



Medication Policy

Updated: May 2025

Review date: May 2026

Medication

At **Little Heroes Nurseries** we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medication 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

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle/packaging for the dosage stated
- 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 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:
 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 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
- The parent 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 or guardian 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, an approved staff member 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)
- An approved staff member must ensure that a second, suitably trained staff member is present as a witness during the administration of medicines. This staff member should countersign the Medicine Authorisation Form

- Prior to administering any medicine, the approved staff member and witness must check the following against the container and the Prescribed Medication Form.
 - Name of child
 - Name of medicine
 - Dosage
 - Time/frequency of administration
 - Prescription date (prescribed medication)
 - Expiry date
- 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 will take place to establish the appropriate response.
- Medication must not be added to milk/drinks/food etc unless specifically authorised by the medical professional who prescribed/dispensed the medication.

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

- The nursery will not administer any non-prescription medication containing aspirin
- The nursery will only administer non-prescription medication for a short initial period, depending on the medication or the condition of the child. After this time medical attention should be sought. This includes medicines such as; teething gels or granules, non-prescribed creams for skin conditions i.e. eczema creams, balms or creams for chapped lips i.e. Vaseline. This is at the discretion of the nursery management team.
- 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 practitioner
- If a child needs liquid paracetamol or Piriton during their time at nursery, such medication will be treated as prescription medication with the nursery providing one specific type of medication should parents wish to use this - Little Heroes uses Calpol and Piriton
- On registration, parents are required to complete the ‘permissions’ section of the registration form which includes their consent to their child being given a specific type of liquid paracetamol (Calpol) and Piriton in emergency circumstances only such as an increase in the child’s temperature or an unexpected allergic reaction. The parent/carer will always be contacted if this medication is required. If a child needs Piriton during the nursery day for an unexpected allergic reaction then they will be required to be collected.
- An emergency nursery supply of fever relief (Calpol) and Piriton will be stored in the office. 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
- 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 symptoms subside or the parent arrives to collect (*see sickness and illness policy*)
- The nursery uses 'Sudocrem' for skin conditions such as nappy rash. Permission to administer this medication is included in the registration form in the 'permissions' section. Consent will be sought to apply 'Metanium' in the case of more severe nappy rash only.
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated and signed on the medication form. Parents are asked to ensure someone is available to collect the child at any point throughout the day, should their condition deteriorate. Where a child has already been given medication in the morning, if they then display a high temperature later in the day then they will be required to be collected.
- 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. Application of Sudocrem is recorded on the nappy changing forms.

Long-Term Medication prescribed by a doctor

Should a child (or staff member) require specialist treatment and/or prescribed medication, a Medical Care Plan must be completed prior to the child's settling in sessions (or staff members start date) by the Nursery Manager, in conjunction with the child's parents/carers.

- Staff must record any administration of medicine in line with the Medication and Illness Policy and Procedure.
- All medical care plans must be reviewed at least every 3 months, regardless of changes to ensure medication and information is up to date
- Medical care plans must be checked daily to ensure medication is present, correct and in date. Parent/carers must be informed without delay if medication is running low or due to expire.

Injections, pessaries, suppositories, auto-injectors

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

A number of our staff are Paediatric first aid trained and have had specific epipen training.

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 too unwell to 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 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 a separate locked container in the office or in their nursery room, where staff may need easy access to the medication such as an asthma inhaler or epipen. In all cases it must be stored out of reach of the children. 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 auto-injectors, 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 - this is the fridge in the kitchen.

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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>23rd May 2025</i>	<i>Louise Banks</i>	<i>22nd May 2026</i>