Calpol Administration Policy

Little Monsters Day Nursery

1. Statement of Intent

Little Monsters Day Nursery is committed to safeguarding the health, safety, and wellbeing of all children in our care. We follow strict procedures for the administration of medication in line with the Early Years Foundation Stage (EYFS) statutory framework and Ofsted requirements.

This policy outlines the procedures for the emergency administration of Calpol (paracetamol-based medicine) when a child becomes unwell during the nursery day.

2. Aim

We aim to:

- Ensure children receive appropriate care when unwell
- Prevent unnecessary discomfort or distress
- Protect children from incorrect medication administration
- Maintain clear records and parental consent
- Ensure staff act in the best interests of the child at all times

3. General Principles

- Little Monsters Day Nursery follows its Medication Policy for all medicines brought into the setting.
- No medication will be administered without parental consent, except in emergency situations as outlined in this policy.
- Pain relief medication is not routinely administered unless prescribed by a medical professional.
- Emergency Calpol may only be given in exceptional circumstances.

4. Criteria for Emergency Administration

Calpol may only be administered when:

- A child develops a high or rapidly rising temperature.
- The child appears distressed or unwell.
- Parents/carers have been contacted and are unable to collect the child immediately.
- Verbal consent has been obtained from a parent/carer with parental responsibility.
- There are no known medical contraindications.

Calpol will not be used to enable a child to remain at nursery when they are unwell. Parents will still be required to collect their child as soon as possible.

5. Authorisation and Decision-Making

- The decision to administer Calpol must be made by the most senior practitioner on duty (Manager, Deputy, or Room Leader).
- A second senior member of staff must witness the decision and administration.
- Both staff members must sign the medication record.

6. Administration Procedure

When administering Emergency Calpol, staff will:

1. Confirm verbal consent from the parent/carer and record the time and method of consent.
2. Check the child's medical records and care plan for allergies or restrictions.
3. Ensure the medication is in date, in its original packaging, and clearly labelled.
4. Follow the manufacturer's dosage instructions according to the child's age and weight.
5. Measure the dose using a suitable measuring device.
6. Administer the medication safely and sensitively.
7. Comfort and monitor the child following administration.
8. Continue to arrange prompt collection by the parent/carer.

7. Record Keeping

A written record will be completed immediately after administration, including:

- Child's full name and date of birth
- Name of medication (Calpol)
- Dosage given
- Time and date of administration
- Reason for administration
- Name and signature of administering practitioner
- Name and signature of witnessing practitioner
- Details of parental consent

Records are stored securely in line with our Confidentiality Policy.

8. Parental Acknowledgement

- Parents/carers must sign the Emergency Calpol Administration Form upon collection of their child.
- This confirms their consent and awareness of the time and dosage given.
- A copy may be provided to parents on request.

9. Monitoring the Child

- The child will be closely monitored following administration.
- If the child's condition does not improve, worsens, or becomes concerning, emergency medical services will be contacted.
- Parents will be informed immediately of any changes.

10. Staff Training

- All staff involved in medication administration receive appropriate training.
- Procedures are reinforced through supervision and induction.
- Only authorised staff may administer medication.

11. Safeguarding and Welfare

- The child's welfare is paramount at all times.
- Medication is never used to mask illness.
- Children who are unwell must be collected in line with the Illness and Exclusion Policy.
- All actions are taken in the best interests of the child.

12. Policy Review

This policy is reviewed regularly and updated in line with EYFS, Ofsted, and public health guidance.

13. Policy Adoption

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

Date Adopted: _____

Review Date: _____

Signed: _____

Name: _____

Role: Manager / Owner