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# Administering Medicines Policy



# Document and Version Control

Document Title	Administering Medicines Policy
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Policy Approver	Board of Director's

Version	Date	Amended by	Comments
7	Summer Term 2026	Sharon Shilling	Additional information regarding emergency EpiPens and training.

Section	Changes Made

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This policy has been equality impact assessed, and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality across Our Pride, Our Joy in line with The Fierté Multi-Academy Trust.

## Purpose of this policy

The purpose of this policy is to ensure all members of staff, parents and carers are aware of the policy and procedures that Our Pride Our Joy nursery and care club staff follow.

*3.45 Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicine and for keeping this up to date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Prescription medicines must not be administered unless they have been prescribed for a child by a medical professional. (Statutory Framework EYFS (Early Years Foundation Stage))*

## Who the policy applies to:

Whilst 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 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 nursery. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 24 hours to ensure no adverse effect, as well as to give time for the medication to take effect.

Parents/carers are asked to inform staff both verbally and in written form on the pupil profile regarding any allergies their child has. Practitioners will then ensure they have created Care Plans for the child which will be reviewed through regular ongoing discussions with parents

The nursery has a **no nuts** rule which extends to any food brought into Care Club. The Nursery Manager is responsible for ensuring all staff understand and follow these procedures.

## Procedures

- Children taking prescribed medication must be well enough to attend the nursery.
- Children's medicines are stored in their original containers in a locked cupboard, are clearly labelled and are inaccessible to the children. Medicine spoons and oral syringes must be supplied by the parent if required.
- Medications may only be used for the child whose name appears on the medicine. This includes emergency adrenaline injections (Epipen).

- Parents must give prior written permission to the Nursery Manager for the administration of medication. The staff member receiving the medication must ask the parent to sign a consent form stating the following information.

Full name of child and date of birth.

Name of medication

If child has had medication prior to nursery Y/N. If yes, what time and dosage amount.

Dosage and time to be given in the nursery.

Name, date, and signature of parent.

- The administration is recorded accurately on a medication form each time it is given and is signed by staff. Parents sign the medication form to acknowledge the administration of a medicine. Medication forms are to be kept in the First Aid cupboard.
- Key workers are responsible for checking that any medication for their key child is in date and must inform parents prior to the medication needing renewing that that is this case. It is the parents' responsibility to ensure new medication is provided to the setting.

**No medication may be given without these details being provided.**

If a child on medication must 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 the medication. Inside the box is a copy of the consent form signed by the parent.

## Emergency Calpol

Each Our Pride Our Joy Nursery will have a bottle of Infant Calpol kept securely on the premises should there be a need for it to be administered in an emergency. The following procedure must be followed should this be used.

- If a child has a rising temperature, parents/emergency contacts should be notified and requested to collect the child immediately.
- Should the carers not be able to collect for a significant length of time, the nursery can call the parent and ask for written permission to administer the correct dose of Calpol to the child. Written permission can be in the form of a message on Tapestry or an email. Should this not be an option, two different members of staff can be informed verbally that the permission has been given.
- Staff will then administer the medicine as per the procedure above. Both members of staff who spoke to the parent/carer will need to sign and confirm the time and dosage provided. A copy of this will need to be provided to the parent/carer upon collection.
- Staff will continue to monitor the child until the parent/carer arrives

Please note this does not mean the child can remain at nursery until the end of the day/session. There is still an expectation that the child will be collected at the earliest time possible.

## Storage of medicines

- Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The key person or nursery manager is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, emergency medication, e.g., autoinjectors and inhalers must be kept in the nursery rooms. Staff check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.

Children who have long term medical conditions and who may require ongoing medication must have the following in place.

- 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 every six months or more if necessary. 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.
- When required staff will attend and/or receive any medical training which requires any medical or technical knowledge.

## Allergen Training

All staff will attend annual in-house allergen training to ensure they are up to date with new guidance and aware of the symptoms and treatments for allergies and anaphylaxis.

## Anaphylaxis Training

All staff will receive regular training regarding how to administer EpiPens in an emergency. All Nurseries and Care Clubs store a spare EpiPen to be used in an emergency. Nursery and Care Club staff should all be aware of where these are stored securely away from children. These should only be administered under medical advice.

## Managing medicines on trips and outings

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and name of the medication. Inside the box, with the medication, is a copy of the consent form and medication form with the details as given above, which the parent signs on our return. **On no account may medicine be decanted into other containers or packets or envelopes.** The original pharmacy labelled medication should be within the box.