



Medication

At Brightsparks Day Nurseries we promote the good health of children attending nursery and take necessary steps to help limit the spread of infection (see sickness, illness and infection policy). 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. We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below. The nursery **WILL NOT** administer any medication unless prior written consent is given for each medicine.

Illness & Medication

- If any child is brought to nursery in a condition in which they may require medication sometime during the day, the Nursery Manager, Deputy or a senior staff member will firstly decide if the child is fit to be left at the nursery.
- If the child is deemed well enough to stay at the setting, the parent/ carer must be asked if any kind of medication has already been given, at what time and in what dosage and this will be recorded on the daily care records and shared with the child's Key Worker. It is the parent's responsibility to inform staff of any medication that their child has received before starting at nursery, and staff are to record this on the child's medication record. This is to ensure additional medication is not given causing a potential overdose.
- Children who have been given medicine to control a fever in the last 8 hours will not be allowed to attend nursery that day.
- We will exclude all children on oral antibiotics for at least the first 24 hours of the course. This is because it is important that children are not subjected to the rigors of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become unwell enough to require a course of antibiotics.

Medication provided by parents, prescribed and non-prescribed.

Before administering any medication to a child that a parent has provided, we require written permission from the parents on our Medication Permission Form. This will include medication that is ongoing, medicine to be taken, up until a particular date, or medication only to be administered when certain symptoms arise.

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.

- Prescription medicine will only be given when prescribed by a medical practitioner 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 parental responsibility for any child requiring prescription medication should hand over the medication to a member of staff who will then note the details of the administration on a medication form.
- Those with parental 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:
 1. 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.
 2. The dosage on the medication form is the only dosage that will be administered. We will not give a different dose unless a new permission is completed.
 3. Parents/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/dose needs to be given and the medication record form will be updated.

- 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 record 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's signature must be obtained at both times
- 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. This will then be recorded both on the medication record and in the day diary.
- If the child refuses to take the appropriate medication, then a note will be made on the day diaries and the medication record form.
- Where medication is 'essential' or may have side effects, discussion with the parent/carer will take place to establish the appropriate response.
- The nursery will not administer any non-prescription medication containing aspirin.
- The nursery will only administer non-prescribed medication for a short initial period as per instructed on the label, and only if necessary. After this time parents will be advised to seek medical advice.
- The nursery reserves its right to refuse to administer medication if they feel that the child does not need the medication or deem further medical attention is required.
- The Medication Record Form will be shared with both Room Leader and Key Person and then presented to the Nursery Manager who will review and countersigned to authorise. This will be carried out the day the form has been completed and before ANY medicines are administered.

Emergency medication provided by the nursery

At a child's registration to the setting, parents will be asked if they are happy to give consent to 'emergency' medication being given. This would only be deemed necessary for specific circumstances such as allergic reactions or high temperatures. Parents/ carers will be asked to sign to give consent. An 'emergency' nursery stock of Calpol, Nurofen, and Piriton is kept on-site in the office. Managers are responsible for ensuring that a supply of this medication is always on site.

Stock medication will be kept in accordance with the manufacturer's instructions on the container (e.g. cool, dark place, out of the reach of children). Stock will be checked at regular intervals by the deputy / manager to ensure there is an ample supply and it is still within its expiry date. Only one bottle of each medication is to be open at any one time. Once opened it must be clearly labelled with the date and time of opening and the name of the person who opened it.

If a child experiences symptom of illness, attempts will be made to contact the child's parents before administering 'emergency' medication. Where parents cannot be contacted the Nursery Manager will take the decision as to whether the child is suitable to receive the 'emergency' medication based on the symptoms and medical history of the child given at registration. A record of any emergency medication given will be recorded on the child's Medication Record Form and on the day their diary.

Administration

- All liquid medication should be drawn into syringes in the office by the manager / deputy / Room Manager, checking the bottle labels and medication permissions first. No medicine bottles are to leave the office, unless they need to be refrigerated, in which case they must be stored in the kitchen fridge, but still brought to the office to be checked and drawn down into syringes.
- At the time of administering the medicine, the manager/deputy / Room Manager 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.

- As a general guideline before administering medication to a child the staff member should:
 - Wash their hands.
 - Ensure a drink is available if appropriate.
 - Check the label on the medication: name of child, dose, route of administration (e.g. by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date and ensure this is the same information on the Medication Form
- If there is any doubt about any procedure staff should not administer, but seek advice from parent/ carer or health professional.
- If a child refuses the medication, they must not be forced. Staff can try to encourage them or perhaps get someone else to try. Under no circumstances should staff attempt to hide the medicine in food or drink, unless there is express written permission from parents to do so
- If the child refuses to take the appropriate medication a note will be made on the medication record form and the day diary. Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response. This will be documented on the form accordingly.
- To prevent cross contamination should a child require further medicine to complete their dosage a second syringe must be used.
- Medicine spoons & syringes must be kept in a sealed container in the office. Once a syringe has been used it must be taken apart washed & left to dry before placing back into the container dismantled.
- A record of any medication given will be recorded on the child’s Medication Record Form and on their day diary.

Adrenaline Auto Injectors & Inhalers

Where the medication is an adrenaline auto injector or inhaler (where there may be only occasional emergency use), it will have the expiry date of the medication recorded on the medication form. Emergency medication, such as inhalers and Adrenaline auto Injectors, will be within easy reach of staff in case of an immediate need, but will remain out of children’s reach. Should a child have prescribed medication to treat symptoms of an allergy or allergic reaction, and in the case of serious allergic reaction an Adrenaline Auto Injector (AAI), parents are asked to supply this medication and it will be stored at the nursery always. Parents are required to provide 2 AAI’s to keep at the nursery. Medicines & Healthcare products Regulatory Agency recommends that those prescribed AAIs should carry **TWO devices at all times**, in the case that more than one dose is required or if an AAI misfires or is wrongly used.

Injections

As the administration of injections represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this 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 parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Medication Errors

- Occasionally mistakes may happen. It is important to be open and honest if errors occur.
- Parents should be contacted, and the mistake explained to them:
- In the case of a missed dose, the dose may be able to be given at a later time.
- Where a dose has been given in error, it is important the child is monitored for any reactions and medical advice sought if there are concerns. It is important to inform the parent/carers as this may happen after the child leaves the setting.
- The Nursery Manager will investigate all medication errors and put in preventative actions to ensure future errors do not occur.

Disposal of Medication

- 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 parents to be disposed of later
- In no circumstances should it be flushed down the toilet or thrown in the bin
- 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 parents. If this is not possible then we will take it to a local pharmacist for safe disposal.

Staff Fitness to Work & 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 if they are infectious or too unwell to meet children's needs. This includes circumstances where medication taken by staff affects their ability to care for children, for example, where it makes a person drowsy.
- If staff members believe their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their manager immediately.
- The 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 need medication, it is the staff members responsibility to ensure any such medication is kept securely and out of the reach of the children and it taken in an area that the children do not access to. (Staff room, office etc.) If the medication is required to be accessed in an emergency, such as an asthma inhaler, this should be easily accessible but safe from children.
- ***In all cases medication must be stored out of reach of children but must not be kept in the first aid box.*** Any asthma pumps and epi-pens will be clearly labelled with the name of the member of staff.

This policy was adopted on	Signed on behalf of the nursery	Date for review
May 2025	<i>Emma Jones</i>	May 2026