

Happy Mindz



Happy Mindz Day Nursery and Preschool

The Old Chapel

Fareham Road

Wickham

Hampshire

PO17 5DE

Medication Admin Policy

At Happy Mindz Day Nursery and Preschool we promote the good health of children attending setting. We follow strict guidance when dealing with medication of any kind in the nursery and these are set out below.

1. Medication prescribed by a doctor, dentist, nurse or pharmacist

Medicines containing aspirin will only be administered if prescribed by a doctor.

- ❖ Prescription medicine will only be given when prescribed by the above and for the person named on the bottle and the dosage stated.
- ❖ Medicines MUST be in their original containers with their instructions printed in English.
- ❖ Those with Parental Responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then ensure the medication appears on Family and has been approved by the person with PR.
- ❖ The permission is only acceptable for that brand name of medication and cannot be used for similar medications eg. If antibiotics change, or paracetamol brand name changes. In these circumstances the permission will need to be reconfirmed on Family.
- ❖ The dosage on the written permission is the ONLY dosage that will be administered. We WILL NOT administer a different dosage without reconfirmation on FAMILY.
- ❖ Parents MUST notify us IMMEDIATELY if a child's circumstances change eg. A dose has been given at home before attending setting or a change in strength/ dose needs to be given.
- ❖ The parent / person with PR will be asked on arrival when the last dose of medication was given prior to coming to setting. This will be logged on Family. Similarly all administration during the day will be logged on Family for parents to see.
- ❖ When giving medicine a L3 with Paed First Aid will observe the administration by Manager or Deputy. It is important to note that staff working with children are NOT legally obliged to administer medication.
- ❖ If the child refuses to take the medication then a note will be made on Family. Where medication is "Essential" or may have side effects for non-administration, discussion will be made with parent to establish the appropriate response.

2. LIQUID PARACETAMOL

- ❖ If a child needs liquid paracetamol or similar medication during their time at Happy Mindz, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine in a box with label and name on.
- ❖ On registration parents are asked if this type of medication can be administered. We will also Set up a record on Family for this as with other medication.

- ❖ If a child does exhibit symptoms that may need the administration of this type of medicine. The setting will make every attempt to contact the parents in advance. Where parents cannot be contacted 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 setting, the circumstances surrounding the need for this medication and the medical history of the child given on the registration form.
- ❖ Giving Non-prescription medication will be a LAST resort and setting staff will use other methods first to try to alleviate the symptoms (where appropriate). The child will be closely monitored and supervised until the parents collect the child.
- ❖ For any non-prescription creams eg. Sudocrem, Bepanthen, etc. written permission will be logged on Famly. Cream should be provided by the parent and should be clearly labelled with child's name and Date of Birth.

This setting **DOES NOT** administer any medication unless prior written consent (or in emergency verbal consent from person with PR) is given for each and every medicine.

Policy Ratified: December 2025

To be Reviewed December 2026 or sooner if legislation changes.