



## Administration of Medication Policy and Procedure

At Jumpin Jacks Day Nursery we follow the guidance from the EYFS Statutory Framework (2025) which states "Providers must promote the good health, including oral health, of children they look after. Providers must have and implement a policy, and procedures for administering medicines to children" (Pg 35, Point 3.58-3.60)

To ensure that this is implemented we-

- Have and implement a policy, and procedures, for administering medication which includes systems for obtaining information about a child's needs for medication, and for keeping this information up-to-date.
- Staff must have training if the administration of medicine requires medical or technical knowledge
- Ensure all full-time staff complete a paediatric first aid training course and this is up- dated every 3 years.
- All newly qualified staff either at level 2 or level 3 will complete a paediatric first aid training course within 3 months of starting work.
- Ensure that at least one fully qualified level 3 PFA must be on site at all times.
- Only administer medication containing aspirin if prescribed by a doctor
- Only administer medication (both prescription and non-prescription) to a child where written permission for that particular medication has been obtained from the child's parent/or carer.
- Keep a written record each time medication is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

Procedure for administering prescribed medication

The parent/carers must complete a medicine form to.-

- Give the name of the prescribed medication.
- State the expiry date of the prescribed medication.

- State the reason the child is taking the medication.
- State the time when the child was last given the medication and the dosage that was given.
- State the times at which the medicine must be administered by a practitioner.
- Give their permission for a practitioner to administer the medication and to acknowledge all the details provided are correct by signing the form.

#### The parent/carer must:-

- Inform practitioners if the medication needs to be stored in the fridge.
- Ensure practitioners are informed if the child's medication is in their bag.

#### Practitioners must:-

- Check that the child's name is on the label on the medication.
- Check that the medication has not passed the expiry date.
- Check that the prescribed date is within 3 days unless course of medication states differently. E.g. Creams etc.
- Check that the child has been taking the prescribed type of antibiotics for 24 hours or more before they can attend nursery.
- Check all details that the parent/carer has given on the medication form correspond with the bottle such as the child's name and dosage.
- Record details of when the medication was given, the practitioner who administered the medication, who witnessed the medication being given and the dosage.
- Ensure the medication form is signed by the person collecting the child that same day. If this is overlooked, a practitioner will telephone the parent/carer that same day and the medication form will be signed at the earliest opportunity.
- Ensure a level 3 qualified practitioners who have completed their first aid training administer prescribed medication. If an apprentice has completed their first aid training and is near the end of their apprenticeship and the manager feels they are competent they can give first aid and administer medication
- Ensure no apprentice administers prescribed oral medication until they have completed their first aid training.
- Ensure that any medication administered is witnessed by another employee ensuring they have read the instructions on the medication for the correct dosage.

#### Non- prescribed medication

Practitioners are only permitted to administer certain non-prescribed medication and parental consent must be obtained before administration. The medication allowed is:

- Calpol/liquid paracetamol - for a high temperature (38° or above). This can only be given if a child develops a temperature in the setting.
- Calpol - If a child is in clear pain or discomfort for example, teething or headache.
- Eye drops for conditions such as conjunctivitis.
- Creams for eczema where a healthcare plan is in place.
- Piriton or any other allergy relief medication - This can be administered if a child displays signs of an allergic reaction whilst in setting or if the child has a medical condition such as hay fever or allergies whereby a healthcare plan will already be in place.
- Teething products
- All non-prescribed medications must be unopened/sealed when they are brought in to the nursery. If the medication has been opened it will be given back to parent/carers as we can't use the medication in question. This includes Calpol, Nappy creams, Teething medication, Hay fever medication and sun cream.

### Procedure for administering non-prescribed medication

The parent/carer must complete a medicine form to:-

- Give the name of the non-prescribed medication.
- State the expiry date of the non-prescribed medication.
- State the reason the child is taking the medication.
- State the time when the child was last given the medication and the dosage that was given.
- State the times at which the medicine must be administered by a practitioner.
- Give their permission for a practitioner to administer the medication and to acknowledge all the details provided are correct by signing the form,

Parents/carers must: -

- Inform a practitioner if a child has any non-prescribed medication in their bag when they arrive at nursery as this needs to be stored appropriately.

- Ensure guidelines on the medication are followed, for example Calpol will not be administered more than 4 times in 24 hours and for no longer than 3 days without seeking medical advice.

#### Practitioners must:-

- Use their professional judgement of a child's symptoms to establish whether a child requires medication such as calpol, for example a raised temperature (38° or above) and/or displaying clear signs of pain or discomfort.
- Ensure that on occasions when a medication form has not been signed or the primary carer was not the person to sign the medication form we will telephone the child's primary carers before administering any form of medicine to gain permission. If we are unable to establish contact with the child's primary carer medication will only be administered after seeking management approval.
- Ensure a medication form has been completed; check all details that the parent/carer has given on the medication form correspond with the bottle such as the child's name and dosage.
- Ensure they telephone parents/carers after administering any such medication even if a medication form has already been signed.
- Ensure a medicine form is completed, witnessed and signed by the parent or carer when the child is collected from nursery that same day. If this is overlooked the child's parent/carer must be informed of the details of times and dosages that have been administered by telephone. This must be recorded on the medicine form and the parent/carer must sign it at the earliest opportunity.
- Ensure any non-prescribed medication is removed from children's bags and stored appropriately, either in the fridge in the Kitchen, or babies fridge (which has a lock on), or that child's room medication basket.
- Ensure a level 3 qualified practitioners who have completed their first aid training administer prescribed medication. If an apprentice has completed their first aid training and is near the end of their apprenticeship and the manager feels they are competent they can give first aid and administer medication
- Ensure no apprentice administers prescribed oral medication until they have completed their first aid training.

