



Medication and Medical Treatment Policy

At Walmer Bridge Day Nursery, we promote the good health of the children attending our nursery and take necessary steps to prevent the spread of illness and infection, by following guidance from Public Health England*, the Government (Departments of Education and Health), and the NHS***. If a child requires medication whilst in our care, we will need to obtain information about the child's needs for this, and staff members will ensure that this information is kept up to date. Most staff members are fully qualified in paediatric first aid, and can give first aid and basic medical treatment, when needed. There will always be a minimum of 1 staff member on the nursery premises at all times who holds a full and valid paediatric first aid certificate, as per the Statutory Framework for Early Years.

If at any time there is any doubt regarding the administration of medication to a child, staff should consult the Nursery Manager, who will contact the child's parents/carers, if needed. The Nursery Manager reserves the right to decide if a child is fit to attend nursery or is too unwell and must therefore remain at home during a medical 'exclusion period'. Public Health England* has guidance on exclusion periods for particular childhood illnesses. For information on infection control and infectious diseases, parents and practitioners can seek advice from the Public Health England website*.

Medication forms

Before administering medication to any child, we will require written consent from the child's parent/carer. The nursery staff can NOT administer any medication unless prior written parental consent is given. This consent should be recorded as a signature on a medication form (short-term or long-term).

Medication forms should include the following information:

- the child's full name and date of birth
- the name of the medication
- the reason for the medication i.e. illness/medical condition
- the required dose
- the time the medication was last given at home
- agreed time of administration at nursery
- parent/carer signature for consent of medication administration

The written permission is only acceptable for the medication listed on the medication form and cannot be used for similar types of medication, e.g. if the type of antibiotics changes. Parents must notify the nursery IMMEDIATELY if the medication circumstances change e.g. a dose has been given at home, or a change in strength/dose needs to be given. When any changes occur, a new medication form must be completed and signed by the parent/carer. Nursery staff can only administer medication as per the information agreed on the medication form.

Non-prescribed medication

Medication, including non-prescribed 'over the counter' medication, can only be accepted and administered if it is in the original labelled container/packaging. So that staff members are aware of possible side effects of the medication, we also ask parents/carers to provide the information leaflet

that is supplied with the medication. The nursery will not administer any non-prescription medication containing aspirin.

The nursery will only administer non-prescribed medication for a short initial period, and only if necessary. After this time parents/carers will be advised to seek medical advice. The nursery reserves the right to determine the number of days that the non-prescribed medication will be given, before requesting parents/carers seek further advice from a healthcare professional. This will be based upon the individual child, the medication, and the reason for the medication.

The nursery also reserves the right to refuse to administer medication if they feel that the child does not need the medication or requires further medical assessment/attention.

Examples of non-prescription medication may include:

- Creams or ointments for skin conditions such as, suncream, moisturisers e.g. Child's Farm, Aveeno, or E45, nappy-rash creams e.g. Sudocrem, Metanium or Bepanthen

We can NOT administer over the counter teething medications, as many contain alcohol, local aesthetic, or choline salicylate. Medicines containing choline salicylate (e.g. Bonjela) should NOT be administered to children under 16 years. It's linked to a rare condition called Reye's syndrome, which can be fatal.

Prescribed medication

Prescribed medication can only be accepted and administered if it is in the original labelled container/packaging. So that staff members are aware of possible side effects of the medication, we also ask parents/carers to provide the information leaflet that is supplied with the medication.

Medication that has been prescribed must also be labelled with a prescription label. Prescription labels must contain:

- the child's details, including their full name and date of birth
- the date the medication was prescribed
- the expiry date of the medication
- the directions of administration

Where the child had been prescribed antibiotics, the child can NOT attend nursery until at least 24 hours after their first dose of the medication. Reasons for this include:

- The child is still contagious and may spread their infection to other children or staff members
- The antibiotics typically take at least 24 hours to be fully in the child's bodily system and begin to work/treat the infection
- The child is most susceptible to having an allergic reaction to the antibiotics within the first 24 hours
- If the child has an infection which requires antibiotics, they are deemed too unwell to attend nursery and are therefore required to remain at home during a medical 'exclusion period' of at least 24 hours

Short-term medication

If a child is brought to nursery with a medical condition in which they may require medication whilst in our care, a short-term medication form must be completed and signed by the parent and nursery practitioner. Medical exclusion periods apply for particular conditions/illnesses. For more information on infection control and infectious diseases visit the Public Health England website*.

