



Administration of Medication Policy

In accordance with the Statutory Framework for the Early Years, we are happy to administer medication to your child as long as the following the rules are obeyed.

Prescription medication (written instruction from a doctor):

- ☐ A permission form is completed before commencement of the medication (Prescription Medication Administration Consent Form (for use if the medication is needed on 1 day only), Permission to Administer a Short Course of Medication/Treatment (for use for a course of medication) or Permission to Administer Medication/Treatment over an Extended Period (for use of long term medication).
- ☐ The medication is in the original container and states the name of the child and the dose to be administered.

Non-prescription medication (recommended by a doctor, dentist, nurse or pharmacist):

- ☐ This can only be administered with written permission in advance of when the medication may be required. The Non Prescription Medicine Administration Consent Form must be completed for each day the medication is administered.
- ☐ We will only administer non-prescription medication, including Infant Suspension (Calpol), if it has been prescribed for an accepted medical reason.

Emergency administration of Infant Suspension (Calpol):

- ☐ This can only be administered with written permission in advance of when the medication is required. Permission should be given using the form on our website (preferred method) or by email. If the latter is used, the email must specify the date, time and reason the last dose was administered and the dose to be administered.

Antibiotics

Each time a child has a new prescription for antibiotics they will not be able to attend the setting until 24 hours after the first dose. This is in case there is a reaction to the medication. This includes subsequent prescriptions of the same medicine as each new batch may differ.

Non-prescription antibiotic eye drops or cream

Please note that in the case of conjunctivitis, the first dose must be administered at home. Children may then attend the setting as usual.

Non-prescription antibiotic cream

Where non-prescription antibiotic cream is used for the treatment of skin conditions, the first dose must be administered at home. Children may then attend the setting as usual providing that the exclusion period for the condition has been observed, where necessary.

Infant Suspension (Calpol)

DURING PERIODS OF TIME WHEN COVID CASES ARE HIGH, WE RESERVE THE RIGHT NOT TO ADMINISTER CAPOL OR ACCEPT CHILDREN INTO A SETTING IF CAPOL IS BEING GIVEN TO A CHILD TO REDUCE A TEMPERATURE. THIS IS FOR THE SAFETY OF THE CHILDREN AND STAFF.

We have discussed the Administration of Medication Policy with the Local Authority, other local settings and have researched policies in settings outside of Brighton and Hove. A number of these



settings refuse to administer to avoid parents abusing its use. This is currently a hot topic with research suggesting that parents are overusing the medication. However, after much consideration, we are happy to administer it if parents comply with this Policy with no exceptions. The final decision as to whether a child is sent home will be that of Fizzy Fish. We will use the attached Flow Chart to make this decision.

Further, we know that Infant Suspension (Calpol) and Ibuprofen can be given alternately at 2-hour intervals. However, we feel that if a child needs medication every two hours then they are not well enough to attend and should be at home where they can be looked after on a one to one basis.

Where Infant Suspension (Calpol) has been given before attendance at Fizzy Fish

Children may attend Fizzy Fish after having been given Infant Suspension (Calpol) at home as long as their temperature is not 38°C or above on arrival and it has been administered as a temperature reducing measure or for mild pain relief. Parents are required to complete the Non-prescription Medicine Administration Consent form to state the dosage and time given at home and whether another dose can be given to their child later in the day. This form will then be used by us to record any subsequent dose given.

Once at Fizzy Fish, if the child has a high temperature of 38°C or above or requires mild pain relief, we will administer a second dose of Infant Suspension (Calpol), providing that it is longer than 4 hours since the last dose was given at home. The child will then be monitored and if the temperature has not reduced within 45 minutes, parents will be contacted again and asked to collect the child immediately.

If less than 4 hours since the dose was given at home, parents will be asked to collect the child immediately as we are not prepared to administer a further dose of Infant Suspension (Calpol).

Where a child has had Infant Suspension (Calpol) during their session the previous day

Children may attend Fizzy Fish provided that they are well enough to do so. Should they then need to be given Infant Suspension (Calpol) again, the above procedure will be followed but the child then has go home, they will not be allowed back for a minimum of 24 hours because the Infant Suspension (Calpol) may be masking an underlying illness.

Where a child has not been given Infant Suspension (Calpol) before attendance

If a child has not been given Infant Suspension (Calpol) at home, the setting will only administer it for temperatures of 38°C or above and for an accepted medical reason. Parents will be contacted for permission to administer the Infant Suspension (Calpol) and the child will be monitored. This permission must be sent to us via the page on the website (preferred method) or by email. The latter must specify the date, time and reason the last dose was administered and the dose to be administered. Permission must be received BEFORE the dose can be administered. Once administered, if the temperature has not reduced within 45 minutes, parents will be contacted and asked to collect the child immediately. If the temperature has reduced, the child may stay in the setting and they will continued be monitored. However, if their temperature rises again, parents will be asked to collect their child immediately.

We will use the attached Flow Chart to help us with the administration of Infant Suspension (Calpol).

Temperature of 39°C

If a child has a temperature of 39°C or above, Infant Suspension (Calpol) will be administered, following the above procedure, however parents will be asked to collect their child immediately.



With both prescription and non-prescription medication, details of when the medication was administered and the dose given will be recorded on the completed medication form. The parents must then initial the entry to confirm the details, on collection of the child.

Permission to administer medicine or treatment over an extended period will be regularly reviewed to ensure that there are no changes. The parent should supply full details of any conditions that require long-term medication and any relevant training.

It is **vital** that you inform us of any medication you have given to your child before their arrival at the setting, especially pain relief medication such as Infant Suspension (Calpol). We need to know what medicine they have had, the dose and the time given.

We will ensure that all medication, given to us, is stored correctly and we will check that it is still within its expiry date before administering.

Associated forms:

- ☐ Prescription Medication Administration Consent Form (completed daily)
- ☐ Non Prescription Medication Administration Consent Form (completed daily)
- ☐ Permission to Administer a Short Course of Medicine/Treatment (ie course of antibiotics)
- ☐ Permission to Administer Medicine/Treatment over an Extended Period (ie long term medication)
- ☐ Flow Chart - Child Requires Infant Suspension (Calpol)
- ☐ Flow Chart - Could your child need Infant Suspension (Calpol) today?

Associated policies:

- ☐ Sick Child Policy
- ☐ Exclusion Policy
- ☐ Covid-19 Protective Measures Policy
- ☐ Covid-19 Sickness Policy

Review and update details

Date	R	U	Details	Q	Latest version
18/11/20	✓	✓	Updated and reflects current Covid requirements.	✓	Issue 4/Nov 20
2/10/22	✓	✓	Updated. Quiz not needed as they rules have not been change, just the wording to policy.		Issue 5/Oct 2022

R = policy reviewed, U = policy updated, Q = quiz issued to staff. Please tick the relevant boxes.

Note: A quiz should be issued for new or updated policies and at least once a year.