



Little VIPs at Lowther Endowed School Medication Policy

What does this policy cover?

This policy applies only when a child is well enough to attend nursery without infecting others. If, in our opinion, we consider that a child is too poorly to attend nursery then we will either not admit the child at dropping off time or, if the child develops symptoms or if a condition worsens throughout the day, with or without medication, then we will request that the parent collects the child. Our Sickness and Infection control Policy sets out the procedures we will follow in this situation.

Principles

At Little VIPs at Lowther Endowed School we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. We do this by:

- having robust procedures in place for Sickness and Infection Control
- operating strict procedures for the administration of medication
- obtaining and keeping up to date the health and medical information about every child
- training all our staff to recognise the signs and symptoms of illness
- training named staff to provide more specialist support including EpiPens and medical conditions and providing first aid
- supporting children who are well enough to be at nursery and not infectious to stay in nursery with short term prescribed medication
- supporting children with long term medical conditions who require daily medication

Reasons for Medication

We recognise that there may be times when a child who is well enough to attend nursery and is not infectious may need medication for a variety of reasons:

- to address a long term health condition requiring daily medication; eg diabetes, epilepsy
- to address a long term health condition requiring medication in certain emergency situations; eg severe allergies
- to aid recovery following an infection by taking antibiotics
- to ease pain when teething
- to immediately lower a child's temperature whilst further monitoring of the child's condition is ongoing

Responding to each child's needs

We are vigilant to the signs of illness, health and medical conditions and our staff are trained to spot the signs and to give first aid. Where a child may require an Autoinjector EpiPen, an inhaler or requires insulin, or other invasive treatment then staff must be trained by the medical professional familiar with the child's case before we will agree to administering the medication.

If a child requires medication in line with the above, parents must discuss this with nursery staff so that we understand and record the child's needs for the medication.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

- 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 provided by parents 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 on Famly App and another member of staff will check these details
- Those with parental responsibility must give prior permission for the administration of each and every medication on FamlyApp. However, we will accept permission on FamlyApp once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 - a. The permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 - b. 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
 - c. 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 inform Little VIPs when the child has last been given the medication before coming to nursery and the timing of the dosage given in nursery will take this into account. Similarly, when the child is picked up, the parent must be given precise details of the times and dosage given throughout the day which will be detailed on FamlyApp. The parent's permission on Famly App must be obtained in order for a dose to be administered.
- At the time of administering the medicine, the child's Key Person or the Assistant Manager 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 and the parent contacted.
- Where essential medication (ie without which there may be worsening of health or condition) is refused, discussion with the parent will take place to establish the appropriate response.
- Parents will be asked to keep their child at home for the first 48 hours following the first dose of an antibiotic if that is the first time the child has been prescribed the antibiotic. This is to ensure that the child has ample time to start recovering and also to ensure that there is no adverse reaction to the antibiotic.

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 for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- 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
- If a child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication in so far as permission for a single dose will be sought and obtained prior to administering. The nursery keeps a supply of liquid paracetamol for this purpose. We will administer one dose only and if this does not result in a lowering of temperature or easing of toothache then parents will be requested to collect.
- On registration, parents will be asked if they would like to consent to their child being given liquid paracetamol in particular circumstances such as an increase in the child's temperature and in an emergency situation if the parent cannot be contacted.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form
- 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, e.g. Sudocrem, or over the counter nappy creams 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
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, a senior member of staff 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

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 the 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. The nursery manager, person's line manager or registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

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.

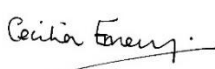
Storage

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.

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.

