

Our Lady's Catholic Primary School



**We aspire that through the love of Jesus everyone should
"have life and have it to the full."
Jn. 10v10**

MEDICATIONS POLICY

Approved by: School Governors	Date: Oct 2021
Last reviewed on:	Date: Sep 2025
Next review date:	Sept 2026

Medications Policy

NRSRY_13_02

1. Authorised Medication

- 1.1 Medication that has been prescribed for a child by a doctor, dentist, nurse or pharmacist.
- 1.2 Medication containing aspirin may only be prescribed by a doctor.

1. Who is Permitted to Administer Medication?

- 2.1 Allocated members of staff with “Administering Medication” training will be in charge of the administration of all approved medication.
- 2.2 Parents are required to enter and sign to authorise the nursery to administer the medication.

2. Procedure for the Administration of Medication

- 3.1 The parent writes the medication details in the child's health file, to include the name of medication, reason for medication, dosage to be given, time of administration, and then sign to give our nursery authority to administer it as per the instructions.
- 3.2 Prescription medication is checked for child's name and date of birth, to be in date, and for storage instructions.
- 3.3 Medication is stored appropriately in medicine cabinets or in a designated refrigerator if required.
- 3.4 When it is time for medication to be administered, two members of staff must be present. The dosage will be checked by each member of staff and the dose in the syringe/spoon will be checked by the second member of staff being administration.
- 3.5 The child's health file must be signed by each member of staff present once the medication has been given.
- 3.6 The medication is returned to the parent who signs to confirm receipt of information and medicine.

3. Medical Register – details kept on the following:

- 4.1 Asthma (often requiring the administration of an Inhaler)
- 4.2 Allergies
- 4.3 Register of children with a history or family history of febrile convulsions

4.4 Dietary requirements

4.5 Significant health concerns register

4. Specialist Medical Equipment

5.1 Qualified First Aiders have received specialist training regarding the administration of prescription medication that require technical medical knowledge to administer effectively e.g. Epi pens, inhalers, and equipment for testing blood sugar levels.

5.2 Should a child enter the nursery who requires further medical support, the nursery will do everything it reasonably can to prepare and train a member of staff to provide the support that is needed.

5.3 The nursery reserves the right to only take children for who they are confident that they are able to administer the medication they require confidently and completely within the confines of a group early years setting

5. Sun-cream

6.1 Parents are required to apply sun-cream (at least 30SPF) to their children before they bring them to nursery.

6.2 We recommend using sun-cream which is fully waterproof and child friendly.

6.3 The nursery recognises the importance of keeping sun-cream topped up throughout the day and does not recommend the use of “all-day” creams. Sun cream is re-applied every two hours and after water play.

6.4 Parents are asked to sign a permission form for staff members to apply sun-cream to their child at regular intervals throughout the day when necessary.

6.5 Parents will provide their own sun-cream clearly labelled with the name of the child.

6.6 Sun cream provided by parents must be unopened.

6.7 During hot weather, parents are required to send their child with a brimmed sun hat (with neck protection) which must be worn outside at all times.

6.8 Parents are requested not to send children in strappy sundresses or vest tops and to ensure that their shoulders are not exposed to the sun.

6.9 Parents are required to send their children in appropriate footwear and not in strappy sandals, sling-backs or flip-flops/sliders.

6.10 Staff will ensure that children are protected from the sun by limiting the time spent outdoors during very sunny weather and maximising the use of shaded areas.

6.11 Staff are expected to set a good example by wearing sunscreen and protective hats during outdoor play