



Tiny Town Nursery

Medicine Administration Policy

Tiny Town Nursery follows the Early Years Foundation Stage Statutory Guidance.

If a child is unwell, they must be kept at home or collected from nursery as soon as possible.

If a child has been prescribed medicine, they will be required to be on any medicines for 24 hours before being allowed to return to nursery. This is due to the possible allergies and risk of infection and to allow the child to start responding to the medication provided.

Medicine can be administered at nursery if prescribed by a doctor, dentist, nurse or pharmacist and a medicine form must be completed by parents/carers before leaving the setting.

We reserve the right to refuse entry to a child who is displaying signs of illness. We reserve the right to send a child home or to seek medical attention if we feel they are too unwell to be at nursery.

Prescribed medicine must be in the child's name, be in date and have the original pharmacy label either on the bottle or on the box.

In the event of a child with a high temperature (**38C or above**), a single dose (5ml) of Calpol can be administered. Parent/carers will be contacted prior to the medication for verbal permission. Written permission for Calpol is in the Registration documents but a daily medication administration form will be completed and the parent/carers asked to sign upon collection. Only children with written confirmation from their doctor may be given Calpol at a lower temperature to cater for all individual needs.

If in the event that we cannot contact the parent/carer and we are sure that the child has not had any Calpol within the last 4 hours, we will administer Calpol if deemed necessary by the most senior member of management, if it is felt that the child's health and well-being will deteriorate.

We are not permitted to administer aspirin unless prescribed by a doctor.

Please note: we can only give Calpol in cases that a child's temperature is 38C or over and with written consent from the registration form. The child's temperature will be determined using an in-ear thermometer and also a forehead strip. In cases where a doctor says this may need to be at a lower temperature due to an individual child's needs, we will require this in writing from the GP.

Policy Review Date: September 2024 Next Review Date: September 2025



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Management staff and the Nursery Supervisor only are to administer medication to children as per instruction given by parents on the medicine form. They will have a current DBS check and also a first aid certificate. The member of management must check the name on the medicine, date prescribed, dose prescribed and ensure the pharmacy label matches the information on the medicine form. A staff member must witness the medicine being given and both manager and witness must sign the form immediately after.

In the event of signs of an allergic reaction to the medicine, an ambulance will be called and parents/carers will be contacted.

Any special dietary requirements or medical needs will be identified at registration and recorded on a long-term medicine form. A health care plan must be completed by parents/ carers in conjunction with the key person.

If a type of medication requires specialist knowledge or training then we will arrange for two members of management to receive the appropriate training to ensure availability.

EpiPen training will also be arranged for Management staff and the Nursery Supervisor and if required any staff member may administer an EpiPen once trained.

All medicines to be kept in the locked medicine box in the nappy room, or if required to be kept in the fridge, it must be in the labelled medicine box in the nursery milk fridge. All medicine is to be handed to a member of staff on arrival and given back to the parent/carer on departure.

Cross-contamination procedures such as wearing Personal Protective Equipment when dealing with body-fluid spills and nappy changing as standard ensures we do not need to be informed if a child has HIV or Hepatitis. This policy protects the individual rights to privacy of the child.

Ofsted and Public Health England will be informed of any outbreaks of notifiable diseases.