

Administration of Medication Policy

Prescribed medication

In order to make sure there is no allergic reaction, children must stay at home for 24 hours following their first dose of antibiotic.

A child may attend the nursery whilst receiving medication as long as the following procedures are adhered to:

- Medication has been prescribed by a UK doctor and has the child's **name, date of birth and dosage required** clearly labelled on the bottle/box.
- The child is not distressed but needs to complete a whole course of treatment to remain well.
- They are no longer infectious.
- The child has a long-term medical condition that requires ongoing treatment with a letter from a medical professional and a care plan to go along with this.

The Vineyard Organic Day Nursery will only administer medication under the direct authority of the parents so long as the child has been on medication for 24 hours prior to returning to the nursery. Each room within the nursery has a medication file that contains information about any current medication that their children may be on. Once the child has finished their medication, their information is then transferred to their file, which is kept in the office.

When the child and parent/guardian arrive on the first day back after an illness, the child's key person will ask the parent to complete a medication form which informs us of the correct dosage and times to administer and whether the child has received the medication before. The medication form (which follows this policy) needs to be signed and dated by the parent/guardian. The medication then needs to be checked by the head of the unit who must then also sign the medication form.

The parent/guardian needs to sign the medication form at the end of each day unless it is a long-term medication in which case it can be signed at the end of each week.

Medication needs to be clearly labelled and stored in a sealed container in the milk kitchen fridge or in the manager's office.

A PFA qualified member of staff will administer the medication, and the head of the unit will check doses and countersign the medication log sheet.

Calpol

Children must not be brought to nursery if they are unwell and in requirement of Calpol to lower their temperature as a result of a viral or bacterial infection. They must be kept at home until 24 hours has passed after their temperature has returned to normal.

When the child first joins the nursery the parent/guardian will be asked to complete a Calpol consent form, which is kept on file in case of an emergency. Parent/guardians can choose not to give consent for Calpol but parents/guardians must be aware that Calpol cannot be given without their written consent.

In the event of a child having a temperature in excess of 38 degrees we will telephone parents to inform them of their child's condition and ask them to collect their child from nursery. In the meantime, provided they have consented to the administration of Calpol we ask parents to email the office to specify the Calpol dosage they would like their child to be given as a form of pain management while awaiting collection. The specified dosage must be in line with Calpol recommended guidelines. These measures will be taken provided:

- All methods of cooling down the child by all other means have been attempted.
- Parents/guardians have been notified and the time delay for collection would put the child at greater risk or discomfort.
- A PFA qualified senior member of staff will administer the Calpol while a colleague witnesses this.
- A medication form noting the administration time and Calpol dosage will then be completed by the person who administered the medication.
- When the parent/guardian arrives to collect their child they must read and sign the medication form.

In certain cases, children will be given Calpol at nursery as a means to manage teething pain. Dosage, must be in line with guidelines.

- Calpol can be given for two consecutive days once a day.
- The parent/guardian must bring the Calpol in a clearly named bottle which will be kept in a sealed container in the milk kitchen or Headteacher's office.
- The parent/guardian must fill in a medication form and clearly state the dose and time to be given – it cannot be left on an as and when required basis.

- The Calpol will be administered by a senior PFA qualified member of staff and countersigned by a colleague and a medication form completed indicating the time and dosage of the medication
- The parent/guardian will sign the medication sheet at the end of each day.

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