



Medication Policy

Medication can be administered during nursery time providing the correct forms are completed beforehand. A parent/carer wishing for the nursery to administer medication to their child in their absence will need to complete an agreement form providing the following information:

- The date
- Child's name
- Medication and dose (as stated on the medication itself)
- The time of the last dose given
- The time the medication is due
- Parent/carer signature
- Time administered
- Staff / witness signature
- Parent/carers signature

When the medication is due, a member of staff will collect the medicine from the fridge or medicine cabinet, read out the child's name as stated on the medication, and the dose required as stated on the bottle to another member of staff and only then will administer the medication. The other member of staff will witness this, and then both members of staff will sign the medication book. The parent/carer will then need to sign the medication book at the end of the day to confirm they are aware the medication has been administered and to confirm their child's wellbeing on leaving the nursery. The parent/carer will receive the top copy of the medication report.

If a child has an on-going / long term medical condition, written information relating to the child's individual needs must be given to the nursery by the parent/carer. This information must include any possible side effects the child may experience due to their medication. If there is a change to the child's health or medication, information must be made available to the nursery immediately. If a child attending nursery has a condition such as epilepsy or diabetes, appropriate training would be given to at least three members of staff by a health professional, for medication such as an EpiPen or insulin to be administered.

All medication will be stored in its original container, with the original label intact, and clearly displayed. All medication will always be inaccessible to children and kept in the fridge or a locked medicine cabinet. Medication will not be administered if out of date.



On occasions a child may become ill whilst at nursery and require paracetamol. This will be in liquid sachet only .

On such an occasion we will contact the parent/carer to obtain consent for the administration of paracetamol to support their child's pain/fever until they arrive to collect their child or until their child becomes well and settled (within the hour of administration).

If contact with the parent/carer is not successful when paracetamol is required, we will try to contact the emergency contacts listed on the child's nursery contract to obtain permission. Failure of a response will allow the staff member to decide, taking into consideration the child's time at nursery being 3-4 hours, to administer the paracetamol sachet and complete the medication book in line with the medication policy.

If the child has not been in nursery for more than 3 hours and permission cannot be sought from parents/carers, the nursery will contact NHS 111 for advice.

We will not administer paracetamol regularly throughout the day or following days for the continuation of a fever/illness.