

Medication Policy



Policy Statement

Early Years Day Nursery Uxbridge is committed to ensuring the safe administration, storage and management of medication to protect the health and wellbeing of all children in our care.

We recognise that, while most children should be well enough to attend nursery without medication, there are circumstances where medication may be required to support a child's health.

The nursery will only administer medication where it is necessary, safe to do so and in the best interests of the child. All procedures are carried out in line with the requirements of the Early Years Foundation Stage (EYFS) statutory framework and guidance from the National Health Service.

The nursery ensures robust systems are in place to minimise risk and promote safe practice at all times.

Prescription Medication

Medication will only be administered where it is essential for the child's health and wellbeing during the nursery day.

Staff may administer prescription medication where the following requirements are met:

- Parents must keep children at home if they are acutely unwell or infectious.
- Medication must only be brought into the nursery where it is necessary and where failure to administer it would be detrimental to the child's health.
- All prescription medication must be in its original container, clearly labelled with the child's full name, dosage, and instructions. Medication will only be administered to the child named on the label.
- Medication must not be administered beyond the prescribed course.
- Children must not attend nursery for the first 24 hours of a new course of medication to ensure there are no adverse reactions. Manager discretion may apply for repeat prescriptions.
- Written consent must be obtained from a parent or carer prior to each administration. A medication form must be completed with full details of dosage, timing and when the last dose was given at home.
- Two members of staff must be present when medication is administered. One will administer the medication and the other will witness and verify the correct child, medication, dosage and time.
- All medication administered will be recorded and parents will be informed at collection and asked to sign to confirm.
- Medication will not be administered if it exceeds the recommended dose unless supported by written medical advice.
- If a child refuses medication, this will be recorded and parents will be informed immediately.
- Medicines containing aspirin will only be administered if prescribed by a doctor.
- Where medication is essential or may have side effects, a discussion will take place with parents to ensure safe administration.

Non-UK Medication

The nursery will not administer medication sourced from outside of the UK unless it has been prescribed or authorised by a UK medical professional and is clearly labelled in English. This ensures all medication administered meets UK safety and regulatory standards.

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Non-Prescription Medication (Including Emergency Temperature Relief)

The nursery holds a limited supply of non-prescription medication for emergency use in the form of **Calpol (paracetamol infant suspension)** for temperature relief. No other non-prescription medication will be administered by the nursery.

On registration, parents will be required to complete a **Parent Consent Form** for the administration of Calpol. Also, parents will need to provide written consent for emergency administration where they cannot be contacted.

Calpol will only be administered where prior written consent has been obtained. The nursery will not administer any medication without this consent.

Where possible, parents will always be contacted prior to administering Calpol to confirm consent, dosage and timing.

In the event that a child develops a high temperature of 38°C or above during the nursery day and parents cannot be contacted, the Nursery Manager will make a professional judgement on whether it is safe and appropriate to administer Calpol. This decision will take into account the child's medical history, the length of time the child has been in the setting and the circumstances surrounding the illness.

The administration of Calpol will always be a last resort. The child will be given fluids, closely monitored and made comfortable until they are collected.

Where Calpol is administered, parents will be required to collect their child if the temperature does not reduce or if further medication. The child must remain at home until they are well, temperature-free for 24 hours and no longer requiring medication to manage symptoms.

Calpol will only be administered in line with manufacturer guidance and will never exceed the recommended dosage or time frame unless supported by written medical advice.

For non-prescription creams, including nappy creams or treatments for skin conditions, written consent must be obtained from parents. All products must be provided by parents and clearly labelled with the child's name.

If a child is brought to the nursery unwell or in a condition where medication may be required during the day, the Nursery Manager will determine whether the child is fit to attend. Where attendance is permitted, parents must provide details of any medication already given, including time and dosage, which will be recorded.

All medication administered during the nursery day will be recorded, and parents will be informed of the dosage and timing at collection. A parent signature will be obtained to confirm this information.

Staff Medication

Staff must not attend work if they are unwell or taking medication that may affect their ability to safely care for children.

Staff must inform their manager if they are taking medication that could impact their performance. A risk assessment will be carried out where necessary to determine fitness to work.

All staff medication must be stored securely, out of reach of children and clearly labelled. Emergency medication required by staff, such as inhalers, must be accessible but stored safely.

Storage of Medication

All medication will be stored securely in accordance with manufacturer instructions and out of reach of children.

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Medication requiring refrigeration will be stored in a designated secure area.

Emergency medication, such as inhalers or auto-injectors, will be stored in an accessible but secure location within the child's room, clearly labelled with the child's name and accompanied by their care plan.

Medication must never be stored in first aid boxes.

Care Plans and Risk Assessments

Any child or staff member requiring ongoing or emergency medication must have an individual care plan and risk assessment in place.

Care plans will be completed in partnership with parents prior to the child starting and reviewed regularly.

Care plans and medication will be stored together in a clearly labelled container accessible to staff. A copy will also be kept in the child's file.

Where specific training is required to administer medication, this must be completed before the child attends the setting.

Additional Safeguards

The nursery reserves the right to request medical confirmation from a GP before a child returns to the setting following illness or ongoing treatment.

Any medication error will be treated as a serious incident. The Nursery Manager will be informed immediately, parents will be contacted without delay and medical advice will be sought where necessary. A full incident record will be completed, and appropriate action taken to prevent reoccurrence.

Any concerns regarding a child's health or medication that may indicate a safeguarding issue will be managed in line with the Safeguarding and Child Protection Policy.

Further guidance

Live Well- NHS <https://www.nhs.uk/live-well/healthy-body/take-care-of-your-teeth-and-gums/>

Infectious illnesses in children- NHS

<https://www.nhs.uk/conditions/baby/health/infectious-illnesses-in-children/>

Health Protection in schools and other childcare facilities

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Linked Policies

This policy should be read alongside the Managing Health and Illness Policy, Safeguarding and Child Protection Policy, First Aid Policy and Health and Safety Policy.

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