

HOOK VILLAGE NURSERY ADMINISTERING MEDICINES POLICY 2025

Introduction and background to Policy

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the Nursery, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'. The Manager is responsible for ensuring all staff understand and follow these procedures.

The principle person responsible for the correct administration of medication to a child is that child's key person and a staff witness. This includes ensuring that a parent consent form has been completed, that the medicine is stored correctly and that records are kept according to these procedures. In the absence of the key person, the Manager is responsible for the overseeing of administering medication.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health & well being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child	

Procedures

- Children taking prescribed medication must be well enough to attend the setting and be free from sickness and diarrhoea for at least 48 hours.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor).
- NB Children's paracetamol and/or ibuprofen (un-prescribed) will not be administered to any child, however children may attend Hook Village Nursery needing non-prescribed medicine to be given during the session if the Manager feel it is appropriate for the child to attend the session and receive this medicine. The parent must bring in a letter from their GP explaining why the non-prescribed medicine is needed and the dosage required. The discretion and the decision of the Manager must be adhered to and the Manager will give reasons to the parent regarding their decision. Non-prescribed medicines must adhere to the administering medicines protocol for prescribed medicines as detailed below.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents must give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign the consent form stating the following information. No medication may be given without these details being provided:
 - Full name of child and date of birth;
 - Name of medication and strength;
 - Who prescribed it;
 - Dosage to be given in the setting;
 - How the medication should be stored and expiry date;
 - Any possible side effects that may be expected should be noted;
 - Parental consent with signature, printed name of parent and date;

The Keyperson or Manager receives the medication from the parent/carer and ensures that all other staff members are aware of this.

- The administration is recorded accurately each time it is given and is signed by the administering member of staff. **Parents are shown the record at the end of the session and asked to sign the record to acknowledge the administration of a medicine.**

The medication record records;

- Name of child
- Name and strength of medication
- The date and time of dose
- Dose given and method
- Signed by Key person / Manager
- Verified by parent signature at the end of the session / day

(Hook Village Nursery use the Preschool Learning Alliance publication Medication Record for recording administration of medicine and comply with the detailed procedures set out within that publication)

Storage of Medicines

- All medication is stored safely in the kitchen and refrigerated where necessary. Where the storage area or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box. The Key person involved ensures all staff members know where the medicine is stored.
- The child's Key person, or Manager, is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. The Key person must check that any medication held to administer on an 'as and when' basis, or on a 'regular' basis, is in date and any out-of-date medication is returned to the parent.

Note: All medication, First Aid box and Emergency file will be placed on top of the shelf unit at the start of each session for quick and easy use and reference. Any medication stored in the fridge will be noted on the Allergy notice for staff reference.

All staff are made aware of this procedure on induction.

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant staff member by a health professional.
- If rectal diazepam is given, another member of staff must be present and co-signs the record.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their Key person what they need however this does not replace staff vigilance in knowing and responding to when a child requires medication.

Children who have long term medical conditions and who may require ongoing medication

- A Risk Assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Manager alongside the Key person. Other medical or social care personnel may need to be involved in the Risk Assessment.
- Parents will also contribute to a Risk Assessment. They should be shown around the setting, understand that routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions Key staff will need training in basic understanding of the condition as well as how the medication is to be administered correctly. Training needs for staff form part of the Risk Assessment.
- The Risk Assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
- The Risk Assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A Health Care Plan for the child is drawn up with the parent outlining the Key person's role and what information must be shared with other staff who care for the child.
- The Health Care Plan should include the measures to be taken in an emergency.
- The Health Care Plan is reviewed yearly or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Managing medicines on trips and outings

- If the children are going on outings, staff accompanying the children must include the Keyperson for the child with a Risk Assessment, or other another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and name of medication. Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the card is stapled to the medicine record and the parent signs it at the end of the session.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and name of medication. Inside the box is a copy of the consent form signed by the parent.
- As a precaution, children should not eat when travelling in vehicles.

Legal framework

The Human Medicines Regulations (2012)

https://assets.publishing.service.gov.uk/media/670fa42a30536cb92748328f/EYFS_statutory_framework_for_group_and_school_-_based_providers.pdf points 3.53 and 3.54

Further guidance

Managing Medicines in Schools and Early Years Settings (DfES 2005) (March 2025)

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

Signed on behalf of Hook Village Nursery

Chairperson
Manager

10 March 2016

Adopted Reviewed May 2025