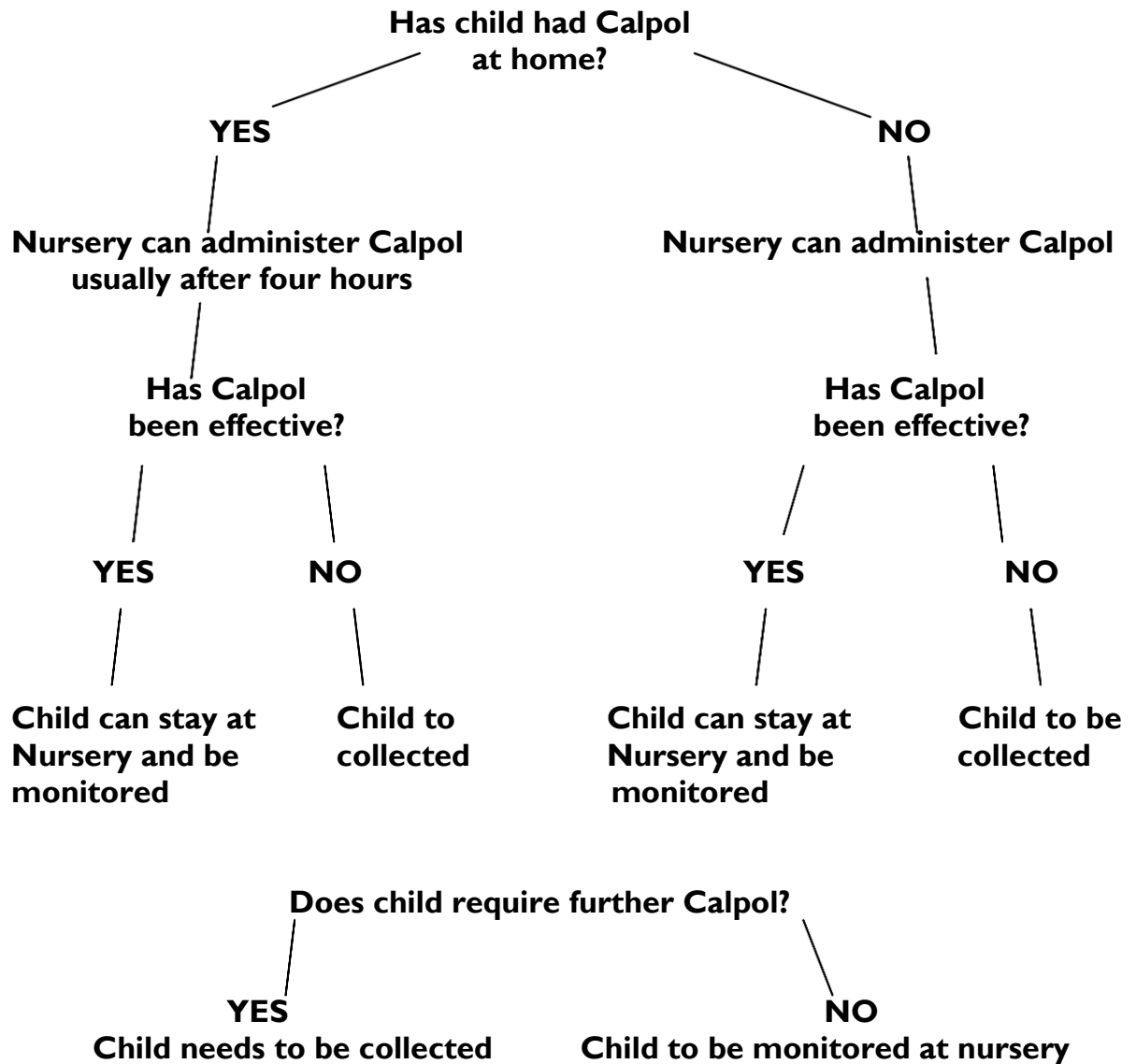
Medication stored in the setting will be regularly checked with the parents to ensure it continues to be required, along with checking that the details of the medication form remain current.

This policy was adopted on	Signed on behalf of the nursery	Date for review
2 nd January 2025		January 2026

Little VIPs Administration of Liquid Paracetamol (Calpol) Protocol
(to be read in conjunction with our Medications Policy)

A child with a temperature of 38C or above must be collected from nursery immediately

DAY 1



DAY 2, same process as above

DAY 3, child to be seen by GP. Nursery to discuss return date with parents