

Medication Policy October 2025 (No Updates)

This Policy defines the arrangements for handling, storing and administering medication to children within the Nursery:

It is nursery policy that written permission of the parent carer must be obtained before prescribed medication may be administered to a child.

When a child is admitted to the nursery details of any medication that the child is currently receiving are required to be disclosed to the nursery staff by the parent/carer. Where it is necessary to medicate during a nursery session the parent/carer is requested to provide details via the online app Eylog.

Medication may be oral (tablets, linctus, syrups etc), topical (creams & ointments), or nasal-pharyngeal (pre-filled inhalers).

Nursery staff **WILL ONLY** administer medication to the child under the following conditions:

- Where medication is prescribed by a GP as part of a treatment regime.
- Where administering medication does not require a level of medical or technical knowledge for which nursery staff are not qualified.
- Where each item of medicine is packaged in its original container from the pharmacy, and clearly labelled by the pharmacist with the child's name, description of medicine, quantity of medicine, expiry date and instructions for administration.

If a child has not been given a prescription medicine before, especially a baby/child under two, it is advised that parents keep them at home for 48 hours to ensure no adverse effect, and to give it time to take effect. All medicines are stored in accordance with the instructions of the pharmacist or the medicine manufacturer (refer to container or package label as appropriate out of reach of children).

Medication may normally only be given to a child by a member of SMT (skin creams and teething gels can be administered by all members of staff). If for any reason a member of SMT is unable to give medication a member of staff can be authorised by a member of SMT to give the medication. Staff members must get authorisation to give medication before it is administered.

Each instance of administering medication is recorded on the Eylog App, parents receive notification.

Staff witnessing the administration of medicine must check that the medication being administered is correct and that the dosage being given matches against the instructions recorded on Eylog. Unused medication is returned to the parent/carer. Where all medicines have been used up the empty medicine container is returned to the parent / carer and recorded.

Over the counter Medicines

Children who need medication regularly throughout the day should not be in nursery. If a child's temperature reaches 38 degrees during their session, we will phone the parents to inform them. If the parent requests that their child be given specific medication, from the nursery's own supplies, we will accept this as authority for us to administer it.

Where a child has a high temperature and is given medication from the nursery's supplies, the child's temperature is to be checked every 15 minutes until the child's temperature is back to normal. This is to be recorded on Eylog with parents being informed.

Over the counter medicine provided by parents/carers are accepted on the basis that they are to be left on a precautionary basis in the event a child begins to feel unwell and showing symptoms such as a high temperature or persistent cough; they are not to be administered unnecessarily or merely at the parent's request in anticipation of symptoms. Where parents provide medication, they will be required to provide details on Eylog.