- Ensure that any medication administered is witnessed by another practitioner.

### Procedure for managing prescribed medicines on trips and outings

#### Practitioners must:-

- Ensure the procedure above for administering prescribed medication in the nursery setting will be followed, ensuring all paperwork is filled out correctly.
- Ensure any prescribed medication is taken on the trip or outing and it is stored appropriately, for example in a cool box if needed.
- Ensure they take the medication form/health care plan with them on the trip or outing so they can follow the instructions on the form.
- Ensure that the medication is transported safely and cannot be accessed by the children.
- Ensure at least two members of staff attending the trip or outing hold an up to date paediatric first aid certificate.

### Procedure for managing non-prescribed medicines on trips and outings

#### Practitioners must;

- Ensure a nursery bottle of Calpol is taken on the trip or outing in case of an emergency.
- Ensure this Calpol is only administered should a child become unexpectedly unwell, following the same procedure as above for administering non-prescribed medication in the nursery setting.

### Health-Care Plans

- The main purpose of an individual health care plan for a child is to identify the level of support that is needed and clarifies for practitioners, parents and the child the help that can be provided. The Nursery should agree with the parents how often they should jointly review the health care plan; this is usually once every 3 months, unless specified differently by a medical professional.

#### Parents must:-

- Inform nursery staff of any medical conditions their child has during the registration process.
- Keep nursery up to date of any changes in their child's medical condition/needs, how to deal with the condition in line with medical advice.
- Contribute to the health care plan that will be set up to help staff to fully meet the needs of their child.

#### Practitioners must:-

- Record any changes in a child's medical condition/needs in writing and ensure this is signed by the child's parent/carer and kept and an updated health care plan put in place. A copy of this will be kept in the child's base room and a master copy in the office.
- Ensure a level 3 qualified practitioners who have completed their first aid training administer the medication. If an apprentice has completed their first aid training and is near the end of their apprenticeship and the manager feels they are competent they can give first aid and administer medication
- Ensure no apprentice administers oral medication until they have completed their first aid training.
- Ensure the any medication administered is witnessed by another practitioner.
- Ensure no practitioner carries out a health care plan without completing first aid training or any relevant training relating to the specific condition.

#### Equal opportunities:-

- Children who are on medication or those with complex medical needs will be provided with the same opportunities as other children in the nursery in line with medical advice. Where relevant, we will refer to other relevant documentation such as the SEND Code of Practice.

Parental Permission will be obtained prior to ANY medicine being given to a child. This includes sun cream, nappy cream and teething products. Items such as lotions and nappy creams must be provided by parents/carers to ensure that they meet the needs of their children. Nursery does have our own sun cream and nappy cream however permission will be obtained from parents/carers before these are used on a child to ensure the brand used is suitable for the child.

## Children administering their own medication

- Some children may be mature enough to administer their own medication such as inhalers. If parents/carers wish their children to have this independence, written permission will be given and then staff will support and assist the child. Staff will ensure that the medication is administered according to instructions on the packaging or to the instructions issued by a parent or carer, and all relevant paperwork will be completed. However, children will not be allowed to carry their own medication or leave it in their bags.

## Training of Practitioners

- All full time staff will complete a paediatric first aid training course and this is updated every 3 years. All newly qualified staff either at level 2 or level 3 will complete a paediatric first aid training course within 3 months of starting work.
- Training will be given to staff on how to complete the medicine forms and to ensure they are witnessed and countersigned by parents/carers at the end of the same nursery day or as soon as is reasonably possible. Jumpin Jacks Nursery will not admit a child her have received relevant training, have experience with the condition and/ or have a certificate to demonstrate this.
- Appropriate training will be given to staff where the administration of medication requires medical or technical knowledge, for example epi-pens.

## Record keeping

- All completed medication forms will be kept in the Safeguarding Monitoring Files. These records are kept securely in the nursery office, but at the same time accessible at all times. Management ensures the end of checks are completed regularly as part of the safeguarding policy and procedure.

## The safe storage of medicines

- Medicines are stored safely and appropriately, including cool storage for antibiotics according to the directions on the packaging.
- Children's individual emergency medication is available at all times;
- Staff medication is locked securely away out of the reach of children;
- Any insurance requirements regarding administering medicines are complied with.

## Risk assessment and management procedures

- Medicines will be stored out of reach of children in a high cupboard which is out of the children's reach.
- Staff medication is stored securely away out of the reach of children.
- Detailed information is collected from parents/carers before medicine can be administered to prevent any overdose on medication.
- Any child who requires medication as part of a health care plan will not be permitted to attend nursery without the medication.
- All medication forms once completed are passed to management where they are signed and recorded in the safeguarding monitoring files and it is the responsibility of management to ensure the end of monthly checks are completed.

## Transition of medication between settings

- Where medication is being passed from one setting to another, for example school, the medication will be carried between settings by the parent/carer. If Parental consent has not already been gained by a medication form being completed then this needs to be completed by school contact/parent.

## Emergency procedure

- In the event of an emergency, for example, a fire, any child who has a healthcare plan for a long term condition which requires medication, the medicine basket from their room will be collected by a member of staff if it is safe to do so. Any medication stored elsewhere, i.e. in the fridge, will not be collected should an emergency arise.

This policy links to all policies and procedures:

This policy was implemented By Kirsty Ward on 14<sup>th</sup> August 2025

Please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior