



# **LITTLEVIEW DAY NURSERY**

## **MEDICINE (children and staff) *and* HEALTH AND CARE OF SICK CHILDREN POLICY**

**Updated March 2023**

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**Under the requirements of providers on the Early Years Register the legal duty of a setting set out in the EYFS 2021 (3.45 Medicines) and EYFS 2021 (3.19 staff taking medication or other substances) state that providers must:**

- Promote the good health of children attending the setting including oral health
- Have a procedure, discussed with parents and or carers, for responding to children who are ill or infectious
- Take the necessary steps to prevent the spread of infection and take appropriate action if children are ill
- Implement an effective policy on the administration of medicines in their setting, which must include effective management systems for obtaining information about a child's needs for medicines and for keeping this information up to date
- Keep written records of all medicines administered to children and inform parents.
- Obtain prior written permission for each and every medicine from parents before any medication is given.
- Training must be provided for staff where the administration of medicine requires medical or technical knowledge.
- Ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.
- Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children.
- All medication on the premises must be securely stored, and out of reach of children, at all times.

**Policy statement**

At Littleview Day Nursery we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection ([\\hsg-fs-staff-01\staff\\_home\\$\carlowr\Documents\Risk assessments\Appendix 3 Spread of infection RA.docx](#) ).

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.

The nursery WILL NOT administer any medication unless prior written consent is given for each and every medicine.

While it is not Littleview's policy to care for sick children, who should be at home until they are well enough to return nursery, we will agree to administer medication as part of maintaining their health and well-being, subject to a health care plan (HCP) and in agreement with the nursery manager or deputy, or when they are recovering from an illness. Littleview Day Nursery will ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

## **Illness**

- If any child is brought to Littleview in a condition in which they may require medication sometime during the day, the Nursery Manager or deputy will decide if the child is fit to be left at the nursery.
- For information on infection control and infectious diseases [\\hsg-fs-staff-01\staff\\_home\\$\carlowr\Documents\Infectious diseases policy Dec 2022.docx](\\hsg-fs-staff-01\staff_home$\carlowr\Documents\Infectious diseases policy Dec 2022.docx). This information can also be accessed via the NHS website and the exclusion period poster in the stock room
- If the child is deemed well enough to stay at Littleview, or if over the counter medicines are part of an ongoing Health Care Plan the parent/ carer must be asked if any kind of medication has already been given, at what time and in what dosage and this will be recorded on FORM C (Authorisation from Nursery Manager/Deputy to administer 'over the counter medicine)

## **Duties of Parents**

- To ensure that your child is well enough to attend Littleview even if they are on medication.
- To inform Littleview, in writing, about your child's health needs on admission to Littleview and again as soon as there are any changes to these needs.
- To provide any medication required, and ensure that it is fit for use, and clearly labelled with their name and the dose to be administered
- To provide prior written consent on Form A Part 1 and 2 (Parental agreement for Littleview to administer medicine) and or Form B (Health Care Plan)
- To pass on to the nursery staff any information you have about the side effects or adverse effects of the medication that your child is taking, whether administered at home or within the last 24 hours.
- To ensure that the nursery staff understand how and when to administer the medication, no staff member may undertake the administration of any medication until confident in the process.

## **Permission/Consent for administering medication at Littleview**

Parental consent must be given in writing on our prescribed forms before any medication can be administered. HCP medication is checked on a regular basis by Littleview's Health & Safety Officer, to ensure that the information we hold is still accurate and the parent/carer must be sign the form to consent to it still being given.

Parents must give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:

- ✓ the full name of child and date of birth;
- ✓ the name of medication;
- ✓ the times the medication was last administered
- ✓ the dosage and times to be given at the nursery;

- ✓ whether the medication is on-going or to be taken up until a particular date
- ✓ the method of administration;
- ✓ how the medication should be stored and its expiry date;
- ✓ any possible side effects that may be expected; and
- ✓ the signature of the parent, their printed name and the date.

### **Medication in the Nursery**

- Medication is only accepted in its original labelled container
- Where the medication is an adrenaline pen or inhaler (where there may be only occasional emergency use), it will have the expiry date of the medication recorded on the appropriate Form A Part 1 and 2
- For non-prescription medication the nursery reserves the right to determine the number of days the medication will be given before requesting parents/ carers further input or the advice of a healthcare professional. This will be based upon the individual child and condition
- If at any time there is any doubt regarding the administration of medication to a child, practitioners will stop and check with the Nursery Manager before continuing.

### **Non-prescription Medication (also known as over the counter medicine)**

Non-prescription medication will only be administered when there are extenuating circumstances and with prior consultation and agreement from the nursery manager or deputy after receiving written evidence from a GP or nurse practitioner.

Littleview practitioners will never administer a non-prescribed medicine to a child unless there is written permission from the parents. The practitioners will check that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case – a note to this effect should be recorded in the written parental agreement for the nursery to administer medicine. A short-written agreement with parents may be all that is necessary. Where a non-prescribed medicine is administered to a child it will be recorded on a medicine Form C and the parents are informed. The parents are then required to counter-sign the medical form. If a child suffers regularly from frequent or acute pain, then the nursery will encourage the parents to refer the matter to the child's GP. Medicines containing aspirin will only be administered if prescribed by a doctor.

- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery
  - Littleview staff will not administer any non-prescription medication containing aspirin or Ibuprofen
  - Littleview staff may administer non-prescribed medication after initial consultation between the parent and the nursery manager, this should be done prior to the child attending Littleview.
  - Littleview nursery staff reserve their right to refuse to administer medication if they feel that the child does not need the medication or deem further medical attention is required

- For all medication the parent/carer must give prior written permission for the administration of each and every medication
- Medicines must be in their original containers
- This also applies to all non-prescription creams or ointments for skin conditions e.g., Sudocrem and sunscreen.
- The parent / carer will complete the relevant Forms A Part 1 and 2 plus to enable the nursery to administer the medication(s) required. The form will include:
  - ✓ Child's name and date of birth
  - ✓ Name and strength of medication
  - ✓ Dose
  - ✓ Any additional requirements (such as to be taken with food)
  - ✓ Expiry date whenever possible
  - ✓ Length of treatment (will not be exceeded)
  - ✓ Form E must also be completed by the nursery manager or deputy
- The written permission is only acceptable for the medication listed and cannot be used for similar types of medication
- Parents must notify the nursery IMMEDIATELY if the child's circumstances change, e.g., a dose has been given at home, or a change in strength/dose needs to be given
- Any significant changes in the details listed above must be recorded on a new form and countersigned by the parent/ carer
- The nursery will only administer as per the information listed on the form
  - Each day, the child's parent/carer will be asked if there have been any changes to the requirements stated on the form. If there have been changes, a new form must be completed and counter-signed by the parent/carer
- When the child is picked up from nursery, the parent / carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given
  - At the time of administering the medicine, ideally the child's key person will offer it in a manner acceptable to the child at the prescribed time and in the agreed method (i.e., with food)

### **Medication Prescribed by a Doctor, Dentist, Nurse Prescriber or Pharmacist**

Prescribed medication is the property of the person for whom it is prescribed and may not be used for anyone else. The nursery will only accept prescription medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. All prescribed medicines must be supplied to the nursery in its original clearly labelled prescription packaging and include the prescriber's instructions for administration and dosage including inhalers and can only be given to the named person on the prescription label. On receiving the medication, the member of staff will check that it is in date and prescribed specifically for the current condition.

Littleview will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

- Prescription only medicine will be given when prescribed by the above and only for the person named on the dispensing label on the bottle/container for the dosage stated
- Medicines must be in their original containers
- For all medication the parent/carer must give prior written permission for the administration of each and every medication. Written permission will be accepted once for a whole course of medication or for the ongoing use of a particular medication required for long term use
- The parent/ carer will complete the relevant Form A Part 1 & 2 to enable the nursery to administer the medication(s) required. The form will include;
  - ✓ Child's name, date of birth
  - ✓ Name and strength of medication
  - ✓ Dose
  - ✓ Any additional requirements (such as to be taken with food)
  - ✓ Expiry date whenever possible
  - ✓ Dispensing date
- The written permission is only acceptable for the medication listed and cannot be used for similar types of medication, e.g., if the course of antibiotics changes
- Parents must notify the nursery IMMEDIATELY if the child's circumstances change, e.g., a dose has been given at home, or a change in strength/dose needs to be given
- Any change in the details listed above must be recorded on a new Form A Part 1 and 2 with counter signature from parent / carer
- The nursery will only administer as per the information listed on the form
  - At each visit the child's parent/ carer will be asked if there have been any changes to the requirements stated on the form. If there have been changes, a new Form A Part 1 and 2 must be completed and counter signed by parent/ carer
  - When the child is picked up from Littleview, the parent/ carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given
    - ✓ At the time of administering the medicine, ideally the child's key person will offer it in a manner acceptable to the child at the prescribed time and in the agreed method (i.e., with food)
- N.B. It is important to note that staff working with children are not legally obliged to administer medication.

## Emergency Medication

On admission of your child at Littleview, and usually at the home visit, parents will be asked if they are happy to give consent to 'emergency' treatment being given. This would be only deemed necessary for specific circumstances. Parents/ carers will be asked to complete a form to give consent. This form will include:

- ✓ The circumstances in which 'emergency' medication will be given e.g., reaction to a sting
  - ✓ The specific medication e.g., Piriton
  - ✓ Dose to be administered will follow the guidance on the original container e.g., following age / dosage instructions
  - ✓ Statement that medication will only be given if the nursery is unable to contact the parent
- 
- ❖ An 'emergency' nursery stock of Piriton is kept on site
  - ❖ Stock medication will be kept in accordance with manufacturer's instructions on the container and out of the reach of children
  - ❖ Stock will be checked at regular intervals by the designated trained first aider to ensure there is ample supply and is still within its expiry date
  - ❖ If a child experiences symptoms of illness, attempts will be made to contact the child's parents before administering 'emergency' medication
  - ❖ Where parents cannot be contacted the Nursery Manager will take the decision as to whether the child is suitable to receive the 'emergency' medication based on the symptoms and medical history of the child given on admission
  - ❖ Administering 'emergency' non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms. The child will be closely monitored until the parents collect the child.

## Children who have long term medical conditions and who may require ongoing medication – Risk assessments and Health Care Plans Form B

The nursery will carry out a risk assessment for each child with a long-term medical condition that requires on-going medication. This is the responsibility of the nursery manager alongside the child's key person. Parents will be asked to contribute to a risk assessment and sign in agreement. They will be shown around the nursery, understand the routines and activities and point out anything which they think may be a risk factor for their child.

- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP, if necessary, where there are concerns.
- An individual health plan for the child is drawn up with the parent; outlining nursery's role and what information must be shared with other adults who care for the child. The individual health plan should include the measures to be taken in an emergency.
- The nursery will regularly review individual Health Care Plans. This includes reviewing the medication, e.g., changes to the medication or the dosage, any side effects noted etc.



- Parents receive a copy of the individual health plan and each contributor, including the parent, signs it. It will also be read, acknowledged and signed by all Littleview members of staff and stored in the Health Care Plan file.

**Staff members who have long term medical conditions and who require ongoing medication must complete Risk assessments and Health Care Plans Form F**

**Administering Medication**

- As a general guideline before administering medication to a child the staff member should:
  - ✓ Wash their hands
  - ✓ Ensure a drink is available if appropriate (some medication can irritate and damage the throat and oesophagus if administered without a drink)
  - ✓ Check the label on the medication: name of child, dose, route of administration (e.g., by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date and ensure this is the same information on the Medication Form A Part 1 and 2
  - ✓ If there is any doubt about any procedure staff should not administer, but seek advice from parent/ carer or health professional
  - ✓ Have a colleague witness them administer the dose

Littleview Day Nursery staff are responsible for the correct administration of medication to children for whom they are the key person for. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person the child's co- key person or the nursery manager is responsible for the overseeing of administering medication.

- Medication will only be administered by a fully employed member of the Littleview staff.
- No child will be given medicines without their parent's written consent.
- The practitioners will check: the child's name, prescribed dose, time due & expiry date prior to administering the medication.
- The nursery will keep written records each time medicines are given.

No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

At all times every member of staff who administers medication must be witnessed by another member of staff and that witness must sign the appropriate form once the medication has been administered. Form A Part 2

**Injections, Pessaries, Suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic (if appropriate training is able to be obtained Form D will be completed by the appropriate professional) The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication. The exception to this is an Epi pen as all Littleview staff are qualified Paediatric Trained First Aiders.

## **Refusing Medication**

If a child refuses to take their medicine, Littleview practitioners will not force them to do so, Staff can try to encourage them or perhaps get someone else to try. Under no circumstances should staff attempt give medications covertly i.e., trying to hide the medicine in food or drink, unless there is express written permission from parents to do so under the authorization of a GP or consultant linked to the child's medical condition. A record will be kept of the child's refusal. The parents will be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the nursery's emergency procedures should be followed.

## **Medication Errors**

Occasionally mistakes may happen. In most cases, whether it is a missed dose, or a medicine given in error there will be no harm done. It is important to be open and honest if errors occur.

Parents should be contacted, and the mistake explained to them:

- ✓ In the case of a missed dose, the dose may be able to be given at a later time. The parent may be able to advise
- ✓ Where a dose has been given in error, it is important the child is monitored for any reactions and medical advice sought if there are concerns. It is important to inform the parent/ carer as this may happen after the child leaves the setting
- ✓ The Nursery Manager will investigate all medication errors and put in preventative actions to ensure future errors do not occur.

## **Supply**

All medication must be supplied by the parent/carer. Nursery staff are not permitted to buy and administer medications to children with the exception of Piriton which will only be administered in an emergency situation.

## **Storing Medicines**

*All medication for children and staff will;*

- ✓ Be stored in accordance with the manufacturer's instructions on the container (e.g., cool dark place, refrigerated)
  - ✓ Be stored in a closed labelled box
  - ✓ Be kept out of the reach of children
  - ✓ Be in their original containers
  - ✓ Have labels which are legible and in English
  - ✓ Be clearly marked with child's name and date of birth
  - ✓ Emergency medication, such as inhalers and Adrenaline (EpiPens), will be within easy reach of staff in case of an immediate need, but will remain out of children's reach
- 
- Any 'stored' medication such as Nursery stock of Piriton or a child's inhaler, will be regularly checked to ensure the product is still within its expiry and therefore suitable for use.
  - Large volumes of medicines should not be stored. Practitioners will only store, supervise and administer medicine that has been prescribed for an individual child.

- Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

The child's key person is responsible for making sure that medicines are stored safely in the lockable filing cabinet in the locked stock room. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available for staff to access for children in an emergency.

Other non-emergency medicines should generally be kept in the locked filing cabinet in the locked stock room which is not accessible to children.

A few medicines need to be refrigerated. They can be kept in the refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines and stored on a labelled shelf.

### **First Aid Boxes**

As outlined in our Health and Safety Policy, First Aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box. These must be reviewed annually by the Health & Safety Officer.

### **Disposal of medicines**

- Tablets and capsules are occasionally dropped on the floor or spat out. In this case we will place the tablet in a labelled envelope and handed to the parents to be disposed of later
- In no circumstances should it be flushed down the toilet or thrown in the bin
- The practitioners should not dispose of medicines, when a child leaves the setting, ceases to need medication or if a medicine has passed its expiry date, we will return any unused quantity to the parents. If this is not possible then we will take it to a local pharmacist for safe disposal.

Sharps boxes should always be used for the disposal of needles. Hillview has a contract with Paice for sharps disposal if required.

### **Managing medicines on trips and outings** (Should be read alongside the Outings policy).

If children are going on outings, the key person will accompany the children with an HCP & risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form 'Form A part 1 and form A part 2' to record when it has been given, including all the details that need to be recorded in the medication record as stated above.

On returning to the setting the copy of form A part 2 is stapled to the medicine record book and the parent signs it.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.

### **Hygiene and Infection Control**

All practitioners should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Practitioners have access to protective disposable gloves and aprons and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. Also see our Health and Safety Policy

### **Staff training**

A health care plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medicine or in dealing with emergencies. Practitioners should not give medicines without appropriate training from health professionals. When practitioners agree to assist a child with medical needs, the nursery will arrange appropriate training in collaboration with local health services.

### **Confidentiality**

The practitioners should always treat medical information confidentially. The manager should agree with the parent, who else should have access to records and other information about a child. If information is withheld from practitioners, they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

### **Record keeping**

The administration of medicine is recorded accurately on a medication form 'Form A' Part 1 and 2. It is given and is signed by the person administering the medication [and a witness]. Parents are shown the record at the end of the day and asked to sign Form A part 2 to acknowledge the administration of the medicine. This form is stored in Littleview's medication folder.

