



6.1 ADMINISTERING MEDICINES

POLICY STATEMENT

While it is not the nursery's policy to care for sick children, who should be at home until they are well enough to return to the setting, 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 GPs 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 guidance in *Supporting pupils at school with medical conditions*; the nursery manager is responsible for ensuring all staff understand and follow these procedures.

All staff with a qualified first aider certificate are responsible for the correct administration of medication to children. In addition, the designated first aider **Tash Eade** is to ensure that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the designated first aider, the nursery manager is responsible for the overseeing of administering medication.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.

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- 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).
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - the full name of child and date of birth;
 - the name of medication and strength;
 - who prescribed it;
 - the dosage to be given in the setting;
 - how the medication should be stored and its expiry date;
 - any possible side effects that may be expected; and
 - the signature of the parent, their printed name and the date.

All qualified first aiders can receive the child's medication and ask the parent to complete a consent form. The designated first aider is responsible for keeping all staff up-to-date. If new information is received, it is cascaded down to all staff.

- The administration of medicine is recorded accurately in the medication record book each time it is given and is signed by two members of staff. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine. The medication record book records the:
 - name of the child;

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- name and strength of the medication;
- date and time of the dose;
- dose given and method;
- signature of two members of staff; and
- parent's signature.

Storage of medicines

- All medication is stored safely in a cupboard out of children's reach or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic bag.
- The member of staff who received the medicine is responsible for ensuring it is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. The designated first aider checks that any medication held in the setting, is in date and returns any out-of-date medication back to the parent.

Medicines are stored in the first aid cupboard or fridge, which are in the kitchen, out of the children's reach.

- If the administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff by a health professional.
- There are always two members of staff present when medicine is administered. One member of staff is responsible for administering and recording the medication and the other is responsible for witnessing and checking.
- 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

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person what they need. However, this does not replace staff vigilance in knowing and responding 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 nursery 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 the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, all staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs for staff form part of the risk assessment.
- The risk assessment includes vigorous activities and any other 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 advice is sought from the child's GP if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the staff'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 every term or more frequently if necessary, and fresh forms completed at the start of each academic year. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.



Managing medicines on trips and outings

- If children are going on outings, accompanying staff must have completed a risk assessment for the child.
- Medication for a child is taken in a sealed plastic bag clearly labelled with the child's name and the name of the medication. Inside the bag is a copy of the consent form and a card to record when it has been given, including all the details that need to be recorded in the medication record as stated above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic bag clearly labelled with the child's name and the name of the medication. Inside the bag is a copy of the consent form signed by the parent.
- This procedure is read alongside the outings procedure.

Legal framework

Supporting pupils at school with medical conditions (DfE 2014 updated 2017)

Other useful Pre-school Learning Alliance publications

Medication Record (2010)

Daily Register and Outings Record (2016)

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This policy was adopted at a meeting of the Meadow Nursery School Parents' Association Committee	
Held on	31st March 2014
Policy reviewed	September 2025
Date to be reviewed	September 2027
Signed by Chair	
Name	Samantha Foster-Kennedy
Signed by Nursery Manager	
Name	Debbie Hill