Long-term medication

Where children require long-term on-going medication for medical condition, including an allergy, (e.g. adrenaline auto-injector), a long-term medication plan form should be completed and signed on a monthly-basis by the child's parent(s); this is the responsibility of the child's key person. Nursery staff should give parents at least a month's notice of medication expiring, so they can provide a replacement. It is the parent(s) responsibility to discard of any expired or unneeded medication.

Injections, Pessaries, Suppositories

Where a child has a long-term medical condition which requires the administration of injections, pessaries, or suppositories (e.g. Type 1 Diabetes), we will NOT administer these without appropriate medical training for every member of staff caring for this child. 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. This training is specific for every child and is not generic. Where this is the case, a medical care plan will also be put in place for the child – this should be agreed and signed by parents and nursery staff.

Storage of medication

All medication should be stored appropriately and safely, out of the reach of children. There is a designated cupboard in the kitchen for medication. Some medication is required to be kept in the fridge e.g. certain antibiotics and eye drops – there is also a designated shelf in the kitchen fridge for medication. Nursery staff members should refer to the medication packaging and prescription label to ensure the correct storage of medication.

Medication should NOT be stored in the child's bag. If a child is on medication that is brought to and from home and nursery, this should be stored safely and securely whilst they are at nursery and given back to the parents upon collection at the end of the child's nursery session.

Staff should ensure that they take the child's medication on any trips or outings e.g. asthma inhalers. It should remain in the first aid bag and placed back securely in the kitchen upon return to nursery.

Administration of medication

Medication should only be administered by staff members who are qualified to Level 3 or above and who also hold a valid and full paediatric first aid certificate.

Where medication is administered, a short-term medication form should be completed and signed by the staff member who administered the medication and by a second staff member who witnessed the administering. Parent(s) should always be notified when their child has received medication and are also required to sign the short-term medication form.

Calpol

It is the parent's responsibility to notify their child's key person upon drop-off at nursery, if their child has had Calpol during the night or morning, before attending nursery. In the case that a child has already had Calpol within the last 24 hours, we will NOT administer a second dose whilst at nursery, unless it is an emergency (see emergency medication below). Instead, the child's parent/carer must be contacted immediately and arrange for collection of their child from nursery.

If a child develops a high temperature / 'fever' (above 38°C as per NHS guidelines)**** whilst in our care, the child's parents must be contacted immediately. If the child has NOT already had Calpol previously with the last 24 hours, the nursery staff can administer 1 dose of Calpol. The nursery staff must refer to the Calpol instructions leaflet and packaging to ensure the correct dose is administered for the child's age. When Calpol is administered, it must be recorded on a short-term medication form and signed by parents upon collection. In the event that nursery staff have administered Calpol at nursery, and after 30 minutes, the child continues to have a high temperature, develops new symptoms, or continues to be unwell, the child's parents/carers must be contacted to arrange the collection of their child from nursery as soon as possible.

If a child continuously displays a high temperature over consecutive days, nursery staff should advise their parents/carers to seek an assessment from a medical professional e.g. a doctor. Nursery staff will NOT administer Calpol at nursery if it has already been given in the last 24 hours, unless it is an emergency (see emergency medication below). It is important for parents and nursery staff to understand that Calpol can 'mask' underlying illnesses. When a child continuously has a high temperature, it is likely that their body may be fighting an infection – our bodies naturally develop a high temperature when unwell, to make it harder for bacteria and viruses to survive. Nursery staff reserve the right to politely ask you to seek advice from a medical professional if they think your child may have an underlying illness or infection.