### **Contacting Emergency Services:**

In the event of a child suffering a reaction from any medication or indeed becoming very unwell at Littleview nursery staff will dial 999 immediately following the procedure set out on Form E which can be found in each playroom above the telephone

**Form A Part 1 –**

**Parental agreement for Littleview to administer medicine**

Littleview will not give your child medicine unless you complete and sign this form and the Littleview policy where staff can administer medicine.

Name of Child	
Date of birth	
Description of Medical condition or illness	
<b>Medicine</b>	
Name/type of medicine (as described on the container)	
Date dispensed	
Expiry date from date dispensed.	
Doctor's/Dentist's Name, Address Tel no	
Agreed review date to be initiated by (name of member of staff)	
Dosage and method ( <i>i.e., with food</i> )	
Timings of when medication is to be administered at Littleview	1 <sup>st</sup> dose 2 <sup>nd</sup> dose
<b>Special precautions</b>	
Are there any side effects that the nursery needs know about?	
Procedures to take in an emergency	
<b>Contact Details</b>	
Name of parent/carer to be contacted if child becomes unwell	
Daytime telephone number. The contact MUST BE contactable at all times during nursery hours	
Relationship to child	
I understand that I must deliver the medicine personally to (a member of staff)	Signature  Date
I accept that this is a service that Littleview is not obliged to undertake	Signature  Date
Date last dose was administered by parent/carer	
Time last dose was administered by Parent/Carer	
Quantity of last dose administered by Parent/Carer	

**Form A part 2**

**Record of medicine administered to an individual child by Littleview staff.**

<b>Littleview Day Nursery</b>	Littleview staff counter- check
Name of child	
Date medicine provided by parent	
Name and Strength of medicine	
Expiry date from date dispensed	
Dose	1 <sup>st</sup> dose
Frequency of medicine	2 <sup>nd</sup> dose
Staff signature	

	<b>Member of Staff administering medication</b>	<b>Witness</b>
Date		
Time(s) given		
Dose given		
Name of staff member		
<b>Signature of Parent at end of the day</b>		
Date		
Time(s) given		
Dose given		
Name of staff member		
<b>Signature of Parent at end of the day</b>		
Date		
Time(s) given		
Dose given		
Name of staff member		
<b>Signature of Parent at end of the day</b>		
Date		
Time(s) given		
Dose given		
Name of staff member		
<b>Signature of Parent at end of the day</b>		

Date		
Time(s) given		
Dose given		
Name of staff member		
<b>Signature of Parent at end of the day</b>		
<b>Date</b>		
<b>Time(s) given</b>		
<b>Dose given</b>		
<b>Name of staff member</b>		
<b>Signature of Parent at end of the day</b>		
<b>Date</b>		
<b>Time(s) given</b>		
<b>Dose given</b>		
<b>Name of staff member</b>		
<b>Signature of Parent at end of the day</b>		
<b>Date</b>		
<b>Time(s) given</b>		
<b>Dose given</b>		
<b>Name of staff member</b>		
<b>Signature of Parent at end of the day</b>		
<b>Date</b>		
<b>Time(s) given</b>		
<b>Dose given</b>		
<b>Name of staff member</b>		
<b>Signature of Parent at end of the day</b>		

**Form B**

<b>Individual Healthcare Plan and Risk assessment for....</b>	
<b><u>Child's personal details:</u></b>	
Name of Child –	
Date of Birth	
Key person	
<b><u>Another professional supporting the child: (GP, Consultant)</u></b>	
Name	
Hospital	
Contact Number	
<b><u>Medication. ALSO, COMPLETE FORM C PART 1 and 2</u></b> <i>(medication policy forms)</i>	
Name / Type of medication	Expiry date:
Dosage:	
Where will this be stored?	
How will medication be stored on an outing?	
Who will administer the medication? <i>(Child under supervision / key person)</i>	
<b><u>Medical details:</u></b>	
Medical diagnosis or condition <i>(as confirmed by healthcare professional)</i>	
Describe medical needs and give details of your child's Symptoms: <i>(what to look out for)</i>	
<b><u>Any Dietary needs?</u></b> <i>Food/drink not to be consumed?</i>	



Strategies required to meet the child's additional need. (Daily care requirements, special precautions e.g., evacuation procedures).

