

Shadwell Childcare

Medication Guidance Policy

Adopted on October 2025

Date to be reviewed: October 2026

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- Staff will not administer medication that is out of date.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 Family 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 administering 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:
 - This includes a high temperature when the Nursery Manager or Room Lead will :
 - administer upon verbal confirmation from the parent/carer.
 - A medication form will be completed via Family for the parent to authorise the administration of medicine.
 - Two staff members will be present when giving the medicine
 - If Calpol this is from a pre measured closed sachet of 5ml
 - 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

Long Term Medication and Health Care Plan (HCP)

If a child is regularly on medication (such as inhalers / Epi Pens etc.) then a Health Care Plan (form HCP2019) and a digital Long Term Medication form on Family are required. They are completed by parents to explain the reason for the medication, give permission for staff to administer it on a regular basis 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 Family 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.

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

Notes

Date to be reviewed _____

Parent/ carer: _____

Date _____

On behalf of Shadwell Childcare _____

Date _____