



Name:	Date written:
Medication Policy	Sept 2022
Written by/Reviewed by:	Date of Review:
Louise Lloyd-Evans/Emma Holmes	15/9/23
Policy Statement	
<p>Our team works in partnership with parents when administering medication and a strict policy is necessary to ensure we are following government guidance and keeping everyone safe. The revised Early Years Foundation Stage (2021) states that: <i>Providers must have and implement a policy, and procedures, for administering medicines.</i></p>	
Aims and Purpose	
<p>It is our aim to safeguard and maintain the well-being of all children within the nursery and the staff who look after them.</p> <p>At Young Friends, we promote the good health of children attending the setting and take necessary steps to prevent the spread of infection.</p> <p>The government state that medication policies must include:</p> <p>Systems for obtaining information about a child’s needs for medicines, and for keeping this information up to date</p>	
Applicability	
<p>Staff Parents</p>	
Definition of Terms	
n/a	
Overview	
<p>Child Medication Staff Medication</p>	
Procedures	
Child Medication	

- o Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (**medicines containing aspirin should only be given if prescribed by a doctor**).
- o Medicine or cream (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer on a medicine form. We will only administer non-prescribed paracetamol (Calpol) for non-illness related pain relief e.g. teething or after a vaccination, and only if provided by parents. If a child needs a non-prescription cream to alleviate the symptoms of a skin condition, we will ask them to supply the cream and fill out a 'blanket' medication form. This will need to be acknowledged by the parents each time it is applied and stored out of the reach of children.
- o If your child needs paracetamol to control a temperature or if they are unwell, then they should be at home and not at nursery. Please do not bring your child to nursery if they are unwell or have had paracetamol for anything other than non-illness related pain relief.
- o Young Friends Kindergarten keeps a supply of paracetamol medication for emergency use, i.e controlling a high temp while waiting for parents to collect.
- o Medicine is to be administered by first aid qualified staff only and witnessed by a colleague. Both are to sign the medication form on Family.
- o All prescribed medicine coming into the nursery must be handed over to the supervisor at the beginning of the session. It must be clearly labelled and in the original container with administration instructions on. Parents and carers will then be asked to complete a medication form, on Family and sign at the end of the day.
- o Nursery staff will not give the first dose of a new medicine to a child. Parents should have already given at least one dose to ensure that the child does not have an adverse reaction to the medication. When a child is given a new medication, parents should watch closely for allergy or sensitivity symptoms. This good practice point would obviously not include emergency medication such as an adrenaline pen where the risk of not giving it could outweigh any adverse reaction
- o Parents are encouraged to administer prescribed drugs to their children before coming into nursery and after they have left.
- o Children's/staff prescribed drugs are inaccessible to any of the children by being kept on a high shelf in the relevant room's medicines box, completely out of reach of the children or in the medication fridge in the staff room if necessary.
- o If the administration of prescribed medication requires medical knowledge e.g epipen, individual training is provided for the relevant members of staff by a health professional to suit all individual children's needs. We aim for all staff to become first aiders within their first year of employment.
- o The nursery will not administer natural oral remedy medication which may have been recommended by a homeopathist.
- o Should medicine/drugs need to be administered whilst the nursery is on an outing the same policy as above will apply and one person will be designated to carry out the administration required
- o The nursery will ensure we have sufficient information on any medical condition of any child with long-term medical needs. Parents must email management to inform and give details about any medical condition their child may have.

- o If your child has been prescribed antibiotics, please allow at least 48 hours after commencement, at home, before returning to the nursery, to ensure they have no adverse reaction and they are no longer contagious.

Staff Medication

- o Staff may attend nursery whilst taking medicines as long as they have informed the Manager what they are taking, why they are taking it and any side effects the medication may have. This must all be recorded on a medication record and stored in the staff member's folder on the OneDrive. It is then at the discretion of the Manager to decide if it will affect their ability to work.
- o If staffs are on a permanent medicine for a long-term illness they may be requested to get a full health declaration from their doctor to verify their capability to work in the nursery.

External Links and Organisations

EYFS – Sections 3.45 to 3.47: [Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

The Health and Safety Executive: [HSE: Information about health and safety at work](https://www.hse.gov.uk)

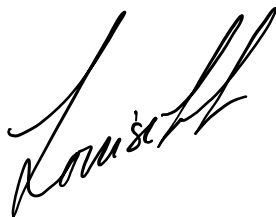
Health Protection in Children and Young People Settings, Including Education: [Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Relevant Policies and Documents

Communications Policy
Health and Safety Policy
Safeguarding Policy
Parent Code of Conduct

Authorisation

Signature:



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