Medication Policy

1. Introduction

We at Home from Home are committed to the safety and well-being of the children attending our Nursery. This policy outlines what procedures employees follow if a child needs medication administered whilst they attend the nursery.

2. Contents

The following sections are included in this policy document:

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3. Temperatures

- In the event that a child becomes unwell and their temperature will be checked by a Senior employee.

<u>High temperature</u>

- If a child has temperature is 38 degrees Celsius or above, we will take the following steps before calling the parents
- Employees will consider factors influencing the body temperature i.e., if child has just woken or has been enjoying lots of physical activity or it is a very warm day.
- Employees will attempt to reduce temperature by removal of clothing, giving a cool drink or fresh air.
- Employees will monitor the temperature over a 30-minute period, if the temperature does not reduce down to below 37.5 degrees employees may continue to attempt to cool the child but will inform parents. If the child is still extremely upset it is at the discretion of the Nursery Manager/Line Manager whether the child needs to go home or not.
- If the temperature does not drop below 38 degrees Celsius the child will have to be collected within the hour.
- We are aware that teething can cause a high temperature in some children. If the child is well in themselves, we will take a monitored view of that child, if teething

gels/granules are not working and the child is in distress we will call the parents for collection.

Low temperature

- If a child has a temperature below 37, we will monitor the child to see if the temperature falls below 36. If the temperature fluctuates between 35 and 36 degrees, we will continue to monitor the child over the course of an hour and call parents if we feel the child is unwell. Any temperature that falls below 35 degrees can be a sign of hypothermia. We will call the parents to assess what needs to happen next. It is advised by the NHS guidelines that a child should seek medical advice or treatment with temperatures below 35 degrees.

  NHS fever in children guidelines:
  http://www.nhs.uk/Conditions/feverchildren/Pages/introduction.aspx

4. Emergency medication

Home from Home **WILL NOT** administer ibuprofen, paracetamol or nurofen, unless it is prescribed, the parent is on their way to collect or in an emergency:

In an emergency:

- What this looks like: The child is clearly unwell, has an obvious fever and attempts by practitioners to cool the child's fever have been unsuccessful.
- What we will do**:** If the child's temperature is above 38 degrees, an employee will ask a parent/carer to collect, only if a parent is unable to reach us within the next 30 minutes and the temperature remains above 38 would we administer the medication. We would ask that parents then collect as soon as they possibly can. Children will not be able to stay at Home from Home if Calpol has been administered.
- The brand of paracetamol we keep on site is Calpol. Emergency medication will only be administered by a senior member of the management team. We will record this and ask parents to sign on collection to acknowledge they have needed Calpol.
- If the above medication is needed for a long-term condition, we will require an up to date and valid prescription that is specifically for the child and is in date (within the last week), a prescription from prior treatment will not be valid. We will only be able to administer this medication for as long as is medically advised.
- In the event that it is a medical arrangement as part of ongoing treatment, the nursery will request written clarification from the doctor and clear instructions on when and for what purposes the paracetamol or ibuprofen or prescribed medication is to be administered.
- Any prescribed medication for ongoing treatment is to be administered by senior employees, and parents must provide correct information on the medication. Employees then sign when the medication was administered.

Home From Home understands that Piriton and other such antihistamines can be a potential lifesaver and therefore will allow this on site both prescribed and non-prescribed, as long as advised by a doctor and a Healthcare plan in in place to support such medicine. Using the following guidelines below.

We have 3 bottles of Piriton on site for emergency use, should a reaction to anything occur.

Antihistamine Guidelines:

Home from Home acknowledges that there may be a need for a child to have an antihistamine that is not prescribed by a doctor, due to a health condition or short-term medical reason. We will support parents in providing this to a child if appropriate, the medication provided must be age relevant to the child.

- In order for this to be done a Health Care plan will need to be filled out clearly stating the reason why the antihistamine would need to be administered.
- We would only administer the prescribed amount stated on the bottle and would need to know when the last dose was administered, this would be done via a medication form.
- The child as long as well in themselves would be able to remain at nursery and will be monitored by employees to ensure they remain well; parents will be asked to sign the medication form at the end of the day.
- We will not administer antihistamines as a long-term medication, if this is needed a letter from the doctor would be asked for, with clear instructions on when and for what purpose.
- Any antihistamine will be administered by a senior employee and a medication form will be completed.

In an emergency such as a child having a reaction to an insect bite/sting or food allergy, that was unknown by the parents before this reaction, Home from Home will administer Piriton as a first line of prevention.
This will be done by a senior manager of the team as quickly as possible. It may not always be possible for us to call the parents before administering, but where possible we will try.

- Signs to look out for will include: itchy red eyes, swollen lips, tongue or face, feeling instantly sick, raised itchy rash.
- The advice label will be followed in regards to amount administered, depending on child's age. No more than the stated dose for the child's age would be administered.
- If felt further emergency services are needed to stop anaphylactic shock this will be done immediately and parents informed.
- If no further action required and the Piriton supports reducing the child's reaction, the parent will be called and asked to collect the child, so they can undergo monitoring and observation at home and medical advice can be sought. As much information will be given to a parent about what the child was doing or eating before the incident occurred.

