



POLLYANNA PRE-SCHOOL CIO

ADMINISTERING MEDICINES POLICY

Statement of Intent

Pollyanna Pre-School CIO promotes the good health and wellbeing of all children attending our setting and will only administer medication to children as per our procedure below to ensure their health and wellbeing.

Procedure

Staff will not administer any short-term prescribed medicines ie. antibiotics. If you have given your child any medication before bringing them into the setting, it is vital that you tell a senior staff member so it can be recorded. This is in case an allergic reaction occurs while your child is in our care and requires emergency treatment. We politely ask that if a child is on a new course of anti-biotics at any time, to stay home for the first 24 hours of taking the first dose in case of any allergic reactions occurring.

There are some instances where staff will administer some medication that is essential to the well-being of the child should the need arise. This is under strict supervision and with a signed individual Health Care Plan in place.

If your child has been sick or has diarrhoea the day/night before attending a pre-school session, would you please ensure you keep them home for a minimum of 48 hours.

Prescription Medications

Under exceptional circumstances, prescription medicine which has a completed Healthcare plan by the parent and is essential to the wellbeing of the child will be administered following the procedures below:

- Medication will only be given if the prescription is required four or more times a day.
- Two members of staff are required to be present when administering medication. Medication should be thoroughly checked by 2nd person before being administered.
- Medication will only be given to the person named on the bottle for the dosage stated.
- Medicines must be in their original containers.
- The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of medication changes, a new form will need to be completed.
- The dosage on the written prescription is the only dosage that will be administered. We will not give a different dose unless a new prescription is provided by the doctor.
- Parents should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The parent must inform the setting when the child had last been given the medication before coming to nursery; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day.
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication, then a note will be made on the form.
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response

Non-Prescription Medication

- With parent or carer consent, Pollyanna will only administer non-prescription medications (e.g. Calpol, antihistamine), for children in a case of an emergency whilst we are waiting for the child to be collected. An emergency can include but is not limited to an extremely high fever or a severe allergic reaction.
- Administration of non-prescription medication for other reasons (e.g. injury, pain) will not be carried out.



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- No medicated creams or ointments will be applied to anyone, unless consent is given, and the medication form is completed.

Injections, Pessaries, Suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they will not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. This training would be specific for each child and not generic. If this causes a problem in providing appropriate care of a child, please consult Ofsted.

Staff Medication

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is always out of reach of all children and under supervision.

Emergency medication, such as inhalers and epi-pens, will be within easy reach of staff in case of an immediate need, but will always remain out of children's reach and under supervision.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Further Guidance

- Statutory Framework 3.58 - 3.61

Review and Approval

This policy was reviewed and adopted on: 1st September 2025

Signed by Management Committee: Nikitta Wehrle

Print Name: Nikitta Wehrle

This policy is reviewed **annually** or sooner in response to changes in legislation, guidance, or setting practices.