

# **Peter Pan Nursery and Pre-School**

## **ADMINISTRATION OF MEDICATION POLICY**

### **Safeguarding Statement**

At Peter Pan Nursery and Pre-School we respect and value all children and are committed to providing a caring, friendly and safe environment for children to play and learn in a relaxed and secure atmosphere. We believe every child should be able to participate in all nursery activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Peter Pan Nursery and Pre-School. We recognise our responsibility to safeguard all who access our nursery and promote the welfare of all children by protecting them from physical, sexual and emotional abuse, neglect and bullying.

### **Contents:**

- 1. Guidance**
- 2. Aims**
- 3. Children with inhalers**
- 4. Obtaining and Recording Information**
- 5. Access to Medicines and Inhalers**
- 6. Sports, Exercise & Active Play**
- 7. Animals**
- 8. Returning from Absence due to Illness**
- 9. Long Term Medical Problems**
- 10. Cleaning Regimes**

#### **1. Guidance on the administration of medication (general):**

- Non-prescription medicines are not allowed in the nursery;
- If medicine is prescribed 3 times daily, parents are advised that administration should be made before coming to nursery, after nursery and at bedtime.
- If medicine must be administered whilst a child attends nursery, parents/ guardians are requested to:
  - supply the exact dose in a syringe
  - or
  - sign to allow nursery team member to administer medication
  - or
  - plan to come to nursery to administer the necessary dosage.

All parents must give written permission for the medicine to be on site and state the exact dosage and timing of said medicine. This will be formally recorded with parents/guardians and nursery's signatures.

## **2. Aims**

Where deemed appropriate we will seek medical advice and guidance on the best procedures to support children to enable them to take part as fully and safely as is possible in all our activities.

We expect parents/ guardians to advise the nursery of their child's specific medical needs. Details will be recorded and held within the nursery's system. We will also alert staff (and any temporary supply staff) to such needs – this includes asthma and anaphylaxis.

## **3. Children with inhalers**

All members of staff will ensure children who require them can access inhalers and be supported in use when needed. Where agreed in the plan of care, inhalers will be taken out of the nursery for off-site activities. Parents/ guardians will be informed of the arrangements. Information for each child will be updated as appropriate and checked at the beginning of each term. It is the responsibility of parents/guardians to ensure that any medications (including inhalers and EpiPens) stored at or brought into the nursery, have not reached their expiry date.

## **4. Obtaining and Recording Accurate Information**

Peter Pan Nursery and Pre-School will ask all parents/ guardians of new entrants whether their child has any medical conditions and / or complex health needs. This information will be stored within our system. If appropriate this will be noted on a special educational needs record / Individual Education Plan (IEP) and will be updated as necessary. The records will show:

- Personal details;
- Hospital reference (if applicable);
- Any treatment needed regularly;
- Relief treatment if required;
- An agreed plan of care;
- Details of any other Multi-Agencies involved in supporting the child.

## **5. Access to Medicines and Inhalers**

Where medicines/inhalers are necessary, (i.e. prescribed by a Doctor), children will need access to their location. Inhalers and epipens will be stored in a designated location where immediate access can be obtained. Additional epipens will be centrally stored as with all other medications e.g. First Aid station, office. All inhalers, capsules and epipens must be labelled with the child's name and date of birth. There are two main types of inhalers:

- **Relievers** – clearly relieve the symptoms of asthma – common examples are called ‘Ventolin’ and Bricanyl’ and are usually BLUE in colour.
- **Preventers** - relieve inflammation and are clearly designed to prevent the onset of asthma – common preventers are ‘Beclafort’, ‘Becotide’, and ‘Intal’ and are usually BROWN in colour.

**N.B.** Staff do not administer medicines to children unless specifically agreed e.g. Epipens, rectal diazepam. Signed permission must be obtained.

## **6. Sports, Exercise & Active Play**

Staff should be aware of children who may become wheezy during exercise and who may need to use their inhaler before taking part. Breathlessness during an activity will result in the child being withdrawn from the activity and monitoring by the nursery’s staff trained in first aid.

In relation to outdoor activities (including free flow play), staff should also be aware of children who have been prescribed Epipens for severe reactions to bee/wasp stings and foliage allergies.

## **7. Animals**

Staff need to be aware that some animals can cause a sudden and severe reaction. Children, known to react in this way, should not approach, handle or care for animals that may come into the setting or be on trips out. Appropriate risk assessments will be made and agreed with parents / guardians before any off site visits to venues where animals are present.

## **8. Returning From Absence Due to Illness**

We do not encourage children to miss parts of a sessions or to stay indoors during outdoor play so, before a child returns to nursery after an illness, parents/ guardians should ensure that he/she can cope with the whole session.

## **9. Long-term Medical Problems**

Where a child is known to suffer from a condition that might require emergency treatment at any time e.g. asthma, epilepsy, anaphylaxis or diabetes, all staff are made aware of the condition, the treatment and any other relevant information. Where a condition is known to need specific intervention, e.g. administering rectal diazepam for epilepsy, the nursery will seek advice and training from a suitably qualified professional. Parents/ guardians are responsible for notifying the nursery of any known conditions or changes to medication / care plans. We will ensure this revised information is updated on our computer records and disseminated to staff.

## **10. Cleaning Regimes**

Excessive dust from 'walked in' dirt (clay particles) contributes to respiratory problems and should be removed by the nursery's regime of sweeping and mopping on a regular basis. Filters on air filtration systems will be checked and cleaned regularly in particularly dusty environments.