



Medication

At Puddleducks Day Nursery 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

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- Any child that has been prescribed with medication must be excluded from the nursery for a **24-hour period**. This allows for any side effects to be monitored by the parent / carer and also allows the medication to take effect before the child returns to nursery.
- 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 who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication by completing a medication form.
- 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/carer 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/carer must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a manager 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. This will be witnessed by a Level 3 or above practitioner.
- 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/carer will take place to establish the appropriate response.

Non-prescription medication

- The nursery will not administer any non-prescription medication

- An emergency nursery supply of fever relief (e.g. Calpol) 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
- Emergency calpol will be administered at the managers discretion with prior consent from the parent. A calpol administered form will be completed on this occasion.
- For any non-prescription cream for skin conditions e.g. E45, prior written permission must be obtained from the parent/carer by completing a medication form and the onus is on the parent/carer to provide the cream which should be clearly labelled with the child's name

For ongoing medication an ongoing medication form and care plan will be completed. This will be reviewed with the parents regularly.

Records of all medication administered shall be made on the medication forms. This also applies to unprescribed eczema and dry skin creams, Bonjela and teething granules.

We offer Sudocrem at nappy changing , however any alternative nappy cream provided by the parent will be clearly labelled and stored appropriately and can be applied by practitioners caring for the child. Nappy cream form will be signed by parents giving permission for the alternative nappy cream and will be recorded each time it is applied.

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 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.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker. 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.

Short term medication will be sent home with the child daily and should not be left overnight in the nursery. Long term medication can be kept in the nursery for as long as it is required providing it is in date.

All medication must be labelled with the name of the child and the date it was prescribed when left by the parent/carer.

If the administration of medication requires technical/medical knowledge e.g. insulin injections or epipen etc. then individual training must be provided for the staff from a qualified health professional. This should be arranged by the parent prior to the child attending.

Training must be specific to the individual child concerned. Epipen training will be covered in the first aid training.

This policy was reviewed on: 15th September 2025

Signed on behalf of the nursery: *S. Towns*

Date for review: September 2026