



Administering Medication Policy

At The Nurture Circle Ltd. we promote the good health of children attending Nature Club sessions and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Prescribed medications from doctors, dentists, nurses or pharماسists;

Whilst we understand the importance of medication being administered for the wellbeing of children we ask that if your child is taking any prescribed medication this is managed outside of Nature Club sessions.

If a dose is needed during a Parent & Toddler Play & Stay then it is the responsibility of the parent to manage and administer the medicine.

We will not administer any medications such as antibiotics etc. during our sessions as these can be managed around our session times due to the duration of sessions being shorter than required time between doses.

Non-prescribed medications

Due to the unknown elements of the outdoor environment The Nurture Circle Ltd. likes to be prepared for any medical situation that may arise. Within our first aid kit we will have liquid paracetamol, ibuprofen and piriton for the event of a child becoming unwell whilst in our care such as a high fever, a break or sprain or an allergic reaction to an insect bite. The medicines will be checked prior to every nature club session by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date

In this eventuality a trained first aider and qualified person will administer the dosage specified on the bottle once we have checked our written consents from parents. The forest school leader will only administer one dose of non-prescription medication for a short initial period where it is deemed absolutely necessary, dependant on the medication or the condition of the child - this would only be in an emergency situation where calpol/ nurofen/ piriton for example, are required and only where we have signed consent from parents. After this time medical attention should be sought

If a child needs liquid paracetamol or similar medication during their time at Nature Club, such medication will be treated as prescription medication with the nursery providing one specific type of medication should parents wish to use this

On registration, parents will be asked if they would like to fill out a medication form to consent to their child being given a specific type of liquid paracetamol or anti-histamine in particular circumstances such as an increase in the child's temperature or a wasp or bee sting. This form will state the dose will be followed from the recommended dosages on the bottle to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if the forest school leader CANNOT contact the parent

If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the forest school leader will make every attempt to contact the child's parents. Where parents cannot be contacted then the forest school leader will take the decision as to whether the child is safe to have this medication based on the time the child has been at Nature Club, the circumstances surrounding the need for this medication and the medical history of the child on their registration form.

As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at Nature Club. An emergency medication form will be completed with the medicine, date, time and dosage recorded as well as who administered it which will be shared with parents on collection.

The Nurture Circle Ltd. DOES NOT administer any medication unless prior written consent is given.

Ongoing Medicine for medical conditions

If children have ongoing medical conditions which may require emergency medication such as an asthma pump or an epipen then we expect to be fully informed so a care plan can be put in place and we are aware of the medications and their locations when on our sites.

Any medications required for the management of the condition must be prescribed by a doctor and have the child's name, Date of birth and administration instructions clearly labelled on the item.

If your child is attending a Parent & Toddler stay and play then it remains the responsibility of the parent to safely store and administer medication as needed.

If your child is attending a Nature Club session independently it is crucial that the medication is handed over to the Forest School Leader for safe storage and checking at the start of any session. If medication is not brought to the session or does not have the correct prescription information we reserve the right to ask your child not to attend the session for their own safety.

Parents are to declare any medical conditions on registration so adequate care plans and provisions can be put in place for their children. Failure to do so may result in your child being unable to take part in sessions until these are in place.

Procedure for administering medication

The Forest School Leader or nominated first aider will be responsible for administering medication or for witnessing self-administration by the child. The designated person will

record receipt of the medication on a Medication Log, will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that The Nurture Circle Ltd. has received written consent
- Call parents for additional verbal consent (for emergency medication)
- Take steps to check when the last dosage was given
- Follow all dosage instructions on the label or box
- Ask another member of staff to witness that the correct dosage is given to the correct child

When the medication has been administered, the designated person must:

- Record all relevant details on the Record of Medication Given form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.
- When the medication is returned to the child's parent or carer, the designated person will record this on the Medication Log.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the Record of Medication Given.

Specialist training

Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

Changes to medication

A child's parent or carer must complete a new Permission to Administer Medication form if there are any changes to a child's medication (including change of dosage or frequency).

Parent Medication

Parents who are attending sessions with their children should inform the Forest School Leader at the beginning of the session if they have any condition which requires medication and where they are storing it for the safety of others and in case they become incapacitated and require assistance in administering their medication. In these eventualities a trained first aider from our team will take the lead.

Staff medication

All of our team have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any team member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical

advice. The company manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in a separate locked container in the onsite medical bag where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a clear ziplock bag, within the site medical bag, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, and prescribed antihistamines will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Please ensure these are placed to the top of our medical bag in individual bags within our emergency medications box.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

This policy was adopted on	Signed on behalf of the company	Date for review
07/06/2021	<i>Geri Weeks</i>	07/06/2022 or before