

Medication Policy

Purpose

At EDG Nursery we promote the good health of all children attending the nursery and take the necessary steps to prevent the spread of infection (see **Child Illness and Exclusion Policy** and **Infection Control Policy**).

We recognise that some children may require medication during nursery hours. This policy outlines the procedures we follow to ensure that medication is administered **safely, appropriately and in the best interests of the child**.

Where possible, medication should be administered **at home by parents or carers**.

First Dose and Newly Prescribed Medication

Where a child has been prescribed a **new course of medication**, the **first dose must always be administered at home**.

Children must remain at home for the **first 24 hours after starting a new course of medication**. This allows parents to monitor their child for any potential side effects or allergic reactions before the child returns to nursery.

If medication is required during nursery hours after this initial period, the nursery may administer it in line with this policy.

Prescribed Medication

If medication is required during nursery hours after this initial 24-hour period, the nursery may administer medication in accordance with this policy, provided that:

- the medication is in its **original packaging**
- the **pharmacy label is clearly visible**
- the medication is prescribed for the **named child**
- the label includes **clear dosage instructions**
- the medication is **in date**
- parents have completed a **medication consent form**

Handing Medication to Staff

- Parents or carers must hand medication **directly to a member of the management team or the child's room leader**, together with a completed **medication consent form**.
- Medication **must not be left in children's bags or personal belongings**.
- If this procedure is not followed, the nursery **cannot accept responsibility for the medication and it will not be administered**.

Parental Consent

Written parental consent must be obtained before any medication is administered.

Consent may be given:

- for a **single dose**
- for a **full course of medication**
- for the **ongoing use of prescribed medication** (for example inhalers)

Consent forms must include:

- the name of the medication
- dosage instructions
- time medication was last administered
- signature of the parent or carer

Parents must inform staff **immediately** if:

- a dose has already been given at home
- dosage instructions change
- the medication changes

The nursery will **not administer a dosage that exceeds the recommended instructions** unless written guidance is provided by a medical professional.

Administration of Medication

When medication is administered:

- a senior and first aid trained member will administer the medication
- another member of staff will **witness and check the dosage**
- details will be recorded on the **medication administration record**

The record will include:

- name of the child
- medication administered
- dosage given
- time administered
- name and signature of staff members

Parents will be asked to **sign the medication record at collection** to confirm they have been informed.

If a child refuses medication, this will be recorded and parents will be informed.

Long-Term or Ongoing Medication

Where a child requires **long-term or ongoing medication** (for example inhalers, allergy medication or other prescribed treatments), one medication consent form may be used on an **ongoing basis**. An Individual Healthcare Plan will be developed in partnership with parents and, where appropriate, healthcare professionals.

Parents or carers must still **sign the medication record at the end of each day** to acknowledge that medication has been administered.

It is the **responsibility of parents or carers** to:

- monitor medication **expiry dates**
- ensure medication remains **in date**
- provide replacement medication when required

Long-term medication may be **stored at the nursery continuously**, provided it is clearly labelled and stored safely in accordance with the nursery's medication storage procedures.

For inhalers and similar medication, staff will monitor usage and will notify parents when the medication appears to be **running low so that a replacement can be provided**.

All **long-term medication forms and Individual Healthcare Plans** will be **reviewed annually**, or sooner if a child's medical needs change.

Non-Prescribed Medication

The nursery does **not routinely administer non-prescribed medication**.

However, in certain circumstances the nursery may administer medication such as:

- **paracetamol (e.g. Calpol)** for fever
- **antihistamine** for allergic reactions or insect stings

This will only occur when:

- prior written parental consent has been provided
- the correct dosage for the child has been confirmed
- staff consider it necessary for the child's comfort or wellbeing

An **emergency nursery supply** of paracetamol and antihistamine may be kept on site and checked regularly to ensure it is stored correctly and within its expiry date.

The nursery will always attempt to **contact parents before administering emergency medication** where possible.

Non-prescription medication will always be used **as a last resort**.

Medication Given Before Nursery

Parents must inform nursery staff if their child has been given **paracetamol (e.g. Calpol), ibuprofen or any other medication** before attending nursery.

Medication should **not be used to mask symptoms of illness** so that a child can attend nursery.

Parents must inform staff at drop-off of:

- the type of medication given
- the time it was administered
- the reason it was given

If a child attends nursery after being given medication and becomes unwell once the medication wears off, parents will be contacted and asked to **collect their child as soon as possible**.

The nursery reserves the right to **refuse admission** if a child appears unwell or unable to participate comfortably in nursery activities.

Failure to disclose medication given prior to arrival may result in the child being **sent home if staff believe the child is not well enough for nursery**.

Creams and Topical Medication

Where children require **topical treatments** such as creams or ointments for skin conditions (for example eczema or nappy barrier creams), the following procedures apply:

- parents must provide the cream
- creams must be supplied in their **original manufacturer's container**
- the container must be **clearly labelled with the child's name**
- creams transferred into alternative containers will **not be accepted or applied**
- **written parental consent** must be provided

Where creams are required on an **ongoing basis**, a long-term medication consent form may be used.

Barrier creams containing **nut oils (including arachis oil)** are not permitted due to allergy risks.

Parents are responsible for ensuring creams remain **in date and replaced when necessary**.

Emergency Medication

Some children may require **emergency medication** due to medical conditions such as:

- asthma
- severe allergies
- epilepsy

Emergency medication may include:

- inhalers
- adrenaline auto-injectors (EpiPens)
- prescribed seizure medication

Where a child requires emergency medication, the nursery will work with parents and healthcare professionals to create an **Individual Healthcare Plan**.

Staff will receive appropriate **training** where required.

Emergency medication will be **stored safely but remain easily accessible to staff**.

Injections, Pessaries and Suppositories

The administration of injections, pessaries or suppositories is considered **specialised medical care**.

Where a child requires this type of medication, the nursery will work in partnership with **parents and relevant healthcare professionals** to ensure the child's needs can be safely supported within the setting.

These procedures will only be carried out where:

- staff have received **appropriate medical training from a qualified healthcare professional**
- a clear **Individual Healthcare Plan** is in place
- staff feel **competent and confident** to administer the medication safely

Training will be **specific to the child's medical needs** and will not be considered generic.

The nursery will make all **reasonable adjustments** to support children with medical needs and will work closely with families and health professionals to ensure safe practice.

Storage of Medication

All medication must:

- be **clearly labelled with the child's name**
- remain in its **original container**
- be **in date**
- be stored **out of reach of children**

Medication will be stored securely within the nursery to ensure both **safety and accessibility where required**.

Prescribed and routine medication will be stored in **designated medication cabinets located in the nursery office**.



Emergency medication, such as **adrenaline auto-injectors (EpiPens)** and inhalers, will remain **accessible within the child's room** so that staff can respond quickly in an emergency. **Children who require an EpiPen should have the minimum of two available within the nursery at all times.**

When children move between rooms, access outdoor areas or attend outings, emergency medication will be **carried by a designated member of staff in a clearly identified medication bum bag** to ensure it is readily available at all times. Staff responsible for carrying emergency medication during outings will ensure it remains with them at all times and is returned to its designated storage location upon return to the nursery.

Medication requiring refrigeration will be stored in the **kitchen refrigerator inside a clearly labelled medication bag** to prevent cross-contamination with food. The medication bag will remain **easily accessible so that it can be quickly transported in the event of an emergency evacuation.**

Expiry dates for all medication will be **checked regularly**, and parents will be notified when replacement medication is required.