Medication Policy

At Pomfret Woodland Community 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.
- Parents and carers are asked to keep their child at home for the first 24 hours after starting any antibiotics or newly prescribed medication. The only exception is when the medication forms part of an ongoing care plan for an existing medical condition (for example, asthma) and the child is otherwise well. We recognise that some antibiotic courses are supplied in two bottles. In some cases, the second bottle may be prepared using powder from a different manufacturer, which may increase the possibility of a reaction. For this reason, we ask parents and carers to keep their child at home for the first 24 hours after starting each bottle. This precaution allows time to monitor for any potential side effects. Even if a child has taken the same antibiotic previously, we still ask that this procedure is followed.

- 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 appropriate form and another member of staff will check these details.
- Those with parental responsibility must give prior written permission for the administration of each & 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 written permission is the only dosage that will be administered. We will not give a different dose unless a new form 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.

- 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 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. (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.

- Where medication is 'essential' or may have side effects, discussion with the parent/carer will take place to establish the appropriate response.
- If the child has a long-term medical condition that requires long-term medication then the child's key person will complete a care plan and a long-term medication form. This will be reviewed every three months or more frequently as required.
- If the child begins to be unwell during the day even with prescribed medication the on duty manager will make the decision whether the child is fit for nursery.

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 such as calpol if a child display's a high temperature. The parents will be contacted prior to administering and will be asked to collect child as soon as possible. Non-prescription medication such as nappy creams and eye drops will be administered but only with written consent.
- If the nursery feels the child that the child is not fit for nursery the most senior member of staff can refuse entry. In line with our when a child is ill policy.
- If a child needs liquid paracetamol or similar medication during their time at nursery, we will only give this if this has been advised by a health professional to be given alongside a treatment of antibiotics following a 24 hour period.
- On registration, parents/carers will be asked to consent to their child being given a type of liquid paracetamol in particular circumstances such as an increase in the child's temperature. This is included in the parent/nursery contract. This will be given once initially and parents will be contacted to collect their child, except in the case of teething.
- An emergency nursery supply of fever relief (e.g. Calpol) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.
- 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/carers collect the child.

- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent/carer and the onus is on the parent/carer to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the nursery in a condition in which he/she has had non-prescription medication before their session the on-duty manager will make the decision if the child is fit for nursery based on their symptoms. If the child is deemed fit to stay consent will be sought and the parent/career will fill out a short-term medication form. If the child continues to be unwell then we will send the child home.
- As with any kind of medication, staff will ensure that the parent/carer 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.

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 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/carers and other professionals to arrange for appropriate health officials to train staff in administering the medication.

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/person's line manager/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 occasionally or regularly need medication, any such medication must be kept in the person's locker, unless this is prescribed medication then this will be logged into the medicine cupboard. Staff responsible for logging own medication in medicine cabinet and keeping their lockers secure at all times. Where staff may need easy access to the medication such as an asthma inhaler these may be kept in the staff's locker. 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 should 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, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

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.

- The medication will be recorded in the medicine log and signed out when returned to the parent/carer

All medication forms will be securely stored in the child's file, and once a child leaves the setting will be retained in line with the Nursery GDPR systems.
A review of all children taking medication will be carried out at regular intervals by the nursery manager and discussed as needed with parents, in line with nursery safeguarding children policy.

This policy was adopted on	**Signed on behalf of the nursery**	**Date for review**
26.02.2026	*A.Barrett*	26.02.2027