



Medication

At Little Explorers we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness and infection control policies). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff and the parent **MUST** complete a medication form stating the time, dose, date, reason for medication and information about reason for the medication. A senior member of staff will then review this information and contact parents if we have any further queries. Once the form is fully completed this will then be accepted by the nursery.
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. Parents must notify us **IMMEDIATELY** if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. Parents signature will be obtained to confirm they have received this information.
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the

prescribed form (It is important to note that staff working with children are not legally obliged to administer medication). A witness will be present to confirm the dosage, medication and time is accurate as requested on the medication form and this will be signed by the witness as well as the staff member administering the medication. **Please note:** only staff with full and relevant Paediatric First Aid Training are permitted to administer medication and only those staff with the relevant training are able to witness.

- If the child refuses to take the appropriate medication, then a note will be made on the form
- Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication (*these will not usually be administrated*)

Calpol

As a setting we have a no Calpol policy. This means that we will not administer Calpol to a child unless there is a good reason to do so in discussion with the parent and agreement of management. *For Example:* a recent sustained injury which requires pain relief or needing to keep a temperature down awaiting collection with a high temperature which could put them at risk of convulsion or extreme painful teething.

- If you have administrated Calpol to your child, they should not attend nursery for 24 hours from the time when the medicine was ingested. This is because Calpol can mask the effects of illness which could then be passed on to other children.
- If a child becomes ill at Little Explorers we will immediately call the parents/carers and ask them to come and collect their child. We will try and make the child as comfortable as we can until they are collected.

Little Explorers is happy to administer homeopathic remedies such as teething gels or powders to keep teething children / babies comfortable during their day. Whilst we can agree to giving calpol for teething babies, this must be in agreement with nursery management following the child attending the nursery without previously having Calpol to enable an accurate assessment of the child and how well they are in themselves, it must be made clear that an ongoing use of calpol to keep children comfortable would be refused and other methods would need to be provided. We advise parents to seek support from a relevant health professional if they are using ongoing Calpol/ Paracetamol pain relief for more than 3 days.

- The nursery will not administer any non-prescription medication containing aspirin.
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- If a child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication. Little Explorers have onsite **EMERGENCY** suspension paracetamol and antihistamine.
- On registration, parents will be asked if they would like to fill out a medication form to consent to their child being given a specific type of liquid paracetamol or anti-histamine in particular circumstances such as an increase in the child's temperature or a wasp or bee sting.
- In an emergency if the nursery CANNOT contact the parent and a child's symptoms are worsening management would contact 111 or 999 and seek appropriate medical attention.

- An emergency nursery supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form.
- Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents collect the child.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the responsibility is on the parent to provide the cream which should be clearly labelled with the child's name.
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given.
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

EPIPENS

If a child has been prescribed an EPIPEN, the parent/carer will be asked to complete a care plan for the individual child and a clearly named box containing 2 EPIPENS and any other medication to be kept in the setting at ALL TIMES.

The medication should be prescribed for the child by a doctor and be clearly labelled.

It is the parent's responsibility to ensure that the EPIPENS are within expiry date.

If the GP is unable to prescribe enough EPIPENS to be kept at the nursery setting and home it is the parent's responsibility to ensure they purchase additional EPIPEN(s).

The care plan provided by the parent will provide a thorough guide to the use of the EPIPEN for that individual child and should be followed accordingly.

Only staff within the nursery that have received current training in the use of an EPIPEN will administer the EPIPEN. Please note: all staff are EpiPen trained as part of their Paediatric First Aid Training.

Staff will be required to attend yearly refresher EPIPEN training as long as there is a child or an adult in the setting that has been prescribed with an EPIPEN.

In the event of a child showing signs of allergic reaction or anaphylaxis, the child's INDIVIDUAL CARE PLAN should be followed. If EPIPEN or PIRITON is administered, all necessary paperwork must be completed and signatures obtained as soon as possible. Whenever an Epi Pen has been administered emergency services will be called.

An Incident Form will be completed and the Epi Pen box must be stapled to the Incident Form. Once an Epi Pen has been administered the time of administration and the type of Epi Pen should be clearly written so as to be visual to all Doctor's and Paramedics.

If EPIPEN has been used, a child MUST NOT return to nursery until EPIPEN medication has been replaced and there are 2 EPIPENS for the child on site.

We are unable to accept children who have been prescribed Epi Pens onto the premises without their medication. Children who have out-of-date Epi Pens will also be unable to attend until we have been provided with two in-date Epi Pen. Although we will endeavour to remind parents when their child's Epi Pen expires, it is the responsibility of the parents to ensure that their child's epi pen is in-date.

Preventative measures to avoid anaphylaxis or allergic reactions are taken in the nursery including –

- Ø Staff and other families should be made clearly aware.
- Ø All food should be checked for possible allergens and avoided.
- Ø Cooking recipes should be adapted accordingly to avoid the allergens.
- Ø Food packaging used for play modelling etc should be carefully checked and avoided if necessary.
- Ø Other items such as other children's lunches, sun creams etc should be clearly labelled and kept away from the child if they could contain the allergen.
- Ø Red allergy plates and placemats are to be used for children with allergies, to avoid any cross contamination and to act as a reminder to all staff.

EPIPENS marked with child's name and photograph will be kept in the First Aid cupboard located in your child's designated room. All necessary paperwork, care plans, medication and a telephone should be taken on any occasion when leaving the Nursery for a walk or trip.

Staff medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or feel unwell and cannot meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager and seek medical advice. The nursery manager/person's line manager/registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children, at all times. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Disposal Process

- Expired/unused medication will be taken to a local pharmacy for safe disposal.
- Personal details on packaging will be removed or obscured before disposal.
- A log will be kept recording:
 - Child's name
 - Medication name & type
 - Date handed to pharmacy
 - Staff signature

Parental Permission & Opt-Out

- Parents/carers give permission for Little Explorers to dispose of medication in this way unless they notify us otherwise in writing.
- If a parent/carer prefers to handle disposal themselves, they must inform us and arrange prompt collection of the medication.

Record Keeping

- A Medication Disposal Log will be maintained for auditing and safeguarding purposes.
- This log will be available to parents/carers on request.

This policy was adopted on	Signed on behalf of the nursery	Reviewed
24/01/2022	groberts	11/09/2025

Disposal procedure updated September 2025.