




huish
NURSERIES
LYNGFORD PARK

Medication Policy

This policy was adopted on	Signed on behalf of Huish Nurseries :	Date for review
January 2025	Heidi Screech Director of Nursery 	January 2026

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Medication Policy Statement

At Huish Nurseries we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see Sickness and Illness and Infection control policies). In line with the safeguarding and welfare requirements of the Statutory Framework of the Early Years Foundation Stage, this policy has been written in order to promote the good health of children in our care.

We follow strict guidelines when dealing with medication of any kind in the nursery, although it is not our policy to deal with sick children. They should remain at home until they are well enough to return to the setting, however we will agree to administer medication as part of maintaining their health and wellbeing, or when recovering from an illness where this is deemed absolutely necessary (such as completing a course of antibiotics after the 48 hour exclusion period has elapsed)

Early Years Foundation Stage legal requirements

Providers must promote the good health, including the oral health, of the children they look after.

They must have a procedure, which must be discussed with parents and/or carers, for taking appropriate action if children are ill or infectious. This procedure must also cover the necessary steps to prevent the spread of infection.

Providers must have and implement a policy, and procedures, for administering medicines to children. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up to date.

Staff must have training if the administration of medicine requires medical or technical knowledge.

Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.

Providers must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day the medicine has been taken, or as soon as reasonably practicable.

Rationale

Where children are unwell to the level that they should not be in nursery, and where they are suffering from an infection or virus which may be passed to others, children should remain at home until they are well enough to return.

If a course of antibiotics is in place, then children should not return to nursery until at least 48 after the course has begun. This is to ensure there are no adverse side effects, as well as giving the medication time to take effect.

With sickness and diarrhoea, children must also remain at home for 48 hours after the last occurrence.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parent/carer responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parent/carer responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 - a. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 - b. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 - c. Parent/carers must notify us **IMMEDIATELY** if the child's circumstances change, e.g. a dose has been given at home, or a change in strength or dose needs to be given
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent/carer must be asked when the child has last been given the medication before coming to nursery and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent/carer must be given precise details of the times and dosage given throughout the day. The parent/carer's signature must be obtained at both times
- At the time of administering the medicine, a senior member of staff (Level 3) 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
- Where medication is 'essential' or may have side effects, discussion with the parent/carer will take place to establish the appropriate response.

Non-prescription medication (*these will not usually be administered*)

- The nursery will not administer any non-prescription medication containing aspirin

- The nursery will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- 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
- In their registration pack, parent/carers will be given the option to give consent to their child being given Calpol in particular circumstances such as an increase in the child's temperature. A nursery supply of fever relief (e.g. Calpol) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date
- The nursery will only administer 1 x 5ml of Calpol, and this will be recorded with the exact date and time given.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child's parent/carers. Where parent/carers 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
- Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parent/carers can collect the child at the earliest possible time.
- Please note, if a parent is contacted during the nursery day to collect their child as they have shown to become unwell, sufficient time will be given to allow the parent to arrive at nursery or make suitable arrangements. During this time the child will be provided with an area to rest.
- An ear probe thermometer is used for taking children's temperatures with a disposable cover, and a new cover is used each time. Children's temperatures are then recorded within the Famly app every 10 minutes.
- For any non-prescription cream for skin conditions, e.g. Sudocrem, prior written permission must be obtained from the parent/carer and the onus is on the parent/carer to provide the cream which should be clearly labelled with the child's name.
- Nursery will keep a tub of Sudocrem in the changing area so that if permission has granted and there is none provided by the parent then we will apply the cream and notify parents on the Famly app.
- 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/carer 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/carer 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.

- If Calpol has been administered to the child before coming into nursery then the nursery reserve the right to refuse entrance.

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 the child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parent/carers and other professionals to arrange for appropriate health officials to train staff in administering the medication. For children with long term medical requirements, an Individual Health Care Plan from the relevant health team will be in place to ensure that appropriate arrangements are in place to meet the child's needs.

Staff medication

All nursery staff 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 feel unwell and cannot 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 staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager and seek medical advice. *The nursery manager/person's line manager/registered provider 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 the person's locker or a separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children, at all times. It must not be kept in the first aid box and must 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 closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children. This must be in a designated place with the child's name clearly written in the original container.

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.

Medication stored in the setting will be regularly checked with the parent/carers to ensure it continues to be required, along with checking that the details of the medication form remain current.

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 hand to the parent/carers to be disposed of later

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 parent/carers. If this is not possible then we will take it to a local pharmacist for safe disposal. The practitioners should not dispose of medicines.

Sharps boxes should always be used for the disposal of needles. The nursery has a contract with PHS for sharps disposal.

Confidentiality

The practitioners should always treat medical information confidentially. The manager should agree with the parent/carers, 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. It is given and is signed by the person administering the medication, who must be a qualified level 3 practitioner [and a witness]. Parent/carers are shown the record at the end of the day and asked to sign the form to acknowledge the administration of the medicine. This form is stored in the child's individual folder.

Short Term Medical Form

Name		Date of birth	
Name of medication (including brand if non-prescription)		Exact dosage required (checked against instructions on medication)	
Reason for medication			
Prescribed by and dispensed date Prescription medicines will only be given if prescribed by a doctor, dentist, nurse or pharmacist		Expiry date of medication (where applicable)	
Date needed:		Time Needed:	
Any specific requirements (e.g. before/after food, known side effects, where it should be stored)	Last Dosage Given	Any Reactions:	
Parent Signature:		Date:	

To be completed by practitioner administering the medicine

Date	Medicine	Time of medication administered	Dosage given	Any reactions
Administered by:			Witnessed by:	
Any comments: Please note down any refusal of medication by the child.				
Parental Signature:			Date:	

Weeklong Medical Form

Date	Medicine	Time of medication required	Dosage given	Any reactions
Administered by:			Witnessed by:	
Any comments: Please note down any refusal of medication by the child.				
Parental Signature:			Date:	
Date	Medicine	Time of medication required	Dosage given	Any reactions
Administered by:			Witnessed by:	
Any comments: Please note down any refusal of medication by the child.				
Parental Signature:			Date:	
Date	Medicine	Time of medication required	Dosage given	Any reactions
Administered by:			Witnessed by:	
Any comments: Please note down any refusal of medication by the child.				
Parental Signature:			Date:	
Date	Medicine	Time of medication required	Dosage given	Any reactions
Administered by:			Witnessed by:	
Any comments: Please note down any refusal of medication by the child.				
Parental Signature:			Date:	
Date	Medicine	Time of medication required	Dosage given	Any reactions
Administered by:			Witnessed by:	
Any comments: Please note down any refusal of medication by the child.				
Parental Signature:			Date:	
Date	Medicine	Time of medication required	Dosage given	Any reactions
Administered by:			Witnessed by:	
Any comments: Please note down any refusal of medication by the child.				
Parental Signature:			Date:	