



Stepping Stones Nursery

Administering Medication Policy



United Learning
The best in everyone™

At **Stepping Stones Day Nursery** we promote the good health of children attending nursery. 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. Our allergy procedure is attached to our dietary policy.

The Nursery will not administer any medication unless prior written consent is given for each and every medicine (an exception would be in an emergency situation where verbal consent will be obtained)

General Guidance

- Before administering medication to any child we will require written agreement from the parents
- This agreement (usually a Medication Form) will include;
 - the child's name
 - the name of the medication
 - the required dose and agreed time of administration
 - the time of the last administration of medication
 - expiry date
 - Staff member administering medication signature as well as a staff witness
- Medication is only accepted in its original labelled container and must have the prescription
- If at any time there is any doubt regarding the administration of medication to a child, practitioners will stop and check with a member of the senior leadership team before continuing.
- **Storage**
 - All medication will;
 - Be stored in accordance with the manufacturer's instructions on the container. This will either be in our medication fridges or in a closed box in each room
 - Be stored in a closed box
 - Be kept out of the reach of children
 - Be in their original containers
 - Have labels which are legible and in English
 - Be clearly marked with child's name and date of birth
 - Emergency medication, such as inhalers and Adrenaline (EpiPens), will be within easy reach of staff in case of an immediate need, but will remain out of children's reach
 - Any 'stored' medication such as a child's inhaler, will be checked termly to ensure the product is still within its expiry and therefore suitable for use.

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 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. However, we will accept written permission (on a continued use of medication form) once 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.
 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 or 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 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 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)
- 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.
- When medication has been given both the member of staff administering and a witness will sign the medication form.

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

- The nursery will not administer any non-prescription medication containing aspirin
- The nursery will only administer non-prescription medication such as nappy creams and teething gel or granules. This will be verbally agreed with nursery and the parents. Staff will ensure that any cream or teething remedy used will be recorded on the child's individual Iconnect profile.

- The nursery will only administer calpol in an emergency situation. Verbal consent will be given by parents where the nursery deems the situation to be an emergency.
- 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
- An emergency nursery supply of fever relief (e.g. Calpol) will be stored on site. This will be checked at regular intervals by a designated trained first aider to make sure that it complies with any instructions for storage and is still in date . Our stock of calpol is in a locked cupboard in the nursery unit kitchen and will only be used in emergencies.
- 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, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.
- We will use sudocrem or over the counter nappy creams and teething gel without prior consent as long as it is clearly labelled with the child's name and parents have made us aware of when the child has last had (teething gel)
- If any child is brought to the nursery in a condition in which he/she may require any 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. This will be documented on our Parentzone app (Iconnect profile)
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine. The only exception would be for an emergency use of calpol. This would then be documented and parent to sign on arrival.

Suncream

Although not medication, throughout the summer we apply factor 50 suncream to our children at various times of the day.

We follow guidance from the weather and UV level reports and use the following procedures to keep children safe and healthy in the sun:

- Children must have a clearly labelled sun hat which will be worn at all times whilst outside in sunny weather. This hat will preferably be of legionnaires design (i.e. with an extended back and side to shield children's neck and ears from the sun) to provide additional protection
- Children can be provided with Boots Soltan factor 50 sun cream while at nursery to be reapplied during the day (a child should be sun creamed prior to arriving at nursery) for a cost of five pounds per year. Parents may choose to send their child in with a labelled bottle of sun cream which will be kept at nursery. Staff will check regularly for used by dates. . Suncream containing nut-based ingredients will not be allowed in the setting.

- Children's safety and welfare in hot weather is the nursery's prime objective so staff will work closely with parents to ensure all appropriate cream and clothing is provided
- Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun (UV levels); children will not be allowed in direct sunlight between 11.00am – 3.00pm on days exceeding 25 degrees from March to October, following NHS sun safety advice. Shaded areas are provided to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to
- Children will always have sun cream applied before going outside in the hot weather and at frequent intervals during the day
- Children are encouraged to drink water more frequently throughout sunny or warm days and this will be accessible both indoors and out
- Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun

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. For children with long term medical requirements, an Individual Health Care Plan from the relevant health team will be in place to ensure that appropriate arrangements are in place to meet the child's needs.

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. It is the responsibility of the individual member of staff to decide if they feel well enough to continue working. However management may override this decision if they feel that the children's care could be compromised.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker or a 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 must 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. This must be in a designated place with the child's name clearly written in the original container. Our medication fridges are kept in staff areas within each unit where they are not accessible 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.

Medication stored in the setting will be regularly checked with the parents to ensure it continues to be required, along with checking that the details of the medication form remain current.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>April 2026</i>	Emma Keller	<i>April 2027</i>