (100°F)** and may need Paracetamol we will contact you by phone before administering and obtain your consent.

When you collect your child, you will be asked to sign a written confirmation of the medication your child has received.

In a few rare cases it has been known for children to react to Paracetamol, we obviously have to be aware of the possibilities of it happening to a child who has never been given it before. We therefore need to know if your child has been given Paracetamol before.

<b>Child's name</b>		<b>Date of birth</b>	
<b>Key person</b>		<b>Base</b>	
<b>Parents/carers names</b>			

- My Child has been given Paracetamol before
- I give/do not give my consent to the staff at HEYC under the authorisation of the Duty Manager, to administer Paracetamol should the need arise on the express understanding that the staff will contact me by phone prior to administering.
- I understand that I will be required to make arrangements for my child to be collected from Centre as soon as possible.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Relationship to child \_\_\_\_\_



**Staff Health Care Plan**  
**(this should be regularly reviewed)**

Name of school/setting  
 Staff Members name  
 Group

HARDMOOR EARLY YEARS CENTRE

Date of birth

/ /
-----

Staff Members address

--

Medical diagnosis or condition

--

Date

/ /
-----

Review date

/ /
-----

**Emergency Contact Information**

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

**Clinic/Hospital Contact**

Name

--

Phone no.

--

**G.P.**

Name

--

Phone no.

--

Describe medical needs and give details of symptoms

--

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