



Medication Policy

Introduction

This document outlines the responsibilities of the nursery and parents/carers when administering prescribed medication to children, in accordance with Ofsted guidelines.

Medication Procedure to be followed

Should your child need to receive medication whilst attending a session at Phoenix Childcare, please be aware that we can only administer medication prescribed by your child's GP, except in the cases of nappy creams, emollient creams and teething remedies such as teething granules and anbesol.

It is recommended that children are not given unprescribed medication while they are at Nursery, and we ask that children requiring this type of medication do not attend nursery until they are well enough to do so. Please be aware that should your child be prescribed antibiotics they may need to stay at home for a few days before returning to nursery. The exact length of exclusion needs to be decided by your child's GP but we request that your child is kept away from nursery for a minimum of 24 hours after the first dose is given in case there is an adverse effect. This includes Immunisations too. After an immunisation we request children are kept home for 24 hours after in case there is an adverse effect.

All medication must be in its original container and clearly labelled with the original sticker stating the dosage, your child's name **only** and the date of expiry. A supervisor/senior or manager will check these details. All children's medication will be stored in the nursery fridge unless other storage instructions are given. Any medication that is not required to be kept in the fridge will be stored safely in the office. Any staff medications will be kept in the staff area fridge or office.

We must complete a short term medication form on Famly every time you require the nursery to administer prescribed medication to your child. A member of staff or manager will complete this with you.

We require:

- Date and time of when the medication is to be administered
- The type of medication to be administered

The parent/carer must acknowledge on Famly to give consent for a staff member or Manager to administer the medication. All staff/managers that administer medication will use the same form to record the times of dosage.

Another member of staff will counter-sign by having their name added in the “witness” section on Famly to confirm that they have witnessed the medication being administered. Parents/carers are required to acknowledge this record on Famly

The medication records will be kept for a period of 20 years. Any significant incident concerning administration of medication will be reported to Ofsted.

Alternative Remedies and Barrier Cream

Unfortunately, we are unable to administer alternative remedies except teething powders/anbesol.

If your child is in nappies and occasionally needs a protective ‘barrier’ cream, you should supply this yourself, with your child’s name labelled on the front of the container.

Paracetamol and Ibuprofen

Calpol / Nurofen* for children and other paracetamol and ibuprofen based medications can only be administered to a child if prescribed or parents can provide a covering letter from your child’s G.P stating why your child needs to be given Calpol at nursery. The letter must remain in your child’s file within the nursery. You will also be required to complete a medication form on Famly as above.

The nursery will keep Calpol in the manager’s office as an emergency for very high temperatures to be administered with parents’ consent only if they are delayed in picking up their child and, not receiving the Calpol could risk the child’s temperature spiking with the possible result being a febrile convulsion. (Refer to Sickness policy).

Conjunctivitis Creams or Drops

If your child contracts conjunctivitis the nursery can only administer cream/drops which are prescribed by a doctor. This can be administered at nursery. A member of staff will ask parents to fill out a Famly medication form giving us permission to administer this. The staff members must follow the guidance on the box at all times not exceeding the recommended dosage. Parents will need to acknowledge this form at the end of each day that your child attends to acknowledge it has been given.

Specific Medication

If your child is on long term medication, or needs medication in emergencies e.g. inhalers or Epipens* (for allergic reaction), it is imperative that you discuss this with the nursery management as an individual healthcare plan or an additional awareness form may need to be drawn up with you to ensure your child is known to all staff members.

A staff member will add this information to Famly under the child’s information and we will discuss with you annually to ensure that we have the correct information. Parents will also be required to acknowledge on Famly if it has been given.

If there is any specific training that we require to administer specific medication your child will not be able to attend until this training has been received. A record will be kept alongside the healthcare plan of who has been trained to administer the medication so they can be called upon in an emergency.

Sun cream

The use of sun cream is covered in detail in the Sun Safety policy.

Insurance

The nursery is insured for administration of first aid, consented medication and emergency treatment.

Forms

Forms to work alongside this policy are:

- Healthcare plan for a child with specific medical needs

Policy updated May 2025

Due for review May 2026