

**Calpol or Nurofen Policy and Procedure.**

**Policy statement**

Whilst it is not our policy to care for sick children, who should be at home until they are well enough to return to nursery, we will agree to administer Calpol **or** Nurofen as part of maintaining their health and well being or when they are recovering from an illness.

**The nursery will only administer Calpol or Nurofen not both. Parents are asked to give prior consent for their preference of medication to be used in such incident that it is required.**

High temperatures in young children can lead to Febrile Convulsions; these are triggered by the body temperature rising rapidly above 38°C. If a child has not had Calpol **or** Nurofen before, especially a baby or child under two years, it is advised that the parent/guardian keeps the child at home for the first 24 hours to ensure no adverse effect.

The child’s room leader is responsible for the administrating of the Calpol **or** Nurofen, if the Room Leader is absent The Manager (Emma Taylor), Deputy Manager (Kerry Allen) or appointed senior person in charge, are responsible to administer Calpol **or** Nurofen. This means that they have to witness the completion of parent/guardian consent forms, make sure that medicines are stored correctly and that records are kept according to procedures. Also any person witnessing the medication will have a level 3 qualification or higher.

**Procedures**

- **NB Calpol or Nurofen is administered only for children who have a high temperature** (to prevent febrile convulsions) and whose parents/guardians have **previously signed a form giving us permission** and stating their preference. We will always try and contact a parent/guardian on the phone to advise them we have to administer Calpol **or** Nurofen to their child.

°C	°F	What it means	What to do
36.0	96.8	Normal	Nothing
37.0	98.6		
37.2	99.0		
37.4	99.3	Low grade Fever	Courtesy call to parents, administer Calpol <b>or</b> Nurofen and Observe child for 45 minutes. If the temperature fails to decrease by this time or increases above 38.4; parents must make all attempts to collect the child within an hour.
37.6	99.7		
37.8	100.1		
38.0	100.4	High Fever	Administer Calpol <b>or</b> Nurofen, Contact parents to make all attempts to collect their child within 1 hour. Calpol <b>or</b> Nurofen will only mask the real problem of an infection and the child will still be unwell. High temperatures in young children can lead to Febrile Convulsions; these are triggered by the body temperature rising rapidly above 38°C.
38.2	100.8		
38.4	101.2		
38.6	101.5		
38.8	101.8		
39.0	102.2		
39.2	102.6		
39.4	102.9		
39.6	103.3	Very	Phone for an Ambulance if their parents are not on their
39.8	103.7		

40.0	104.0	High Fever	way to collect
40.2	104.3		
40.4	104.7		
40.6	105.1		

- Parents/guardians give prior written permission for the administration of, and specified choice of Calpol **or** Nurofen. The manager (Emma Taylor), Deputy Manager (Kerry Allen) or the child's Room Leader must ask the parent/guardian to sign a consent form stating the following information. No medication may be given without these details being provided:

**Calpol** is administered as per the guidelines set out by Calpol as per the age of the child.

Child's Age	How much – up to 4 times a day
3-6 Months	2.5 ml
6-24 Months	5 ml
2-4 Years	7.5 ml
4-6 Years	10 ml

Before administering Calpol the spoon/syringe must be sterilized.

**Nurofen** is administered as per the guidelines set out by Nurofen as per the age of the child.

Child's Age	How much – up to 3 times in 24 hours
3-6 Months	2.5 ml
Do not use for more than 24 hours. If symptoms persist after 24 hours or worsen consult doctor	
6-12 Months	2.5 ml max 4 times in 24 hours
1-3 Years	5ml max 3 times in 24 hours
4-6 Years	7.5 ml max 3 times in 24 hours
Doses should be given every 6 hours. If symptoms persist after 24 hours or worsen consult doctor	

Before administering Nurofen the spoon/syringe must be sterilized.

If the Nursery have to administer Calpol for 2 consecutive days or Nurofen for more than 1 day, the Nursery reserves the right to refuse admittance for the child and request parents seek medical assistance unless pre notified.

The Nursery also reserves the right to refuse admittance to a child that has been sent home with a high temperature over 39.0.

The administration is recorded accurately each time it is given and is signed by staff. Parents/guardians sign the form to acknowledge the administration of Calpol or Nurofen. The form records:

- Name of child;
- The date and time of dose;

- Time Parent contacted and time child collected
- Dose given and method; and is
- Signed by person that administered the medication and witness; and is verified by parent/guardian signature at the end of the day.
- On collection Parents/guardians will sign the Calpol **or** Nurofen Administration form for the administration of Calpol **or** Nurofen given. This form will be kept within the child's confidentially file. The manager (Emma Taylor), Deputy Manager (Kerry Allen) or the child's Room Leader/ Key Person will sign the form on parents collection, a copy of this form, with the child's recorded temperatures can be copied at request by parents/carers.

**It is vital that this policy and the procedures are respected and adhered too. The management's decision is final. It is essential as an early years setting; we protect the welfare of all children. If a parent/ guardian refuse to collect their unwell child, this then becomes a 'child at risk' case, we will have no alternative but to contact child services.**

#### **Storage of Calpol and Nurofen**

- Calpol and Nurofen is stored safely in a cupboard, kept in a marked lockable box.
- The Nursery Manager (Emma Taylor), Deputy Manager (Kerry Allen) or the child's room leader is responsible for ensuring medicine is handed back at the end of the day to the parent/guardian.

#### **Legal framework**

- Medicines Act (1968)

*This policy was revised at a meeting on 15<sup>th</sup> March 2016. Emma Taylor (Nursery Manager)  
And Kerry Allen (Nursery Deputy Manager)  
(Policy and procedure is to be revised again during the month of October 2016).*