- Before the child returns to Home from Home you will need to have spoken to a GP to gain information on the reason why the reaction occurred and if a Health care plan may need to be in place to support future well-being.

Salamol Guidelines:

Home from Home acknowledges another lifesaving medication can be a Salamol Inhaler. We have 2 of these on site one in the Coach house and another in the Main building.
In an emergency such as a child having difficulties breathing, struggling to catch their breath Home from Home will administer a Salamol inhaler as a first line of prevention, aiming to support the child.
This will be done by a senior manager of the team as quickly as possible. It may not always be possible for us to call the parents before administering, but where possible we will try.

- Signs to look out for will include: gasping for breath, holding chest, coughing at a fast pace, wheezing, shortness of breath.
- The advice label will be followed in regards to amount administered.
- If felt further emergency services are needed to stop an asthma attack this will be done immediately and parents informed.
- If no further action required and the Salamol supports reducing the child's reaction, the parent will be called and asked to collect the child, so they can undergo monitoring and observation at home and medical advice can be sought. As much information will be given to a parent about what the child was doing before the incident occurred.
- Before the child returns to Home from Home you will need to have spoken to a GP to gain information on the reason why the reaction occurred and if a Health care plan may need to be in place to support future well-being.

5. Other Medication

Un-prescribed medicine

- We do not administer un-prescribed medication. Unless it is for a long-term illness that has been advised by a doctor, e.g., Piriton. We will not administer any paracetamol or ibuprofen, unless in emergency circumstances as detailed above in this policy.
- **We do not accept children who have been administered un-prescribed paracetamol, ibuprofen or medication within the last 8 hours**. If children are in need of paracetamol or ibuprofen, we know this means they are unwell, children will always recover quicker at home where they can have the rest and quiet time they need to recover.

Teething

- If a child is teething, we recognise that parents would administer paracetamol or ibuprofen, however the 8-hour window will still need to be observed. We ask that alternative medication be given not containing paracetamol, such as teething

granules or teething gels. This is to ensure they are well enough to attend nursery. If paracetamol or ibuprofen has been administered at home, we will refuse child entry to the nursery.

- Home from Home can provide and administer child Bonjela for teething with previous parent permission. Employees are willing to support all parents in the administration of teething gel or any non-medicinal ways to soothe teething if using other brands.

Nappy Creams

- Home from Home provides Sudocrem or Metanium, if a child needs a different cream such as Bepanthem or Burt's bee's this needs to be provided by the parent with the child's name on.

Prescribed medication

- If a child requires prescribed medication such as antibiotics, a child needs to have the first 2 doses in that 8 hour period before returning to nursery. This is to ensure a child does not have a reaction or possible allergy to the prescribed medication. This will need to be followed even if the child has had the medication before as this 8 hour window allows us and you to know the child is well enough to be at nursery.
- If attending nursery, the prescribed medication must be provided in original packaging with full prescription label visible. It must also have been issued within the last week. An exception to this would be for inhalers, however they need to be clearly labelled with the child's name and in date. A Medication form will need to be completed, detailing time to be administered and dose. The parent will be asked to sign the form again at the end of the day to acknowledge the medication has been administered to the child whilst in our care.
- Long term medication forms will be reviewed regularly by the child's key person or team leader.
- All medication will be administered by trained senior employees, witnessed by at least one further person and accurate records kept and signed by parents.

6. Collection

Home from Home expresses the importance of parents/carers coming to collect their children in a timely manner, if they are unwell.

7. Employee's children

If an employee is working and their child attends Home from Home, the child is able to have Calpol if they have a high temperature, as the employee is on site in the case of an emergency. The child will be monitored as usual and if they are still not themselves, they will need to go home. The same applies to other medication such as antibiotics, the child can be given the first dose whilst at nursery and monitored as usual.

8. Employee medication

Employees must fill out a health questionnaire when they start working at Home from Home and declare any medication they are on. This will be regularly reviewed at

supervisions and appraisals with the line manager. Employees must not 'share' medication such as ibuprofen or paracetamol in case of a reaction. Any medication they have with them at work MUST be kept in their locker or kept in their bag in the staff room away from the children.

9. Review

This document will be reviewed annually or in line with any statutory changes or changes in procedure or process.

9. Version Control

Version	Date	Status	Comments	By
1	August 2015	New		Nicola Law
2	October 2018	Reviewed		Polly Manners
3	January 2020	Reviewed		Emma Corbin-Mckenzie
4	April 2021	Reviewed		Alex Algieri
5	January 2022	Reviewed		Cassie Jones
6	April 2022	Updated		Roxy Newman
7	July 2023	Updated		Sonia Green
8	October 2023	Reviewed		Sophie Eade
9	December 2024	Updated	Added about Nappy creams	Sophie Eade
10	May 2025	Updated	Staff members children section	Sophie Eade
11	Oct 2025	Updated	Added employee medication section	Sophie Eade
12	May 2026	Reviewed		Sophie Eade