

Medication Policy

General Information:

- Little Learners will only administer prescribed medication to a child.
- Prescribed medication will only be administered by a qualified member of staff.
- Prescribed medication will only be administered with parental consent on the recorded medication form, or by permission over the telephone (parents must sign as soon as they are at the nursery). The forms are on Nursery in a box and once medication is administered, parents are notified by email/nursery in a box.
- Parents must complete a medicine form and fill in details of medication name, dosage of medication, time child had last dosage, time next dosage is due, amount that is due. Parent/guardian must sign and date form when it is filled in and again when the parent collects to say they acknowledge that we have administered it. All forms are on Nursery in a box.
- Two members of staff must be present when administering medication, both staff must sign medication forms.
- It is the parent's responsibility to ensure that Little Learners employees are aware of any medication that has been administered before their child attends and why it has been given. Staff will document this on the medicine form so that all employees are aware. This is to prevent overdose of medication.
- Students or volunteers must not administer medication under any circumstances
- All medication must be stored away from the children in the top cupboard in the kitchen or the top shelf in the fridge, out of reach from the children (Medication will be stored as advised on the label/instructions)
- When a child is on a prescribed medicine, parents must ensure they have their first dosage at home 24 hours before they attend Little Learners before we can administer it. This is due to allergic reactions which could occur.
- All prescribed medication must have a printed label from the pharmacy, GP, hospital with the child's full name, date of birth, date and dosage on it.

Allergies and Anaphylaxis:

- It is the parent and carers responsibility to inform Little Learners of any allergies during the registration period, and if your child develops an allergy whilst attending Little Learners.
- Parent and carers will be asked to complete a risk assessment with the manager if they have a severe allergy that may result in anaphylaxis and provide us with the relevant medication or auto injection whilst your child is in the care of Little Learners.
- Little Learners will record the details of the medication and expiry date.
- All staff are trained in administering an auto injection.

Auto injection Policy and Procedure:

All staff of Little Learners Day Care received auto injection pen training with their first aid training. Some of the team on 3rd and 10th February 2024. Others in March 2021.

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Only follow these instructions when the person is showing signs of an allergic reaction, and only to be administered to those who are prescribed the auto injection pen.

The auto-injection is designed as an emergency treatment only, you should always seek medical help immediately after using the auto injection pen by ringing 999 and inform them that you have given the injection.

Hold the auto injection pen by the middle, never by the ends. Please follow the diagram which is kept with the auto injection pen and follow these instructions:-

- Never put thumbs, fingers or hands over the black tip
- Do not remove the safety cap until ready to use

Steps on what to do:-

1. Rub the thigh for 10 seconds (where you are going to inject the auto injection pen)
2. Grasp the auto injection pen in your dominant hand (the hand you write with), with your thumb nearest to the grey cap and form your fist around the unit (black tip down)
3. With the other hand pull off grey safety cap
4. Hold the auto injection pen at a distance of approximately 10cm (4 inches) away from the outer thigh. the black tip should point towards the outer thigh
5. Jab the auto injection pen firmly into the outer thigh at a right angle and listen for the click
6. Hold firmly in the thigh for 10 seconds. auto injection pen should be removed and safely discarded into the yellow bin/bag and can be given to the paramedics or you can take to the local GP surgery or pharmacy.
7. Massage the injected area for 10 seconds after.

A small air bubble may be present in the auto injector; this does not affect the way it works.

Asthma:

Little Learners understand that some children develop asthma and will need their inhalers/preventers during their time at nursery. We require the parent/carers to share their Asthma care plan with us and keep us up dated of any changes to the plan. We will record when a child receives their asthma medicine on their daily diary, nursery in a box.

All staff receive training on asthma during their first aid training. Here are some of the signs of an asthma attack: From the NHS website:

- your symptoms are getting worse (cough, breathlessness, wheezing or tight chest)
- your reliever inhaler (usually blue) is not helping
- you're too breathless to speak, eat or sleep
- your breathing is getting faster and it feels like you cannot catch your breath

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- your peak flow score is lower than normal
- children may also complain of a tummy or chest ache
- The symptoms will not necessarily occur suddenly. In fact, they often come on slowly over a few hours or days.

What to do during and after an asthma attack:

- Sit up straight – try to keep calm.
- Take one puff of your reliever inhaler (usually blue) every 30 to 60 seconds up to 10 puffs.
- If you feel worse at any point, or you do not feel better after 10 puffs, call 999 for an ambulance.
- If the ambulance has not arrived after 10 minutes and your symptoms are not improving, repeat step 2.
- If your symptoms are no better after repeating step 2, and the ambulance has still not arrived, contact 999 again immediately.
- Never be frightened of calling for help in an emergency.
- Try to take the details of your medicines (or your personal asthma action plan) with you to hospital if possible.
- If your symptoms improve and you do not need to call 999, get an urgent same-day appointment to see a GP or asthma nurse.

This Medication policy was reviewed and updated January 2025

Reviewed by Vicky George Manager ~



Proofed by Elaine Burnett Managing Director
Next review: January 2026