



Policy and Procedures for medication including non- prescription medication

Bramble House Nursery system for obtaining information

Parents and carers are sign posted to this policy on our website. Every child must have a medication sheet that is kept in a folder on the shelf in the OFFICE, in the event of parents granting permission for practitioners to administer medication. All practitioners must complete the form, accordingly, keep it in their registration file ready to complete once medication has been administered and return it to the folder in the office once the child has exited the building. It is a requirement that parents, and carers advise staff at Bramble House if they have administered any medication to their child prior to their attendance. Parents must sign a form stating date, time and what medication was administered. This means practitioner can look out for any spikes in temperature.

The medicine forms

On the front of the page parents must complete this box if they have administered medication to their child prior to attendance.

Over the page the first box is for a record of any medication administered with parents' permission by Bramble House.

The second box is a record of medication administered by Bramble House in an emergency if a child has spiked a temperature if a child spikes a temperature

Registration form

On Bramble House registration forms there is a section that asks for permission to administer Paracetamol if a child's temperature should spike over 37.5 degrees. If this happens, the manager or deputy will call parents to ask for permission verbally and to double check that they haven't already administer medication. The manager will ask for the child to be collected. The parent will be advised to test the child for Covid-19 using a Lateral flow test before the child is returned to nursery.

In the event of parent being non-contactable practitioners will remove clothing and try to

cool child with a damp cloth. If manager sees fit, she will administer paracetamol following manufacturer's instructions to prevent a seizure. When the child has been collected the parent will be asked to sign the child's medicine sheet as evidence that they have been informed.

If a child has had any medicine before attending nursery that day

It is a requirement that parents, and carers advise staff at Bramble House if they have administered any medication to their child before they have attended the setting. Parents must complete a medicine form advising time dose and reason for medication.

Administering medicine at nursery

At Bramble House we understand that there are occasions when children need prescribed medication to be administered in our care.

If a child has been prescribed medication that they must have administered at the setting the parent must sign a permission form to administer medication on arrival. The form includes details of the medication dosage required and time needed. The key person or buddy must administer the prescribed medication and must have a witness present to confirm dosage. Both the person administering medication and witness must sign the child's medical sheet. We expect children to stay absent from nursery for the first 48 hours from the first dose of Antibiotics.

Long term medication

If a child must have regular medication at nursery the manager or deputy will arrange a meeting with parent and child's key person. The parent will be asked to provide a copy of a letter from GP explain why the medication is needed and instructions on how to administer. A care plan will be drawn up and signed by the parent. This will be shared with all practitioners however only designated staff must administer the medication.

The designated practitioner must administer the medication in the presence of a witness and both parties must sign the medicine form. On collection of the child the parent must also sign the medicine form to say they have been made aware the child has received medicine.

Reviewed and updated by Stacey Green 21/02/2024