Shadwell Childcare

Medication Guidance Policy

Adopted on May 2026

Date to be reviewed: October 2027

Medication Guidance

Statement

The nursery works within strict safeguarding guidelines and promotes the best possible care for children and therefore all medication that is required by a child must be recorded before staff can administer this medication. It is the parent's responsibility to ensure that staff are aware of any medication that has been administered before attending, and why it has been given so that all staff are aware to prevent overdose of medication and to be aware of any symptoms that may cause.

Process

- Medication will only be given if prescribed and labelled by a UK registered doctor / Dentist / Pharmacist
- Only medication for the particular child will be given (not siblings or other relatives)
- Medication will be stored as advised on the label.
- Staff will not administer medication that is out of date.
- All medication will be administered according to instructions on the label.
- A digital Medication Record for parents to fill in and sign is available at the nursery when you drop off your child. This will ask parents for the following information:

    - Child's name
    - Name of medication and reason for medication
    - Time that medication is required
    - Amount of medication required
    - Parent signature/digital acknowledgement
    - Staff acknowledgement, including staff witness

- Staff are unable to give medication if a Medication Record has not been completed and authorised by a Parent/Carer on the Famly app

- All short-term medication will be stored in either the office cupboard or fridge and details displayed on the white board and register

- The staff administrating the medication will be first aid trained

- Medication such as teething gels that do not require a GP/Pharmacy label may be provided for children and will be documented in the same way as prescribed but will only be administered at the Manager's discretion

- Non prescribed medication such as Calpol will not be administered unless in exceptional circumstances. Exceptional circumstances includes a high temperature (39 or above). In these instances the Nursery Manager, Deputy or Room Lead will :

Contact a parent / emergency contact

- Administer Calpol upon verbal confirmation from the parent/carer
- A medication form will be completed via Famly for the parent to authorise the administration of medicine
- Two staff members will be present when giving the medicine
- Calpol is from a pre measured closed sachet of 5ml where possible
- Any child being given non-prescribed (parent authorised medication) will remain with a member of staff at all times
- Parents must collect as a priority

If unable to contact a parent / emergency contact

- Upon joining all parents will be requested to confirm via a Famly permission that where a child has a temperature of 39 and where we are unable to reach a parent or emergency contact, the Manager / deputy can administer Calpol, as per the procedures above
- Staff will continue to try to contact a parent / emergency contact and a member of staff will remain with the child
- An online medication permission form will be completed immediately and will required authorisation once contact with parents are made

This is to ensure the health and safety of the child is a priority at all times and to prevent possible seizures from high temperatures. If necessary emergency procedures (calling 999) will be followed

Long Term Medication and Health Care Plan (HCP)

If a child is regularly on prescribed medication (such as inhalers, etc.) then a Health Care Plan (form HCP2019) and a digital Long Term Medication form on Famly are required. They are completed by parents to explain the reason for the medication, give permission for staff to administer it on a regular or emergency basis (as appropriate) and to confirm the impact of not having the medication. Staff will then log each time they administer the medication on the online form, and this will be authorised by the parent/carer on the Famly app.

This also allows a record of the dosages, times etc that can be used to monitor the child for the GP / parents if needed.

This form in completed in partnership with the parent / carer and in conjunction with all medical forms / letters.

If a child has life saving medication such as an Epi pen, this should go with the child between rooms and sessions.

Children with known allergies / risk of anaphylaxis

We keep a register of all children with known allergies, including those children who are prescribed an adrenaline auto-injector (AAI). Parents are asked to provide two AAIs to be kept at nursery and will be required to sign a consent slip for staff to administer the AAI if their child shows signs or symptoms of anaphylaxis. Staff are trained in anaphylaxis (NHS online training) and allergen awareness.

If we administer a child's AAI, we will always call 999 to request an ambulance, stating clearly to the emergency operator 'ANAPHYLAXIS'. We will then call the parent / emergency

contact. If there is no improvement after 5 minutes, we will administer a further dose of adrenaline if available.

Parental Responsibility

It is the parent's responsibility to ensure that the nursery is updated or if any changes are made. These should be done in writing and the revised HCP signed by the parent.

It is the parent's responsibility to ensure that staff are aware of any medication that has been administered before attending, and why it has been given so that all staff are aware to prevent overdose of medication.

The Nursery will contact parents to advise that their child has a temperature or is feeling unwell and the parent will be asked to collect their child as per the Sickness Policy. In line with statutory guidance, it is vital that we have at least two relevant home and emergency contact numbers and that any changes are updated with nursery immediately.

Health Care Plan (HCP2019)

Name: **DOB:**

Please speak with the Room Leader or Manager if you are unsure of any parts of the plan.

Medical Condition(s)

Triggers

Symptoms

Medication / treatment

Emergency procedures

If the child has a prescribed adrenaline auto-injector:

Please confirm that Shadwell Childcare staff have your consent to administer the AAI if we believe the child is showing symptoms of anaphylaxis **Yes / No**

Notes

Date to be reviewed _____

Parent/ carer: _____ Date _____

On behalf of Shadwell Childcare _____ Date _____