Administering Medicines Policy

Little Monsters Day Nursery

1. Statement of Intent

Little Monsters Day Nursery is committed to promoting the health, safety, and well-being of all children in our care.

We recognise that some children may require medication to support their health and development. While children who are unwell should remain at home until they are well enough to return, we will administer prescribed medication where it is necessary for the child's continued well-being.

Medication will only be administered when it is essential and when failure to do so would be detrimental to the child's health. Wherever possible, parents are encouraged to arrange medication outside of nursery hours.

This policy complies with the Early Years Foundation Stage (EYFS) statutory framework and relevant health and safety legislation.

2. Legal Framework

This policy is based on:

- The Early Years Foundation Stage (EYFS) Statutory Framework
- Medicines Act (1968)
- Health and Safety at Work Act (1974)
- Safeguarding and Welfare Requirements

3. Responsibilities

Manager

The Manager is responsible for:

- Ensuring this policy is implemented and reviewed regularly
- Ensuring staff receive appropriate training
- Monitoring medication records and procedures
- Liaising with health professionals when required

Staff and Key Persons

Key persons are responsible for:

- Administering medication correctly
- Ensuring written parental consent is obtained
- Maintaining accurate records
- Storing medication safely
- Monitoring children after medication is given

In the absence of the key person, the Manager will oversee administration.

Parents and Carers

Parents are responsible for:

- Providing accurate information
- Completing consent forms
- Ensuring medication is in date and clearly labelled
- Informing staff of any changes

4. Consent and Information

No medication will be administered without written parental consent.

Parents must complete a medication consent form including:

- Child’s full name and date of birth
- Name, strength, and dosage of medication
- Prescriber’s details
- Expiry date
- Time and frequency of dose
- Parent’s signature and date

Verbal consent may only be accepted in emergency situations and must be recorded.

5. Types of Medication Administered

- Only prescribed medication will normally be administered.

- Medication must be prescribed for the individual child.
- Medication must be in its original packaging with pharmacy label.
- Non-prescribed medication will only be given in exceptional circumstances, such as emergency fever management, with parental permission.

Children must be well enough to attend nursery when receiving medication.

6. Administration Procedures

- Medication is administered by trained staff only.
- Two members of staff will check the medication before administration wherever possible.
- Staff will confirm:
    - Child's identity
    - Correct dosage
    - Correct time
    - Expiry date
- Medication will be given in a quiet, supervised area.
- Staff will observe the child after administration for any adverse reactions.

Children are never permitted to self-administer medication.

7. Recording and Documentation

All medication administered will be recorded immediately.

Records include:

- Child's name
- Date and time given
- Medication name and dose
- Method of administration
- Name and signature of staff member
- Parent's signature

Records are stored securely and retained in line with data protection requirements.

8. Storage of Medication

- All medication is stored securely and out of reach of children.
- Refrigerated medication is stored in a locked container within a fridge.

- Emergency medication (e.g. inhalers, EpiPens) is accessible to trained staff at all times.
- Medication is returned to parents daily unless part of an agreed care plan.
- Expiry dates are checked regularly.

9. Long-Term Medical Conditions and Care Plans

For children with ongoing medical needs:

- An individual healthcare plan is created in partnership with parents and health professionals.
- Risk assessments are completed and reviewed regularly.
- Staff receive specialist training where required.
- Emergency procedures are clearly documented.
- Care plans are reviewed at least every six months.

10. Training

- All staff receive medication and first aid training.
- At least one paediatric first aider is present at all times.
- Specialist training is provided when necessary.

11. Managing Medication on Outings

- Medication is taken in clearly labelled, sealed containers.
- A trained member of staff is responsible.
- Consent forms and records accompany medication.
- Emergency medication is always taken on outings.
- Administration is recorded on return.

12. Safeguarding and Welfare

Medication procedures form part of the nursery's safeguarding and welfare arrangements.

We ensure:

- Safe handling and storage
- Protection from misuse

- Accurate record keeping
- Confidentiality
- Prompt response to medical emergencies

Any concerns relating to medication errors or safeguarding will be reported in line with our safeguarding policy.

13. Monitoring and Review

This policy is reviewed annually or when:

- Legislation changes
- EYFS guidance is updated
- An incident occurs
- Practice requires improvement

All staff are informed of any changes.

14. Policy Adoption

This policy was adopted by: **Little Monsters Day Nursery**

Date: _____

Review Date: _____

Signed: _____

Role: Manager / Owner