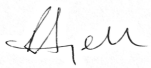




## Administering and Recording Calpol Medication for Babies up to 1 year old.

### Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015

### Policy

At Otters Nursery School we work with parents/carers for the health and safety of all children in our care. We promote good health and healthy living.

Our Policy is that we DO NOT administer medication or medical treatment UNLESS it has been prescribed by a doctor, dentist, nurse or pharmacist. In this case it is in the best interests of the child's health and well being.

Prescribed Medication WILL ONLY be administered following the procedure and AFTER written permission has been given from the parent for each prescribed medication.

We operate a separate Policy and Procedure for Administering and Recording Calpol for children under 1 year old.

We request parent permission to administer medication, First Aid and permission to remove a child to hospital if necessary.

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents.

We notify Ofsted of any serious accident, death, illness or injury to a child in our care.

We have a First Aid Policy and First Aid Procedure.

We have an Allergy and Ongoing special Medical Requirements Policy and Procedure

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All staff authorized to administer medication must record medication following the procedure:

## Recording Calpol Medication Procedure

(Including procedure for reporting to Ofsted, the Health and Safety Executive and RIDDOR)

All Medication must be recorded in the Medicine File as per the instructions written at the front of the book

- Each record must be confidential and the parent/carer must give written permission BEFORE the calpol medication is administered recorded in the child's registration form.
- Parents must give permission and authorize the procedure by verbal consent via telephone BEFORE the calpol medication is administered recorded in the medicine file as per the procedure.
- Parents must also authorize the procedure the same day or as soon as reasonably practicable.
- Medicine File :
  - a) Is provided uniquely for each age related room
  - b) stored in a designated, easily accessible and safe document folder
  - c) is accessible to authorized staff and who know how to complete it
  - d) has a list of current First Aiders and First Aid Kit location
  - e) has an Allergy and Special Requirements Risk Assessment Form
  - f) **contains a Parent/Carer written signed dated permission consent form for Calpol Medication to be administered.**
  - g) contains a confidential record sheet for each child
  - h) each confidential record sheet has information on dose, time of dose, how to store the medicine, any side effects, who administered, who witnessed and parent signature for procedure
  - i) each sheet indicates if other agencies have been notified.
- The Manager must report to the Health and Safety Executive within 48 hours: any serious illness to a member of staff, child or person using the nursery requiring hospital stay .
- We meet our legal requirements for the safety of our employees, children or person using the nursery by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).
- The Manager must report to Ofsted as soon as is practicable (but within 14 days) any serious accident, illness or injury to, or death of, any child whilst in the care of the nursery.
- The Manager must report to the Local Child Protection Agency within 24 hours any serious accident, illness or injury to, or death of, any child whilst in the care of the nursery

## Administering Calpol Medication Procedure

All staff must follow the procedure :

- Only the Designated Senior Member of staff with paediatric First Aid may administer Calpol medication (Manager or Deputy Manager).
- Only Calpol medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.

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- Only Calpol medication provided by the Parent/carer for their child will be administered for their child upto the age of 1 year (12 months)
- Calpol Medication must be handed directly to the child's key person on arrival at nursery.
- Calpol Medication must be stored immediately and continuously in the designated labeled container in the child proof locked cupboard or refrigerated.
- The key person must be aware of the permission to administer calpol to any baby in their care.
- If Calpol is administered the Procedure for administering medication must be followed , including:
- The Designated Senior Member of staff for medicine: Manager or Deputy, must complete the child's sheet ready for administering that specific medicine and inform any person who may need to know including the key person.
- The Designated Senior Member of staff for medicine: Manager or Deputy, will administer the medicine at the required time, at the required dose. This must be witnessed by another paid member of staff, usually the key person. Both members of staff must then sign the child's medication sheet with time and date.
- The child's key person is responsible for explaining our policy and procedure for administering medication to the parent/carer.
- The child's key person is responsible for ensuring calpol medicine is stored correctly & safely after use.
- The child's key person is responsible for ensuring parents sign the procedure on the medication form when they collect their child.
- Calpol medication may be kept in the setting. Key persons check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- The key person will monitor the child closely throughout to ensure that the child does not suffer any side effects.
- If necessary First Aid will be administered by a trained First Aider.
- If the child becomes ill or feverish staff must follow the procedure for dealing with Illness or the Procedure for Accident/Incident.
- The key person will liaise with parents/carers to keep up to date with the child's health history.
- Children's personal records are updated continually and as routine every six months, recording any medical requirements and keeping up to date with the child's health history.

### **Administering Medication on Trips/Outings Procedure**

All staff must follow the procedure:

If children are going on outings and require calpol medication to be administered during the outing /trip staff must follow the Procedure for Administering Medicine as detailed above and also :

- staff accompanying the children must include the person authorized to administer medicine
- staff accompanying the children must include the key person for the child
- details of the calpol medicine to be administered are included in the risk assessment
- details of the calpol medicine to be administered are included in the Outings sheet or File

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- Calpol Medication for a child is taken in a child proof sealed plastic box with the First Aid Kit, clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the calpol medicine is stored in the usual safe designated container and the card is stapled to the medicine record book and the parent signs it.

### **Legal framework**

Medicines Act (1968)

### **Further guidance**

Managing Medicines in Schools and Early Years Settings (DfES 2005)