



Medication

Reviewed: June 2025

To be reviewed: June 2026

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness policy). We also understand that children under 5 are more vulnerable and may be more susceptible to illness than older children. Therefore, 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. Senior staff will administer medication but only with a written consent from the parent (it is important to remember that the nursery is not legally bound to administer any medicine).

When dealing with medication of any kind in the nursery, strict guidelines will be followed.

Prescription medication

- Care plans will be completed in the case of a diagnosed medical condition requiring specific medication or care e.g. asthma or allergies.
- In cases of illness - those with parental responsibility must give **prior written permission** for the administration of each and every medication. **For prescribed medicines they must be in the original containers with the prescription label present. If they do not arrive in this form the nursery will be unable to administer the medication. The prescription label must clearly show the child's full name, the date and the dosage to be given.**
- Prescription medicine will only be given to the person named on the prescription label for the dosage stated
- Parents must inform a member of the senior team if their child has been prescribed an inhaler, even if it is just temporary.
- Those with parental responsibility of any child requiring prescription medication should allow a senior member of staff to have sight of the bottle/packet and prescription label. The staff member will note the details of the administration on the appropriate form and another member of staff should check these details. The parent, 1st and 2nd member of staff will sign to say the details are correct.

- Parents should notify us IMMEDIATELY if the child's circumstances change e.g. if the course of antibiotics changes, a new form will need to be completed. We will not give a different dose unless a new form is completed, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions and prescription label unless accompanied by a doctor's letter
- The parent must be asked when the child had last been given the medication before coming to nursery; this information will be recorded on the medication form. Similarly when the child is picked up, the parent or guardian will be given precise details of the times and dosage given throughout the day. The parent's signature will be obtained at both times
- A new medication form will be completed for each any every time a medicine is prescribed, even if it is a medicine that a child has had in the past
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication then a note will be made on the form and the parent informed
- If a child refuses medication where such medication is "essential" or failure to take it may have side effects, discussion with the parent will take place to establish the appropriate response
- Wherever possible ask parents to request that GPs prescribe the least number of doses per day, i.e. three times daily, rather than four times daily so that the medication can be administered outside of Nursery hours
- In the case of all prescribed antibiotic medication, parents must keep

children at home for the initial 24 hour period to ensure there are no adverse side effects

Non-prescription medication

- The nursery will only administer non-prescription medication (Calpol & Piriton) in an emergency situation where a child's temperature has risen above the normal 37 or the child has an allergic reaction to something they have eaten or touched. The parents will be called prior to administration and a decision will be made by the manager as to whether the child will need to be collected.
- Non prescription medication will only be administered with a **written, signed consent form from the parent/carer.** This will be completed prior to the child being left and forms part of our Admissions Policy.
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication for a set period during their time at nursery, such medication will be treated as prescription medication with the **onus being on the parent to provide the prescribed medicine (medicines containing aspirin will only be given if prescribed by a doctor)**
- An emergency nursery supply of fever relief (e.g Calpol) and antihistamines (e.g. Piriton) will be stored on site. Only a single dose (5ml or 7.5ml depending on child's age for Calpol and 2.5ml for Piriton) will be administered. All parents will be required to complete a form prior to children starting the nursery that gives/does not give permission for the nursery manager to administer this medication in the case of an emergency.
- If a child does require liquid paracetamol during the day and the parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for

this medication and the medical history of the child on their registration form. All parents will have completed a consent form. This will be a single dose and only one will be administered.

- Giving liquid paracetamol will be a last resort and the nursery staff will use other methods first to try and reduce a child's temperature, e.g. remove clothing, fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child.
- If emergency paracetamol is administered this may result in the child being sent home from nursery. The manager will assess the condition of the child and make a decision based upon the child's health and wellbeing.
- Aspirin will not be accepted unless prescribed by a doctor
- For any non-prescription cream for skin conditions prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.
- 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. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication 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 the nursery, together with the times and dosage given
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents

intrusive nursing, they will not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. This training would be specific for each child and not generic. If this causes a problem in providing appropriate care of a child, Ofsted will be consulted

Care plans

- Children requiring medication due to a diagnosed condition (e.g. asthma) will need to have a care plan completed. The care plan will outline information about the illness or condition, the type of medication, how it is to be delivered, dosage, frequency and contact details of parents, emergency numbers and the family GP.
- For children under the age of 3 the care plan will be completed by the parent, and the nursery manager/deputy manager/health & safety lead. The child's health visitor (or other medical practitioner or specialist) will be notified, but their failure to attend will not prevent the care plan being drawn up.
- Staff will always refer to a child's care plan before administering any medication.
- Parents will still be required to sign a form for the use of any additional medication not stated on the care plan and for any emergency medication to be administered.

Staff medication

- The first aid box for staff will be kept in a readily accessible position, but out of reach of the children.
- First aid boxes will 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 will be kept in the first aid box.

Storage

- All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children and under supervision at all times.
- Emergency medication, such as inhalers and epipens, will be within easy reach of staff in case of an immediate need. Ideally they will be stored in each base room's locked medical cabinet. All medication will remain out of children's reach and under supervision at all times.
- Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.
- All medications must be in their original containers, 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.