

Little Bears Daycare – Administering Medication Policy (6.1)



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

Policy statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children’s GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child’s health if not given in the setting. If a child has not had a medication before, especially a baby/child under two, it is advised that the parent keeps the child at home for the first 24 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

Our staff are responsible for the correct administration of medication to children for whom they care for in their rooms. This includes ensuring that parent consent forms have been completed with Room leaders/management. Medicines are stored correctly and that records are kept according to procedures. In the absence of a Room Leader, Management are responsible for the overseeing of administering medication. We notify our insurance provider of all required conditions, as laid out in our insurance policy.

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Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- We only usually administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition.
- Non-prescription medication, such as pain or fever relief (e.g. Calpol) and teething gel, may be administered, but only with prior consent of the parent (Via permissions on Famly) and only when there is a health reason to do so, such as a high temperature. **Children under the age of 16 years are never given medicines containing aspirin unless prescribed specifically for that child by a doctor.**
- The administering of un-prescribed medication is recorded in the same way as any other medication. We may administer children's paracetamol (un-prescribed) with the verbal consent of the parents in the case of a high temperature. This is to prevent febrile convulsion. If the child's temperature is over 38.5 then parents will be contacted to collect them. In cases where a temperature is less than 38.5 and they seem well in themselves, the child will be monitored for 20 minutes after calpol. If their temperature has not gone down to a satisfactory reading, the parent/carer will be phoned to collect the child.
- We are unable to administer Calpol on continuous days, due to the fact this may be masking an underlying illness. If your child presents with a temperature on consecutive days, you will be asked to collect them. Calpol will be given with your consent whilst you are on your way.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the member of staff checks that it is in date and prescribed specifically for the current condition.
- Parents must give prior permission for the administration of medication. A medicine form must be completed on Famly by a senior staff member and parents must acknowledge. No medication may be given without these details being provided:
 - the full name of child and date of birth
 - the name of medication and strength
 - who prescribed it
 - the dosage and times to be given in the setting

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- the method of administration
- how the medication should be stored and its expiry date
- any possible side effects that may be expected
- The administration of medicine is recorded accurately on our medication record forms on Famly each time it is given and is signed by the person administering the medication and a witness. Parents are asked to acknowledge the medicine form before we can administer the medication. The medication form records the:
 - name of the child
 - name and strength of the medication
 - date and time of the dose
 - dose given and method
 - signature of the person administering the medication and a witness who verifies that the medication has been given correctly
 - parent's signature (acknowledgement via Famly)
- If the administration of prescribed medication requires medical knowledge, we obtain individual training for the relevant member of staff by a health professional.
- If rectal diazepam is given, another member of staff must be present and co-signs the record form.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Piriton

- The nursery will only administer Piriton in an emergency situation e.g. an allergic reaction to a sting or bite involving redness/change of colour and/or swelling.
- The decision to administer Piriton is that of the Nursery Manager or person in charge of the Nursery; they will contact the parent for their consent before administering the Piriton. If consent is refused the parent must come immediately to collect the child.
- Where parents cannot be contacted the Nursery Manager will take the decision as to whether the child is suitable to receive Piriton medication based on the symptoms and medical history of the child given at registration
- The dose to be administered will follow the guidance on the original container e.g. following age / dosage instruction. An 'emergency' nursery stock of Piriton will be kept on site and it will be

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kept in accordance with manufacturer's instructions on the container (e.g. cool dark place, out of the reach of children). The stock will be checked at regular intervals by the Manager to ensure there is ample supply and is still within its expiry date

- Children will be closely monitored and if their allergic reaction does not reduce the parent will be called to collect them.

Storage of medicines

- All medication is stored safely in a locked cupboard or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. Key persons check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.

Medicines are stored in the fridge in the Bear Cubs room with safety lock on.

Children who have long term medical conditions and who may require ongoing medication

- We carry out a risk assessment for each child with a long-term medical condition that requires on-going medication. This is the responsibility of our manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, key staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs for staff form part of the risk assessment.

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- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary, where there are concerns.
- An individual health plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other adults who care for the child.
- The individual health plan should include the measures to be taken in an emergency.
- We review the individual health plan every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the individual health plan and each contributor, including the parent, signs it.
- A Medical Alert sheet is displayed in each room with details of children's medical needs that attend our nursery.

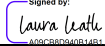
Managing medicines on trips and outings

- If children are going on outings, the key person for the child will accompany the children with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, the original pharmacist's label, and the name of the medication. Inside the box is a copy of the consent form and form to record when it has been given, including all the details that need to be recorded in the medication record as stated above. For medication dispensed by a hospital pharmacy, where the child's details are not on the dispensing label, we will record the circumstances of the event and hospital instructions as relayed by the parents.
- On returning to the setting the form is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.
- This procedure should be read alongside the outing's procedure.

Legal framework

- The Human Medicines Regulations (2012)

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This Policy Was Adopted By	Little Bears Daycare
Last Updated	22 July 2026
Signed on Behalf of Provider	Signed by:  Laura Leath 22 July 2026
Name of Signatory	Laura Leath
Role of Signatory	Chairperson of Little Bears Daycare