

Blue Windmill Nursery

Medication Policy

Policy statement

Blue Windmill Nursery will administer medication where this is necessary to support a child's health and attendance and where it can be done safely within nursery arrangements.

Information about a child's medication and medical needs will be obtained from parents or carers and kept up to date.

Prescription and agreed non-prescription medicines may only be administered with prior written permission from the child's parent or carer.

Medication will not be used simply to enable a child who is significantly unwell to remain at nursery.

Accepting medication

Medication must:

- be supplied in its original container;
- be clearly labelled with the child's name;
- be within its expiry date;
- include clear dosage and administration instructions;
- have been prescribed or supplied for that child where applicable.

Prescription medication must have been prescribed for the child by a doctor, dentist, nurse or pharmacist.

The nursery may refuse to administer medication where instructions are unclear, the medicine is unsuitable, or staff cannot administer it safely.

Written permission

Before medication is administered, the parent or carer must provide written information confirming:

- the name and strength of the medicine;
- the reason it is required;
- the dose and method of administration;
- the times or circumstances in which it should be given;

- the date and time of the most recent dose;
- the start and end date, where applicable;
- any relevant side effects or precautions.

Parents must inform the nursery of any medication given before the child arrives.

Short-term medication

A single written authorisation may cover a clearly defined short course of medication.

Children do not need to remain away from nursery for a fixed period if they have started antibiotics. Attendance will depend on the child's wellbeing, the illness being treated and current public-health exclusion guidance.

Long-term and emergency medication

Children requiring ongoing or emergency medication may need an individual healthcare or medication plan.

This may apply to medication such as:

- inhalers;
- adrenaline auto-injectors;
- epilepsy medication;
- diabetes treatment;
- medication required for another ongoing condition.

The plan will be agreed with parents and, where appropriate, relevant healthcare professionals. Staff will receive any necessary training before administering specialist medication.

Emergency medication will be stored securely but remain readily accessible to authorised staff.

Non-prescription medication

The nursery may administer agreed non-prescription medication where there is a clear need and written parental permission has been obtained.

This may include:

- infant paracetamol or ibuprofen;
- teething preparations;
- antihistamines;

- barrier or nappy creams;
- other medication approved by the manager.

Paracetamol or ibuprofen will not be given routinely or used to keep a significantly unwell child at nursery.

Aspirin will not be administered unless prescribed for the child by a doctor.

Administration

Medication will only be administered by a suitable member of staff who has received appropriate instruction.

Before giving medication, staff will check:

- the correct child;
- the correct medicine;
- the correct dose;
- the correct time;
- the correct method;
- the expiry date;
- the written parental permission;
- when the previous dose was given.

Where practicable, a second member of staff will check the medicine and dose before administration.

Children will never be forced to take medication.

Recording and informing parents

Each administration will be recorded, including:

- the child's name;
- the medicine and dose;
- the date and time;
- the name and signature of the member of staff administering it;
- the name of any person who checked or witnessed it;
- any refusal, spillage, reaction or difficulty.

Parents will be informed on the same day that medication has been administered and may be asked to acknowledge the record.

Storage

Medication will be stored securely and out of children's reach, following the manufacturer's instructions.

Medication requiring refrigeration will be stored safely in a designated area of the refrigerator.

Emergency medication will remain easily accessible to authorised staff while being kept away from children.

Medication will accompany the child on outings where it may be needed.

Refusal, error or adverse reaction

Where a child refuses medication, staff will not force them. The parent will be contacted and the refusal recorded.

If medication is spilled, vomited, given incorrectly or an administration error is suspected, staff will:

- seek immediate advice from the manager and, where necessary, a healthcare professional;
- contact the parent or carer;
- monitor the child;
- call emergency services if required;
- record the incident and action taken.

Any adverse reaction will be treated as a medical emergency where appropriate.

Responsibilities

Parents and carers are responsible for:

- supplying suitable medication and clear instructions;
- completing written authorisation;
- informing the nursery of doses given at home;
- replacing expired or used medication;
- updating the nursery about changes to treatment.

The manager is responsible for ensuring that medication arrangements, records, storage and staff training are appropriate.

Review

This policy will be reviewed annually and sooner if statutory requirements, medical guidance or nursery practice changes.