MEDICATION MANAGEMENT POLICY

Applies to: *All employees, students, volunteers, agency staff and visitors.*

Policy Statement

At Dots & Tots Day Nursery, we are committed to promoting and protecting the health, safety and wellbeing of every child in our care. We recognise that many children may require medication for short-term illnesses, long-term medical conditions or emergency medical needs. We believe that children requiring medication should, wherever possible, be able to attend nursery safely and participate fully in all aspects of nursery life.

We work in close partnership with parents, carers and healthcare professionals to ensure medication is administered safely, accurately and respectfully. Every child is treated as an individual and supported according to their specific medical needs.

Medication will only be administered where it is in the child's best interests and where appropriate procedures have been followed.

Throughout this policy, the safety of the child will always remain our primary consideration.

This policy aims to ensure medication is administered safely and accurately, protect children from harm, promote children's health and wellbeing, ensure all staff understand their responsibilities, provide clear guidance for parents, ensure medication is stored securely, maintain accurate medication records, meet all statutory requirements under the Early Years Foundation Stage (EYFS), support children with ongoing medical conditions and ensure emergency medication is readily available when required.

Roles and Responsibilities

Nursery Manager

The Nursery Manager has overall responsibility for ensuring medication is managed safely throughout the nursery.

The Manager will:

Ensure this policy is implemented. Ensure staff receive appropriate training. Monitor medication records. Carry out regular audits. Ensure medication is stored correctly. Monitor expiry dates. Liaise with healthcare professionals where required. Ensure parents are informed whenever medication has been administered. Review Individual Healthcare Plans regularly.

Staff Responsibilities

All staff responsible for administering medication must:

Read and understand this policy. Follow all medication procedures. Maintain confidentiality. Check medication carefully before administration. Report concerns immediately. Record administration accurately. Ensure medication always remains secure.

Only trained and authorised members of staff holding a valid paediatric first aid certificate may administer medication. A second member of staff holding a valid paediatric first aid certificate must witness all routine medication administration.

Training

Only staff that have a valid paediatric first aid certificate are permitted to administer first aid or medication

Additional training will be provided, where required, where children have specific medical conditions including, but not limited to:

Epilepsy; Diabetes; Severe allergies; Asthma; Administration of Adrenaline Auto Injectors where appropriate;

Training records will be maintained by the Nursery Manager.

Where healthcare professionals provide specialist training, only staff who have completed this training may administer the medication.

Accepting Medication

Medication will only be accepted into nursery where it meets all the following requirements:

It is required during the child's nursery session. It is supplied by the parent or legal guardian. It is in its original container. It has a clearly visible expiry date. It includes clear dosage instructions. It is clearly labelled where appropriate. Staff are satisfied it is safe to administer.

Prescription medication must:

Be prescribed specifically for the child. Display the original pharmacy dispensing label. Include: Child's full name; Medication name; Dosage; Frequency; Date dispensed; Expiry date where applicable;

Medication that does not meet these requirements may be refused.

Previous Dose Requirement

For the safety of every child attending Dots & Tots Day Nursery, medication will only be administered where the child has already received at least one dose at home without experiencing any adverse reaction.

The first dose must have been administered by the parent or carer at least **24 hours** before nursery staff administer the medication.

This requirement applies to:

Prescription medication; Non-prescription medication; Allergy relief medication; Pain relief medication; Oral antibiotics; Creams and ointments where appropriate;

This procedure allows parents to identify any allergic reaction or unexpected side effects before medication is administered within the nursery.

Exceptions may only apply where emergency medication forms part of an agreed Individual Healthcare Plan.

Medication Consent

Written parental consent must be obtained before medication is administered, including any prior written consent covering the medication and circumstances of administration.

Consent forms will include:

Child's full name; Medication name; Reason for medication; Dosage; Method of administration; Time medication should be administered; Date; Parent signature;

Verbal consent will not normally be accepted.

Where children have long-term medical conditions, consent may be incorporated within their Individual Healthcare Plan.

Where medication is required and parents/carers/emergency contacts cannot be contacted, staff will always attempt to telephone them first and record the attempts made. If valid written consent has previously been given for the specific medication and circumstances, and administration is in the child's best interests, the nursery may administer the medication in accordance with that consent, the medication instructions and this policy. A written Medication Administration Record will then be provided to the parents or carers as soon as practicable. This provision does not permit medication to be given without prior valid consent.

Individual Healthcare Plans

Children with ongoing medical conditions will have an Individual Healthcare Plan completed with parents and, where appropriate, healthcare professionals.

