



Medication Policy

At New Beginnings Day Nursery, we promote the good health of children and take necessary steps to prevent the spread of infection. If a child requires medication, we will obtain up-to-date information about their needs and follow strict guidelines to ensure safe administration.

1. Prescription Medication (Ages 0–5 Years)

Prescription medication is defined as any medicine prescribed by a doctor, dentist, nurse, or pharmacist. Medicines containing aspirin and paracetamol will **only** be administered if prescribed by a doctor.

Process for Medication Administration via Famly:

1. Medication Form Creation:

- A **medication form** is created in **Famly** for each prescribed medication.
- The form includes:
 - Child's full name and date of birth
 - Medication name and brand
 - Exact dosage and method of administration
 - Time(s) medication should be given
 - Start and end date of medication course
 - Relevant instructions from the prescriber

2. Parental Review and Approval:

- The form is sent to parents via Famly.
- Parents must **review all details** and provide **electronic consent** for the nursery to administer the medication. The form should acknowledge by the parent via their Famly account before they leave the nursery.
- Parents should also inform the nursery if any doses have been given at home.

3. Nursery Verification:

- A **senior staff member** verifies that:
 - Dosage matches the prescription exactly
 - Instructions are safe for the child's age and weight
 - Medication is in the **original container** with the child's name clearly labelled
- A **second staff member checks** before administration begins.

4. Administration and Recording:

- Medication is offered at the prescribed time and in the prescribed form.
- Each administration is recorded in Famly through notification via the Medicine form application:
 - Time of administration via the when function



- Exact dosage given will be generated from the completed medicine form via Famly.
- Notes on child's response or refusal
- Parent will receive notification that medicine has been administered and be required to acknowledge this. The nursery manager will also be required to acknowledge the medication given.

5. **Parental Notification:**

- Parents can **view real-time records** in Famly when collecting their child.
- Any refusals, adverse reactions, or deviations are **immediately communicated**.

Key Points:

- **No medication is administered without prior parental consent.**
- Dosages are double-checked by two staff members.
- Any changes require a **new Famly form and updated consent**.
- Extra care is taken for younger children to ensure **age-appropriate dosing**.
- If a child is prescribed antibiotics, they can return to nursery once they have been on the medication for 48 hours.

2. Non-Prescription Medication

- The nursery generally does **not administer non-prescription medication** except in specific circumstances. These specific circumstances would be related to teething gels, nappy cream or general skincare creams purchased over the counter at a shop or pharmacy.
- Non-prescription medication containing **aspirin or paracetamol** will not be administered.
- Parents may provide non-prescription creams for skin conditions (e.g. Epaderm). These will only be applied with prior written consent. Where a child uses an activity log, application of creams must be recorded in the nappy/toilet changing section on Famly.
- If a child has different creams for different areas (for example, one nappy cream and one body/face cream), each application must be recorded separately in the activity log notes.
Example: Sudocrem applied to nappy area; Epaderm applied to backs of legs and inner elbows.
- If a child requires cream to be applied to their body and does not use an activity log, each application must be recorded in the child's activity log section under toileting notes.
- If a child still uses nappy cream but no longer has an activity log, staff must record nappy changes on these children's activity log.



3. Topical Medications (Teething Gels, Nappy Creams, Other Skin Treatments)

- Applied **only with prior written parental consent** via the nurseries permissions form on registration.
- Parents must provide the product **clearly labelled with the child's name**.
- Staff will apply as per **manufacturer instructions** and only to the indicated area.
- Application is **recorded in Famly**, including date, time, amount, and staff initials. This will be via the child's activity log.
- Staff monitor for adverse reactions and **inform parents immediately** if any occur.
- Long-term or frequent use requires updated consent for any changes in product, dose, or frequency.

EYFS 2025 Alignment: Ensures safe administration of creams/gels with consent, proper records, and monitoring for reactions (Sections 3.66–3.71).

4. Injections, Pessaries, and Suppositories

- Considered **intrusive nursing** and will only be administered by **trained staff** for the individual child.
 - Children with long-term medical needs will have an **Individual Health Care Plan (IHCP)** in place.
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5. Children with Food-Related Health Issues

- For children with **food-related health issues** requiring medication (e.g., allergies needing Epipen), an **Individual Health Care Plan (IHCP)** is created with parents and relevant health professionals.
- The IHCP outlines:
 - The child's condition and triggers
 - Medication required
 - Emergency procedures
- The plan is **issued to parents** and **stored securely in the child's document section on Famly** for staff access.
- Staff follow the IHCP strictly and review it regularly to ensure it remains current.



EYFS 2025 Alignment: Supports safe administration, safeguarding, and the promotion of health and well-being (Sections 3.66–3.71).

6. Staff Medication

- Staff must only work when fit to do so and not when infectious or unwell.
 - If medication affects a staff member's ability to care for children, they must inform their line manager and seek medical advice.
 - Staff medication must be stored securely, out of reach of children, and clearly labelled.
 - Should a staff member require medication throughout their working day it is their responsibility to ensure this is being administered themselves.
 - Staff who have a pre-existing medical condition will need to ensure this is recorded on their medical form prior to starting the nursery. The nursery manager will need to ensure an Individual Health Care Plan is sent out to them via a google form to complete. Once completed this will need to be uploaded onto their Family account.
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7. Storage of Medication

- All children's medication must be in the **original container**, labelled with the child's name, and stored in a closed box **out of children's reach**.
- Emergency medication (inhalers, Epipens) will be **accessible to staff but out of children's reach**. (Within the nursery offices).
- Antibiotics requiring refrigeration must be kept in a designated fridge **inaccessible to children**.
- Medication will be checked regularly with parents/carers to ensure it is still required and instructions remain current.
- Expiry dates and pharmacist instructions will be verified before administration.

We will continue to keep blank paper copies of forms at the nurseries. If Family is unavailable, these forms will need be completed using the paper copies.

This policy was adopted on	Signed on behalf of the nursery	Date for review
1 st August 2026	Joanna Wilkinson	1 st August 2027

