

Medication Policy

Key information about this policy:

Policy Reference	ECCC-013
Version Number	v1.0
Date Issued	April 2026
Date of Review	April 2027
Approved By	Isabel Ruddick – Co-Director

Policy Purpose

Easton Community Children's Centre (ECCC) promotes the good health of children attending nursery and takes necessary steps to prevent the spread of infection. Medicines will only be administered when it is essential: that is where it would be detrimental to a child's health if the medicine were not administered during the provisions hours. If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date. We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Scope, Application, Access

- Policy applies to: all trustees, staff, parents/ carers, children, volunteers and students.
- Policy applies at all times and from all locations where children are in our care.
- Policy available to: All staff, current parents/carers, public.

Policy

Exclusion - Medication can only be administered if the child has been taking it for at least **48 hours** with no adverse side effects.

Prescription medication will only be given when prescribed by a doctor, dentist or pharmacist and for the person named on the bottle for the dosage stated. Medicines containing aspirin will only be given if prescribed by a doctor.

Non - Prescription Medicines will only be administered for a short initial period, depending on the medication or the condition of the child. After this time medical attention should be sought. If we feel 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.

Calpol (liquid paracetamol) is a non-prescribed medication that is provided for instances of increased temperature. On registration, parents/carers will be asked if they would like to consent to their child being given Calpol, which is recorded on Famly. The Calpol is stored out of children's reach in the main office, it is checked at regular intervals by the Operations Manager to make sure that it complies with any instructions for storage and is still in date.

Storage - Medicines must be in their original containers, which have not been tampered with, with their instructions clearly printed in English. All medication must be stored in a clear plastic clip box with a photo of the child attached. Within the clip box, we ensure there is an information leaflet for the medication, if this is not provided, we will access one from a reputable online source (Legal requirement; COSHH regulations). Each room has a fridge available which is inaccessible to children for medication which needs to be refrigerated.

Emergency medication, such as inhaler and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

Consent and Record keeping - Those with parental responsibility for any child requiring medication should hand over the medication to the most appropriate member of staff who will document the medication information, such as name and expiry date and the details of the administration on the appropriate form on Famly. Another member of staff will check these details then the parent/carer must acknowledge the form to give consent. This must be done for all medication, whether prescribed or not, prior to administration. The practitioner may write on the responsibilities board and consider setting an alarm if doses need to be administered at a specific time.

The parent/carer must be asked when the child was last been given the medication and the staff member must record this information on the medication form. The parent/carer can check the medication form at any time on the Famly app to see the times it was administered. Parents/carers 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 and an update to the form must be made. Then the form must be updated or a new form must be written.

Administration - At the time of administering the medicine, a senior member of staff, along with a witnessing member of staff, will firstly check that the medication in the clip box corresponds with the medication form on Famly and draw up the correct dose. When administering medication, it should never be left unattended. The witness will agree that it is the correct child and they will find somewhere suitable to give the medication. They will then ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time. 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, staff will explain why the medication is important for them and encourage as best as possible. If the child still refuses, then staff need to

inform the parent's/ carers, ask advice from NHS Advice or the prescribing GP or specialist if necessary.

Record keeping - If administration was possible, it must be recorded on Famly for the parent/carer to acknowledge. If the parent/carer has not acknowledged the administration of medication by the end of the child's session, please ensure they do this at handover. If someone else collects, please phone the parent or carer to make them aware that their child has been given medication. If administration wasn't possible, record on the administration record form that the child declined the medication and the time.

Disposal - If the staff member or child drops the medication i.e. a tablet, then this will not be administered. A new tablet will be administered and the spoiled medication will be stored for the remainder of the day and then returned to the parent/carer. This will be reported to the Room Leader and recorded on the medication form. Empty containers and old medication will be given back to the parent/ carer and must not be disposed of at ECCC.

Outings - Medication on an outing will be carried, in the First Aid Bag, by a member of staff. The accessibility of medication, particularly for use in an emergency, will be considered. The Medical Consent and Administration Form can be obtained on Famly, via the work phone, and the Administration of Medication Procedure will be followed as normal.

Injections, pessaries, suppositories (Including EpiPens) - 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. ECCC will do all it can 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 meet the child's needs.

Emergency medication - In the event of emergency medication, such as EpiPens, Inhalers and Antihistamine, staff follow the child's Health Care Plan or Allergy Action Plan and procedure in the First Aid Policy. It is important to remove other children from the scene to preserve privacy and support all involved or witness to an event, including opportunity for staff to debrief.

Mistakes - If a staff member has made a mistake in administering medication, this needs to be reported to a senior member of staff immediately. Staff will then inform parents/ carers, call NHS Advice, contact the prescribing GP/specialist, go to the local A&E as appropriate. Mistakes will be recorded on the Administration Record and an Incident Form as appropriate. The senior member of staff will look into how it happened and what can be done to prevent it from happening again. The Directors must be notified

Staff medication - Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker, securely out of reach of the children, at all times. All nursery staff have a responsibility to work with children only

where they are fit to do so, not when infectious or 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 this occurs, they must inform their line manager and seek medical advice. The line manager will decide if a staff member is fit to work; this decision will include any medical advice obtained by the individual or from an occupational health assessment.

Roles and Responsibilities

Co-Directors: Overall responsible for everyone at Easton Community Children's Centre.

Operations Manager: liaise with the insurer, provide appropriate training, complete reporting if necessary, risk assess as necessary.

Practice Lead and Senior Room Leaders: Ensure safe administration of medication, to make the final decision about whether a child is able to access the provision

All Staff: Responsible for adhering to the policy and procedures at all times.

Parents / Carers: Responsible for adhering to the policy and procedures at all times.