



## **Medication Policy**

At Pegwell Bay Nursery, we are committed to promoting the good health of all children in our care and to taking appropriate steps to prevent the spread of infection. This policy outlines the procedures for administering medication safely and in accordance with statutory requirements under the Early Years Foundation Stage (EYFS).

Medication will only be administered when absolutely necessary. Written parental permission must be obtained before any medication is administered. All medication must be provided in its original container, clearly labelled with the child's name, dosage, and prescribing professional's details where applicable. A full record of medication administered is maintained and shared with parents at collection.

We will administer medicine that has been prescribed by a doctor, dentist, nurse, or pharmacist. Medication must be handed directly to a senior member of staff, who will record the necessary information using the Family app. This includes the child's name, the name and dosage of the medication, the date, time, and method of the dose, and the time the last dose was given (if applicable). Parents must sign the medication form on Family. One form per medication course is acceptable. Any change in medication requires a new consent form. The dosage given must match the consent form exactly. Any variation requires a new form to be completed.

Parents must immediately inform the nursery if the child has received medication at home or if there has been any change in strength or dosage. The nursery will never exceed the recommended dosage unless written instructions from a healthcare professional are provided.

A senior member of staff will administer the medicine at the prescribed time in a child-friendly manner. If the child refuses to take the medication, this will be recorded and the parent informed. Staff are not legally required to administer medication and will only do so if trained and confident. Upon collection and on Family, parents are informed of the exact time and dosage given.

Non-prescription medication is generally not administered unless in an emergency. An emergency supply of fever relief medication, such as Calpol, is stored on site. If a child's temperature reaches 37.9°C or higher, staff will attempt to reduce the temperature by removing clothing or other means, and the parent will be contacted immediately. Calpol may be given only if the parent agrees, confirms they are unable to collect the child within 30 minutes, and consents to collect the child as soon as possible. A medication consent form must be completed upon collection. If Calpol has been administered at home prior to nursery attendance, the child must not attend that day.



For non-prescription creams, such as Sudocrem, prior signed consent must be obtained via the Famly app.

If a child requires an EpiPen, takes regular medication, or requires medication such as injections, suppositories, or pessaries, parents must inform the nursery as early as possible. In such cases, the nursery may require specific training for staff before they can safely administer the medication. Training will be child-specific and not generic. The nursery will work with parents and relevant professionals to ensure appropriate training and care plans are in place.

All medication must be in its original packaging and clearly labelled with the child's name. It will be stored in a secure, locked container, out of the reach of children. Emergency medication, such as inhalers or EpiPens, will be kept accessible to staff but still out of children's reach. Medication requiring refrigeration will be stored in a child-inaccessible fridge. Labels must be legible and untampered, and expiry dates will be checked before administration. If any of these conditions are not met, medication will not be given.

Children prescribed antibiotics must remain at home for 24 hours after the first dose to ensure they do not have a reaction and to prevent the spread of infection. We follow national guidance on the exclusion periods for infectious diseases in schools and nurseries.