

# Medicine Policy and Procedure

Date: September 2026

Review Date: September 2027

## Introduction

Newton Westpark Nursery have developed a policy to manage medicines, and to put in place effective management systems to support individual children with medical needs. This document outlines the responsibilities of the nursery and parents/carers when administering prescribed medication to children, in accordance with Ofsted guidelines.

As a childcare provider, we come across different kinds of illnesses. We have an obligation to all the children and members of staff to minimise illness and infections. To that effect, we reserve the right to send a child home if we feel it would be detrimental to the child, or other children in the nursery to keep them for the rest of their session.

In addition, written parental permission is required, at the time of admission to the seeking of any necessary emergency medical advice or treatment in the future.

## Supporting Children with Complex or Long-Term Medical Needs

Parents have the primary responsibility for their child's health and should provide nursery with all the information we need about their child's medical condition. Parents/ carers should obtain details from their general practitioner or paediatrician, if needed.

An individual Health Care Plan will be drawn up by the Manager/Deputy Manager where necessary which clearly logs the following information:

- The child's personal details
- Parental details and consent
- The child's condition
- Special requirements, dietary, pre-activity
- Possible side effects to medication
- Emergency indicators
- Action to take in an emergency
- Persons to contact in an emergency

## Staff Training

If children require specialist medical attention the relevant training will be given as part of allocating places for children with complex medical needs. Written confirmation will be given to staff that undertake such training to support a child's needs.

## Prescription Medicines

Non-Prescription medicine should **NOT** be given to a child.

Medicine needing to be taken three times a day could be taken in the morning, after sessions and at bedtime.

## Duties of Parents/ Carers:

- To inform the nursery in writing about your child's health care needs when registering with the nursery and again as soon as there are any changes to these needs.
- To provide any medication required, and ensure that it is fit for use, and clearly labelled.
- To provide prior written consent on a short- or long-term medication form.

- To pass on to the nursery staff any information you have about the side effects or adverse effects of the medication that your child is taking, whether administered at home or within the nursery.
- To inform the nursery staff about any medication given to your child within the last 24 hours.
- To ensure that the nursery staff understand how and when to administer the medication, no staff member may undertake the administration of any medication until confident of the process and are qualified or first aid trained. The administration of medicine should always be witnessed by another person.

## Supply

All medication must be supplied by the parent/carer. The nursery is not permitted to buy and administer medications to children with the exception of Calpol and an Antihistamine which will only be administered in an emergency situation.

Prescribed medication is the property of the person for whom it is prescribed and may not be used for anyone else. **All prescribed medicines must be supplied to the nursery in its original prescription packaging, including inhalers, and can only be given to the person named on the prescription label. There can be no exceptions to this rule.** Parents/carers must clearly identify how medicine should be stored and if this information is not supplied we will automatically assume that it needs to be stored in the fridge.

## Consent

Parental consent must be given in writing on a short- or long-term medication form before any medication can be administered, this will only be completed by a qualified and or first aid trained member of staff along with the parent/ carer.

Long term medication is checked every half term to ensure the information we hold is still accurate and the parent/carer must sign the form to consent to it still being given.

## Storage

**All medication must be in its original container and clearly labelled with the original sticker stating the dosage, your child's name (not a sibling) and the date of expiry.** A qualified member and/ or first aid trained member of staff will check these details. All children's medication will be stored in the nursery fridge unless other storage instructions are given. Any medication that is not required to be kept in the fridge will be stored safely in the children's room within a clearly labelled box. Any staff medications will be kept in the staff area fridge or office.

## Administration

At all times every member of staff who administers medication must be qualified and or first aid trained and must also be witnessed by another qualified/ first aid trained staff member and the witness must sign the appropriate form once the medication has been administered.

Prescribed medication (except injections) must be administered in accordance with the prescribed instructions on the dispensing label. These instructions must be in full, detailing amount and frequency. Everything on the label must be read and taken into account before administration. Verbal messages are not sufficient and nursery staff must not depart from the instructions on the label. Please be aware that any child who is **prescribed antibiotics must be excluded from nursery for 48 hours** from starting the course and can only return to nursery if they are well enough to do so.

Prescribed medicines (injections, epi pens and other special administration techniques) may only be undertaken after staff members have been trained by an appropriate professional. Training for staff must include recognition of the onset of symptoms requiring the special care and treatment, how to treat, and when outside help must be obtained. The training which staff receive must not be less than which the parent/carer received. It is imperative that parents/ carers discuss this with the nursery management as an individual healthcare plan or an additional awareness form may need to be drawn up with you to ensure your child is known to all staff members.

## **Paracetamol and Ibuprofen**

Calpol / Nurofen for children and other paracetamol and ibuprofen-based medications will only be administered to a child if a child has a medical need to have it in an emergency e.g. febrile convulsion. In this case a medicine form will need to be completed in order for staff to be able to administer Calpol to the child if their temperature is high.

Nursery staff must be informed of any child that has been given Calpol or any other pain killer before their session and the reasons why so that the staff members can monitor your child throughout their session. We ask all parents to be honest with us as if we need to administer Calpol in an emergency it is imperative that we are informed of any other medication that has been given to ensure recommended safe doses are not being exceeded.

Parents/ Carers will be asked for consent to give Calpol during the induction visit, this is for in case of an emergency if we couldn't get hold of parents/carers etc.

In extreme cases when a child's temperature exceeds 39C the parent/carer will be contacted. The Nursery Manager or designated person in charge will contact parents/carers and ask them to collect the child as soon as possible, they may be asked verbally if we can administer a dose of Calpol to lower the child's temperature in order to reduce the risk of a seizure until they get to nursery.

## **Alternative Remedies and Barrier Cream**

Unfortunately, we are unable to administer alternative remedies.

If your child is in nappies and occasionally needs a protective 'barrier' cream such as Sudocrem, then we can apply this if prior consent has been given at admission. However, we do ask that you supply this yourself, with your child's name labelled on the front of the container. We will only use the cream that you have provided and it will only be used on your child but this will only be as and when needed. If a cream contains any form of steroids, then this cream will need to be prescribed by the doctor.

## **Conjunctivitis Creams or Drops**

If your child contracts conjunctivitis, parents and carers are able to purchase this medication from over the counter. Your child can immediately attend nursery once parents have administered the first dose. As this medication is usually only twice daily the nursery should not need to administer this as it can be done in the morning and evening, before and after sessions. However, in some situations when the child needs drops more than twice a day then nursery can administer the drops on parents' request if they have signed for us to do it.

## **Retention of Records**

The medication records will be kept for a period of 21 years. Any significant incident concerning administration of medication will be reported to Ofsted.

## **Insurance**

The nursery is insured for administration of first aid, consented medication and emergency treatment.

## **Documents**

Documents to work alongside this policy are:

- Short term medication forms
- Long term medication forms
- Healthcare plan for a child with specific medical needs
- Specific medical training record
- Health, Illness and Emergency Policy

Management Signature: .....

Date: .....