The Healthcare Plan will include:

Medical diagnosis; Signs and symptoms; Medication required; Dosage; Administration instructions; Emergency procedures; Known triggers; Allergies; Contact information; Review dates;

Healthcare Plans will be reviewed regularly and immediately following any change in medication or treatment. They will be read, understood and available to all staff working with the child at all times.

The Seven Rights of Medication Administration

Before administering any medication, staff must always complete the Seven Rights of Medication Administration.

Staff must confirm:

✓ Right Child

✓ Right Medication

✓ Right Dose

✓ Right Route

✓ Right Time

✓ Right Expiry Date

✓ Right Consent

If any of these checks cannot be confirmed, the medication must **not** be administered until clarification has been obtained.

Medication should be administered calmly, respectfully and with reassurance, recognising that some children may feel anxious.

Medication must be administered by a member of staff with a valid paediatric first aid certificate and witnessed by a second member of staff who also holds a valid paediatric first aid certificate.

Both the administering member of staff and the witness must check the medication, child, consent, dose, route, timing and expiry before administration, and both must sign the Medication Administration Record.

Routine medication must not be administered without the required trained witness. Where immediate life-saving emergency medication is required, staff must follow the child's Individual Healthcare Plan and emergency procedures without delaying urgent treatment to obtain a witness; emergency services must be contacted as appropriate.

As soon as possible, after administration, the Medication Administration Record must be completed.

The exact time of administration must always be recorded accurately.

Administering Medication

Medication should always be administered in a calm, safe and respectful manner that supports the child's emotional wellbeing. Staff should explain to the child, in an age-appropriate way, what they are doing and offer reassurance throughout the process.

Before administering medication, the member of staff must:

Wash and dry their hands thoroughly. Assemble the correct medication and any required equipment. Check the Medication Consent Form or Individual Healthcare Plan. Complete the Seven Rights of Medication Administration. Check the medication has not expired. Ensure the medication has been stored correctly. Confirm the child is well enough to receive the medication. Ensure the correct dosage is measured accurately.

Where medication requires measuring, an appropriate measuring syringe or spoon supplied with the medication should always be used. Household teaspoons or other unsuitable equipment must never be used.

Staff will always follow the dosage, frequency, method of administration and age-related directions stated on the medication packaging or pharmacy dispensing label, together with any applicable prescription instructions and the child's Individual Healthcare Plan. Medication must never be given at a dose or by a method inconsistent with these instructions. Any discrepancy or uncertainty must be clarified with an appropriate healthcare professional before administration.

Following administration, staff must remain with the child /observe the child to ensure the medication has been swallowed or administered successfully and that no immediate adverse reaction occurs.

Parents or carers will always be informed when medication has been administered. Where they could not be reached beforehand, staff will continue reasonable efforts to contact them and provide a written Medication Administration Record as soon as practicable, as well as informing them at collection.

Refusal of Medication

Children will never be forced to take medication.

If a child refuses medication:

Staff will remain calm and reassuring. A second attempt may be made if appropriate. The refusal will be recorded. Parents will be contacted immediately. Advice will be sought from the parent regarding the next steps.

If the refusal places the child at immediate risk, staff will administer emergency medication where advised within the child's medical protocol or where there are concerns regarding the child's condition and immediately call **999**.

Storage of Medication

All medication must be stored safely and securely to prevent unauthorised access whilst ensuring emergency medication remains immediately accessible. All medication will be stored in kitchen area of each building locked in a cabinet away from children's areas.

Medication must:

Remain in its original container. Be clearly labelled. Be inaccessible to children. Be stored in accordance with the manufacturer's instructions. Be protected from excessive heat, moisture and direct sunlight.

Medication must never be stored in children's bags or personal belongings whilst attending nursery.

Medication requiring refrigeration will be stored in a clearly labelled medication container within the nursery refrigerator.

The refrigerator temperature will be monitored daily in accordance with the nursery's Food Safety procedures.

Emergency Medication

Some children require emergency medication to manage life-threatening medical conditions. These may include but not limited to; Adrenaline Auto Injectors (EpiPens, Jext or Emerade); Inhalers; Buccal Midazolam; Other medication identified within the child's Individual Healthcare Plan;

Emergency medication will:

Be immediately accessible, clearly labelled, be known to all staff, accompany the child during outings and emergency evacuations.