Calpol (liquid paracetamol) will only be administered to safely reduce a child's temperature and will NOT be administered for any other reason.

Emergency Medication

Upon registration of a new child to the setting, parents will complete an enrolment form. Within the enrolment form, parents can give consent to 'emergency' medical treatment being given, including the administration of emergency medication. Attempts will always be made to contact the child's parents before administering 'emergency' medication/medical treatment. However, if these attempts are unsuccessful, the Nursery Manager must consent to the emergency medication/medical treatment.

Circumstances when emergency medical treatment may be necessary include:

- A child has a high temperature (above 38°C as per NHS guidelines)**** and we are unable to contact the parent(s) or emergency contacts. In this case, we will administer liquid paracetamol e.g. Calpol, to reduce the child's temperature and reduce the risk of febrile convulsions.
- A child has had a mild allergic reaction e.g. to a consumed food. In this case, we will administer liquid anti-histamines e.g. Pirton.
- A child has received a sting or insect bite e.g. from a spider, bee, or wasp. In this case, we will administer liquid anti-histamines e.g. Pirton.
- A child has a serious allergic reaction to any medication during our care - we will always seek urgent medical attention by calling 999 for an emergency ambulance stating "anaphylaxis".

Treatment of anaphylaxis is adrenaline, given by injection. First aid qualified staff members are fully trained in the delivery of adrenaline auto-injectors.

- The child is suffering an emergency heart condition i.e. cardiac arrest. In this case, we will deliver CPR and electronic shocks using a defibrillator. First aid qualified staff members are fully trained in the delivery of CPR and use of a defibrillator.

Our nearest defibrillators are located at:

- 1. Walmer Bridge SPAR, 108 Liverpool Old Rd, Walmer Bridge, Preston PR4 5GE**
- 2. Walmer Bridge Village Hall, Gill Lane, Walmer Bridge, Preston PR4 5GN**

Access to these defibrillators can be sought by calling 999.

An 'emergency' nursery stock of liquid paracetamol and anti-histamine is always be kept on site and stored in the medication cupboard in the nursery kitchen. Stock medication is checked at regularly by the designated person to ensure there is ample supply and that it is still within its expiry date.

Administering 'emergency' non-prescription medication will be a last resort, and the nursery staff will use other alternative methods first to try and alleviate the child's symptoms e.g. naturally cooling a child with a temperature by removing excess clothing i.e. jumpers/socks. Staff should take care not to attempt to cool a child with a temperature too quickly, as this can increase the risk of shock or a febrile convulsion.

Where emergency medication has been administered, the child's parents/carers will be contacted immediately and advised to collect their child. If the nursery cannot contact the child's parents/carers, they will contact the 'emergency contacts' listed on the child's enrolment form. The child will be closely monitored by a member of nursery staff until they are collected from nursery. Collection passwords must be provided where an 'untypical' person is collecting the child from nursery, as per our collection policy.

In cases where the nursery is unable to contact a suitable person to collect the child, the nursery may need to seek urgent medical attention by calling 999, if the child's medical condition deteriorates. The Nursery Manager or senior member of staff will accompany the child in the ambulance and at the hospital, in cases where this is necessary.

N.B. It is important to note that staff working with children are not legally obliged to administer medication

* [Guidance on infection control in schools poster.pdf \(hscni.net\)](#)

** [Children and young people settings: tools and resources - GOV.UK \(www.gov.uk\)](#)

*** [Is my child too ill for school? - NHS \(www.nhs.uk\)](#)

**** [High temperature \(fever\) in children - NHS \(www.nhs.uk\)](#)

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>May 2019</i>	<i>Y Tucker</i>	
<i>Amended February 2023</i>	<i>Y Tucker</i>	<i>February 2024</i>
<i>Reviewed February 2024</i>	<i>KLEastham</i>	<i>February 2025</i>
This policy was reviewed on	Signed on behalf of the nursery	Changes made?
11 th March 2025	Katy-Leigh Eastham (Nursery Manager) <i>KLEastham</i>	No changes needed