**Medical Emergency**

What constitutes an emergency for your child?

What action should be taken if this occurs?

In the event of intervention by the emergency services who will accompany / support the child until the parent/carer arrives?

Who to contact in an emergency situation:

- |                              |                      |
|------------------------------|----------------------|
| <b>1. Name:</b>              | <b>Relationship:</b> |
| <b>Emergency contact No:</b> | <b>Mobile:</b>       |
| <b>2. Name:</b>              | <b>Relationship:</b> |
| <b>Emergency contact No:</b> | <b>Mobile:</b>       |
| <b>3. Name:</b>              | <b>Relationship:</b> |
| <b>Emergency contact No:</b> | <b>Mobile:</b>       |
| <b>4. Name:</b>              | <b>Relationship:</b> |
| <b>Emergency contact No:</b> | <b>Mobile:</b>       |

**Risk assessment:**

Activities that may give cause for concern:

Accessing and playing outside:

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In conjunction with the setting policy and procedure regarding the administering of medication reflecting the statutory requirements within the EYFS 2021, we, the undersigned consent to this agreement:

**PARENT(S)**

**KEY PERSON**

**Signature:**

**Signature:**

**Print name:**

**Print name:**

This HCP has been read and understood by all Littleview staff:

Vicki Beebe	
Carina Law	
Claire Kavanagh	
Claire Collett	
Lisa Ayling	
Emily Sims	
Tracy Moreno-King	
Jemma Giles	

**Agreement to have copies of relevant health and medical notes sent to Littleview**

These are to be attached to this document

**Monitored and reviewed with the parent.**

**Comments:**

**Date:**

**Next review date:**



**Form D**

**Littleview Staff Training Record – administration of Medicines**

Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that (name of member of staff) ..... has received the training detailed above and is competent to carry out any necessary administration of medication or treatment. I recommend that the training is updated (please state how often) .....

Trainer's signature: .....

Date: .....

I confirm that I have received the training detailed above.

Staff signature:

Date: .....

Suggested review date.....

## **Form E**

### **Contacting Emergency Services**

#### **Request for an Ambulance**

#### **Dial 999, ask for ambulance and be ready with the following information**

1. Your telephone number **(01732 353004)**
2. Give your location as follows Littleview Day Nursery, between houses 76 and 78 Hectorage Road, Tonbridge.
3. State the postcode is TN9 2ND
4. Give exact location in the school/setting

Littleview Nursery is located on the right-hand side of Hectorage Road if you are approaching from Goldsmid Road, Tonbridge, or

Littleview Nursery is located on the left-hand side of Hectorage Road if you approach from Lodge Oak Lane, Tonbridge.

5. Give your name.
6. Give name of child and a brief description of child's symptoms.
7. Inform Ambulance control of the best entrance and state that the crew will be met and taken to the nursery.

#### **Speak clearly and slowly and be ready to repeat information if asked.**

- **The child's parents/carers will be informed**
- **A member of staff will accompany the child in the ambulance**
- **The copy of their admission form will be taken to the hospital. This gives parental consent for emergency treatment/anaesthetic.**

**Form F**

<b>Individual Healthcare Plan and Risk assessment for Staff members.</b>	
<b>Staff personal details:</b>	
Name of Staff member –	
Date of Birth	
<b>Other professional supporting the member of staff (GP, Consultant)</b>	
Name	
Hospital	
Contact Number	
Name / Type of medication	Expiry date:
Dosage:	
Where will this be stored?	
How will medication be stored on an outing?	
<b>Medical details:</b>	
Medical diagnosis or condition <i>(as confirmed by healthcare professional)</i>	
Describe medical needs and give details of your Symptoms: <i>(what to look out for)</i>	
<b><u>Any Dietary needs?</u></b> <i>Food/drink not to be consumed?</i>	
Strategies required to meet the member of staff's additional need. (Daily care requirements, special precautions e.g., evacuation procedures).	



**Hillview Trustees'  
Littleview Nursery  
Medicine and Health and Care of Sick Children Policy**

Main Compiler: Vicki Beebe & Rachel Carlow

Date of approval by governors: August 2002

Consulted: Most recent update: March 2023

Full Trustees

Anticipated review date: March 2024