Adrenaline Auto Injectors (EpiPens)

Children prescribed an Adrenaline Auto Injector (AAI) will have:

An Individual Healthcare Plan. An Individual Risk Assessment. Staff trained in recognising the signs of anaphylaxis. Staff trained in administering the prescribed device.

Parents remain responsible for ensuring medication supplied is in date and replaced before expiry.

At Dots & Tots Day Nursery, prescribed Adrenaline Auto Injectors will be stored in the **nursery kitchen adjacent to the room** in a clearly identified emergency medication location.

All staff will know the location of emergency medication.

Weekly checks will include:

Child's details. Medication name. Expiry date. Device condition. Packaging remains intact. Correct storage location. Weekly record completed.

If a child displays symptoms of anaphylaxis, staff will administer the prescribed Adrenaline Auto Injector in accordance with the child's Individual Healthcare Plan.

Immediately following administration:

999 will be called immediately. Parents will be contacted without delay. A member of staff will remain with the child until emergency services arrive. Another member of staff will supervise the remaining children. Full records will be completed following the incident.

Asthma and Inhalers

Children requiring inhalers will have:

An Individual Healthcare Plan where all staff are aware of the symptoms and triggers will be available to all staff working with the child.

Inhalers will remain immediately accessible throughout the nursery day and will be taken on all outings.

Children must never be prevented from accessing their inhaler if required. Parents will always be informed whenever an inhaler has been administered.

Medication Errors

Medication errors are taken extremely seriously and management must be immediately informed.

Examples include:

Wrong medication. Wrong child. Incorrect dosage. Incorrect administration time. Missed dose. Medication administered without consent.

Should a medication error occur:

The child will be assessed immediately. The Nursery Manager will be informed immediately. Parents will be contacted. Medical advice will be sought. Emergency services will be contacted where necessary. An Accident/Incident Record will be completed. A full investigation will take place. Procedures will be reviewed to prevent recurrence.

Medication Records

A Medication Administration Record will be completed immediately following every administration.

Records will include:

Child's full name. Medication administered. Strength of medication. Dosage. Route of administration. Exact time administered. Date. Name and signature of administering member of staff. Name and signature of the paediatric first aid trained witness. Parent acknowledgement. Any observations following administration. Any attempts to contact parents before administration and the time written confirmation was provided, where applicable.

Medication records form part of the child's confidential records and will be stored securely in accordance with Data Protection legislation.

Long-Term Medical Conditions

Dots & Tots Day Nursery welcomes children with long-term medical conditions and we will work closely with - Parents and carers. GP's. Paediatricians. Specialist nurses. Health Visitors. Other professionals involved in the child's care.

Reasonable adjustments will be made wherever possible to enable children to participate fully in nursery life.

Controlled Medication

Where a child is prescribed medication that is classified as a controlled drug, it will be stored in accordance with current legislation and healthcare guidance.

Controlled medication will only be administered by authorised members of staff following the procedures outlined within the child's Individual Healthcare Plan.

Disposal of Medication

Expired or discontinued medication will never be administered.

Parents will be asked to collect medication promptly.

The nursery will not dispose of medication unless advised doing so by an appropriate healthcare professional.

Confidentiality

All medical information relating to children will be treated as confidential.

Information will only be shared with members of staff who require the information to care safely for the child.

All records will be stored securely in accordance with the Data Protection Act 2018 and UK GDPR.

Monitoring and Auditing

The Nursery Manager will regularly monitor:

Medication Administration Records. Individual Healthcare Plans. Staff training records. Weekly medication checks. Expiry dates. Storage arrangements. Emergency medication. Compliance with this policy.

Formal medication audits will be completed regularly and any actions identified will be addressed promptly.

Emergency Equipment

The nearest publicly accessible defibrillator is located at:

Entrance to Ferro Fields Industrial Estate, Brixworth.

All staff will be informed of its location during induction, and this location will also be displayed within the nursery.

Parent Partnership

We believe effective medication management relies upon strong partnerships with parents.

Parents are encouraged to:

Inform staff immediately of any changes to medication. Update Healthcare Plans promptly. Provide medication before expiry. Discuss concerns openly with staff. Ensure medication supplied is suitable for administration.

Working together helps us provide safe, consistent and effective care for every child.

Policy Review

This policy will be reviewed annually or sooner if:

Legislation changes. EYFS guidance changes. NHS guidance changes. Following a significant medication incident. Following recommendations from Ofsted or the Local Authority. Best practice guidance changes.

Policy Created: October 2026
Policy Review Date: October 2027

Signed

Christie Patton
Company Owner