FAMILY TREE DAY NURSERY
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Medication Policy

At Family Tree Day Nursery 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). 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.

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
- **Where a child is prescribed any anti-biotic, including one which has been previously prescribed but on a separate occasion, the setting requires that parents keep their child home for the first 48 hours of the course to be sure there is no reaction to the anti-biotics.**
- 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 note the details of the administration on the medication form and another member of staff will check these details
- **Staff must verify the contents of the container to ensure all medications match the details specified on the label.**
- Prior to accepting any medication into the nursery, staff must verify that it is provided in the exact form and state specified in the prescription for administration (e.g., liquid, syrup, powder). Medication that does not match the prescribed administration specification must not be accepted in to the nursery.
- 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:
    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. Parents 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 must be asked when the child has last been given the prescribed 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 must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- Prescribed medications can only be administered by Level 3 or above qualified staff
- At the time of administering the medicine, a senior member of staff (Level 3 qualified or above) 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 and the parents contacted to inform them of the refusal
- Where medication is 'essential' or may have side effects, discussion with the parent will take place to establish the appropriate response.

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

- 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 professional
- On registration, parents will be asked if they would like to fill out a medication form to consent to their child being given a specific type of liquid paracetamol or antihistamine in particular circumstances such as an increase in the child's temperature or a wasp or bee sting. This form will state the dose to be given, the circumstances in which this can be given,
  e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if the nursery CANNOT contact the parent
- An emergency nursery supply of fever relief (Calpol) and antihistamines (Piriton) will be stored on site. This will be checked at regular intervals by the designated first aider (Sefe and Elaine) to make sure that it complies with any instructions for storage and is still in date
- 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 parents. Where parents 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 parents collect the child. Parents must make every effort to collect their child within 1 hour of their child being given

Calpol.

- **Children must not return to nursery until 24 hours after a fever/high temperature and/or after administration of paracetamol (i.e. calpol)**. This includes administering medication both at nursery and at home. This is to ensure symptoms are not masked by the paracetamol/ibuprofen and that children are fit to return to the setting.
- For any non-prescription cream for skin conditions, e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- Children who have been given paracetamol at home for high temperature relief and are then brought to nursery risk being asked to return home until symptoms have gone.
- As with any kind of medication, staff will ensure that the parent 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.

Administering Medicine

At Family Tree Day Nursery, staff administering medicine must be Level 3 Qualified or above. All staff are required to complete additional training for administering medicine in early years settings. This training is on top of their Paediatric First Aid Training.

When administering medication to a child, the following procedures MUST be followed:

- Staff will use an appropriate reminder to ensure all doses prescribed during the child's nursery day are administered.
- Staff members must read the medication form fully. Any questions around the dosage or delivery of the medication should be directed to the manager, DSL, or Medical Officer. If further clarification is required after this, parents should be contacted.
- Staff should retrieve the medication from its correct storage location and ensure the details on the container, and its contents, match the details on the medication form.
- Staff must ensure the medication has been correctly prepared, and should ALWAYS read the information on the bottle specifying how it should be both prepared and administered.
- Once all the details of the medication have been confirmed, the child in receipt of medication should be taken out of their room and to a private area where the medication can be administered.
- Staff administering the medication MUST ensure they have a witness who can corroborate all details have been confirmed.
- Once the correct measure has been given to the child, both the administrator and the witness must sign the declaration on the Medication Administration Record Sheet to confirm they have read and followed the instructions on the medication.
- If the child refuses to take the appropriate medication, then a note will be made on the Record Sheet and the parents contacted immediately to inform them of the refusal. Staff must not wait until the child is collected at the end of their day to inform parents of a missed prescribed medication dose.

The Medical Officer is responsible for monitoring all medications and the Medication forms.

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 parents 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 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 in the office, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of room staff where the child spends the majority of their time in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in the medication section of the kitchen fridge, inaccessible to children. This is 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, and must have that child's name and dosage on the label. 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 medication (excluding all emergency medications such as inhalers and EpiPens) MUST NOT be stored overnight at Family Tree and must be taken home each day of use by parents/carers. Prescription medication must be signed in each morning and out at the end of each day the child attends.

This policy was adopted on	Signed on behalf of the nursery	Date for review
September 2026	Stefanie Purdy	*August 2027*