



NS13 Policy Little Stars Day Nursery

Change Control

Policy Name and Reference	Medication Policy (NS13)
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Name of Responsible Committee	Health, Safety & Wellbeing
Job Title of Responsible Author	Nursery Manager
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Revision History

Version	Date	Type of Amendment	Amendment Details
V1	Oct 2012	New	New
V1.1	Nov 2013	Reviewed	Reviewed
V1.2	Nov 2014	Reviewed	Reviewed
V1.3	March 2015	Reviewed	Reviewed
V1.4	May 2016	Reviewed	Reviewed
V1.5	July 2017	Reviewed	Reviewed
V1.6	July 2018	Reviewed, minor amendments	Reviewed, minor amendments
V1.7	June 2019	Reviewed	Reviewed
V1.8	Oct 2020	Reviewed	Reviewed
V1.9	Nov 2021	Updated.	Updated.
V1.10	Oct 2022	Reviewed	Reviewed
V1.11	Feb 2025	Annual Review	Annual Review

Medications Policy

- We recognise that there may be times when children require medication to be administered during their time in the setting. In order that this is regulated we will ensure that:
- We will only administer medication that has been prescribed for that individual child. (With regard to non-pre-scribed medication, it is up to individual settings. As it is stated in EYFS page 26 of statutory guidance that Non –prescription medication e.g. pain and fever relief, teething gel may be administered only with prior written consent of the parent and only when there is a health reason to do so).
- If a child requires Antibiotics (of any kind) to be administered at nursery, we require the child to have been on the medication for at least 48 hours prior to attending nursery. The antibiotic rule of 48 hours applies each time a child is prescribed antibiotics from the GP even if they have had this medication before (please refer to our Illness and exclusion policy).
- Staff will ensure that a new medication form is completed by parent/carers for each session that the medication is expected to be administered.
- On the medication form parents will give signed permission for administration of medication including
 - The name of the child,
 - The name of the parent,
 - Date,
 - Name of medication,
 - The dose and time that medication was last given,
 - The dose and times to be administered,
 - How the medication is to be administered.
- The medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration.
- Aspirin or medication containing Aspirin **will not** be administered to any children unless it is prescribed by a doctor for a specific medical condition.
- Nursery hold a 'children's paracetamol' (Calpol or similar) within the building and therefore can be administered to a child if needed, however the parent will always be phoned to ensure it is acceptable to give a dose in accordance with the dosage instructions. A medication form will be filled in as normal.
- The medication is stored in accordance with the products instructions and out of reach of children at all times.

- The administration of medication is recorded on Medication Administration sheets and includes the signature (the administrator of the medication) and countersignature (witness to medication being given), date, time, dosage. Parents must sign this before they leave the premises; to acknowledge they know the medication has been administered.

Administration of Specialist Medication:

- We recognise that there may be times when children require specialist medication to be administered for, long term medical needs during their time in the setting. In order that this is regulated we will ensure that:
 - Thorough consultation with our health and safety team will be conducted to ensure we are able to accommodate your child and their medication. Subject to a suitable risk assessment.
 - Specific permission, instruction and training will be obtained before an agreement is reached with a parent to administer specialist medications (e.g. nebuliser), and lifesaving / emergency medications (such as adrenaline injections) and a health plan is established. This will include:
 - A letter from the child's G.P./consultant stating that the child is fit enough to attend the provision and sufficient information about the child's condition.
 - We will discuss with parents the medication that their child needs to take, and support required, Instructions on how and when the drug/medicine is to be administered and what training is required.
 - Training on the administration of the prescription medication that requires technical/medical knowledge will be arranged for staff from a qualified health professional to ensure medication is administered safely.
 - Written proof of training, if required, in the administration of the medication by the child's G.P., a district nurse, specialist or community paediatric nurse.
 - A health plan will be developed in partnership with parents and any health professional and will be regularly reviewed to detail the needs and support or any changes.
 - Prior written consent from the parent/guardian for each medicine will be obtained before any medication will be administered.
 - The medications consent form filled in appropriately and signed by parents/carers on the day the medicine is expected to be given before they leave the child in the care of the setting.
 - On the medication form parents will give signed permission for administration of medication including the name of the child, the name of the parent, date, name of

medication, the dose and time medication last given, the dose and times to be administered and how the medication is to be administered.

- The medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration.
- No medication will be given to the child unless provided by the parents. However, we do have nursery Calpol between each unit, this will be given with the permission on the registration forms under medication.
- If a child is on an inhaler, we require this to be with them at every session at nursery even if they have not needed it in recent months. If the inhaler is not supplied, we will ask the parent /carer to collect it and bring back to nursery. Unfortunately, we ask you to take your child with you while you collect the inhaler. If your child does not require an inhaler anymore you must put this in writing with a signature for nursery records.
- If you wish to leave a spare inhaler at nursery, please feel free to do so. These will be labelled and kept in a safe and secure place.
- The medication is stored in accordance with the product instructions and out of reach of children at all times.
- The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication) and countersignature (witness to medication being given), date, time, dosage. Parents must sign this before they leave the premises; to acknowledge they know the medication has been administered.

