

Golden Owls Day Nursery



# Administering Medication (Prescribed and Non-Prescribed) Policy

|             |                             |
|-------------|-----------------------------|
| Author      | Alexia Thornton/Carly Clark |
| Date        | 14/01/2026                  |
| Review date | 14/01/2027                  |

We promote the good health of children attending Golden Owls Day Nursery and take necessary steps to prevent the spread of infection. If a child requires any prescription or non-prescribed medicine or creams whilst in our care, we will obtain information about the child's needs for this, and will ensure this information is kept up-to-date. If in the event that these need to be given whilst at nursery, the following guidelines will be applied.

### **Prescription medication**

- Any child who has been given prescribed medication from a doctor will be expected to have received the first dose at least 24 hours before they come in to nursery. This is to ensure the child does not have any allergic reaction from the medication.
- Prescription medication will only be given to the person named on the bottle for the dosage stated. The nursery will not administer a dosage that exceeds the recommended dose or time frame on the instructions unless accompanied by a doctor's letter.
- Medication must be brought into the nursery in their original containers and labels.
- Those with parental responsibility should allow a senior member of staff to have sight of the bottle when brought into the nursery to ensure it can be given. They must then give written permission by completing a 'Prescribed Medication Permission Form' for the administration of the medication. It is the parent/carer's responsibility to ensure the form is signed correctly.
- At the time of administering the medicine, a senior 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. They will be witnessed by another member of staff and will record all details on the form immediately.
- When the parent or guardian comes to collect the child and their prescribed medication, a senior member of the staff must ensure that the correct medicine is given to the parent on departure.
- When the child is collected, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent/guardian's signature must be obtained on the form to record this.
- If a child is regularly on prescribed medication (such as inhalers etc.) then a 'Prescribed Medication Permission Form' and 'Health Care Plan' is required from parents/guardians to give permission for staff to administer it on a regular basis. Staff will complete the medication form when required to advise when this medication has been given to the child, and parents must sign to acknowledge this.

### **Non-prescription medication**

- Some over-the-counter medicine may be administered at the nursery's discretion. However, the same procedures must be followed regarding gaining written permission by completing a 'Non-Prescribed Medication Permission Form' prior to it being given, documenting the dosage to be given and when and where it is to be administered.

- Medicines containing aspirin will only be given if prescribed by a doctor so staff will check non – prescribed medication to ensure it does not contain aspirin.
- The nursery may administer any non-prescription medication for a short initial period, dependent on the medication or the condition of the child. After this time, medical attention should be sought.
- For any non-prescription cream for skin conditions, prior written permission must be obtained from the parent by completing a 'Non Prescription Medication Permission Form' and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.
- If the nursery feels the child would benefit from medical attention rather than giving non-prescribed medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.

#### **Administering of Paracetamol (Calpol) or Anti-Histamine (Piriton)**

- On registration, parents will be asked if they would like to complete the medication consent for Paracetamol (Calpol) or Anti-Histamine (Piriton) to be given in times of emergency.
- If a child experiences a high temperature (over 37.8\*c) whilst at nursery, staff continue to monitor their temperature. If the child's temperature does not reduce within a short time period, they will contact parents and inform them of their child's condition. On parent's consent and prior completion of consent at registration, staff will administer the liquid paracetamol. Parents must inform the nursery if the child been administered any medication prior to arriving at nursery.
- If a child shows signs of an allergic reaction whilst at nursery, staff will contact parents and inform them of their child's condition. On parent's consent and prior completion of consent at registration, staff will administer the liquid antihistamine. Parents must inform the nursery if the child been administered any medication prior to arriving at nursery.
- The dosage for either medication given will follow the guidelines provided on the medication unless a smaller dosage has been requested by parents or is deemed more appropriate based on the child's size and weight.
- Staff will record any medication administered.
- Once liquid paracetamol or liquid antihistamine has been administered, parents will be required to collect their children to monitor at home.
- If the child experiences no further episodes of a high temperature and can maintain a 'normal' temperature without reliance of paracetamol or show no signs of further reactions, they will be allowed to return to nursery the following day.
- If the nursery feels the child would benefit from medical attention rather than paracetamol or antihistamine, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- The nursery will not administer a parent/guardian supply of Calpol or Piriton for any other reason unless it has been prescribed or a parent provides written proof from a health care professional that it is needed at nursery.

- 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/amounts given.

### **Injections, pessaries, suppositories**

- As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. This training would be specific for each child and not generic.

### **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 and under supervision at all times.
- Emergency medication, such as inhalers and epi-pens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times.
- Epi-pens must be stored in a sealed box clearly labelled with the child's name. These must be checked and replenished when necessary.
- Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.
- Medication **MUST NOT** be stored in children's bags at any time.
- All medications must be in their original containers, legible and not tampered with or they may 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.

### **Administration**

- Prior to administering any medication, the child's parent/carer must complete the relevant medication form (see above section). The nursery will not administer any medication unless prior written consent is given.
- The medication is to be stored correctly (see above section).
- Prescribed medicine will only be administered to children by a first aid trained senior member of staff. Another member of staff must also witness this taking place. Both staff are required to check the details on the medication form and sign the form stating the medication was administered.
- Non prescribed medication may be applied by any member of staff but they must make a senior member of staff aware when they are administering it and check and record the application on the completed form.
- The nursery may allow children to self-administer some creams or inhalers if felt by the staff and parent/carer that the child is competent to do so, however the medication will still be stored out of reach for children.
- All medication records are stored within the nursery rooms whilst the medication is running and then filed confidentially.

- If at any point during the course of medication staff administer the treatment incorrectly, the parents will be telephoned immediately and the management will respond appropriately, this could be either calling a local GP, NHS direct or taking the child in to hospital.

### **Staff Medication**

- Staff must store any medication they are taking whilst in the nursery in the medication box or in the fridge within the Office. The medication must be clearly labelled and staff must inform the Nursery manager if the medication may cause them any side effects which could impact on their ability to fulfil their role and care for the wellbeing of the children.

### **Staff/Volunteer Signatures**

Please sign the table below to agree that you have read and understood this policy. If you have any further questions regarding information in this policy, please speak to your line manager or the policy author.