



HUMPTY DUMPTY PRE-SCHOOL

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ADMINISTRATION OF MEDICINE POLICY

POLICY STATEMENT

At Humpty Dumpty Pre-school, the health and well-being of all children are our top priority. While all staff are paediatric first aid trained, administering medication is not a compulsory duty for any team member. We respect each staff member's personal decision on this matter. However, there will always be staff available who are willing and trained to administer medication. For clarification, please speak with the Nursery Manager.

Designated First Aid and Medication Coordinators:

- **Gill Mankertz**
- **Vicki Mankertz**

POLICY AIM

Our aim is to safeguard and promote the well-being of all children in our care and to protect staff by ensuring safe practices in the administration of medication. We work in close partnership with parents to ensure transparent communication and respect for cultural, ethical, and religious considerations.

PROCEDURE PARENTAL CONSENT

Prior to administering any medication (including creams), parents must complete a **Medication Consent Form** providing the following:

- Child's full name and address
- Child's date of birth
- Date of prescription and expiry date
- Duration of the course
- Dosage and storage instructions

PRESCRIPTION-ONLY MEDICATION

We will only administer **prescription medication** provided it:

- Has been prescribed for the specific child
- Is in its original packaging
- Is in date and appropriate for the illness/condition being treated
- Matches the information on the consent form

Example: Eye drops prescribed for one child cannot be used for a sibling or for a different condition.

NON-PRESCRIPTION MEDICATION (E.G CALPOL, NUROFEN, PIRITON)

These will **not** be administered **unless**:

- There is an emergency (e.g., high temperature), and
- Verbal consent has been obtained from the parent/carer, and
- The child is being collected promptly, and
- No other alternatives (e.g., cooling, hydration) have been effective

Giving non-prescription medication is a **last resort**. The child will be closely monitored until collected.

We reserve the right to refuse care if we feel the child requires medical attention beyond non-prescription medication.

RECORD KEEPING

Every instance of medication administration will be:

- Recorded by a Manager including time, dosage, and name of the staff member
 - Signed by the staff member administering the medication
 - Shared with and signed by the parent/carer upon collection
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CHRONIC CONDITIONS & EMERGENCY MEDICATION

Written consent is required for ongoing treatment of chronic conditions such as asthma. If a child has been hospitalised due to an illness, a **multi-agency care plan** will be developed involving:

- Parents/carers
- Health professionals
- Nursery staff
- Health visitor (where applicable)

If a child has an asthma pump but has not been hospitalised, an individual **healthcare plan** will be drawn up by:

- Jackie & Gill

All staff will be trained to meet the child's individual medical needs.

STAFF TRAINING

Staff will be required to undertake training relevant to the administration of medicine or specific medical conditions as necessary. Only **Level 3 qualified staff** with valid paediatric first aid training are permitted to administer medication.

EMERGENCIES

In an emergency:

- An ambulance will be called
 - Parents/carers will be contacted immediately
 - A staff member will accompany the child to the hospital if needed
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MONITORING & COMPLIANCE

The Pre-school Manager will routinely monitor medication administration procedures. Staff will be encouraged to raise concerns or identify training needs during team meetings.

STORAGE OF MEDICATION

- Medication requiring refrigeration will be stored in:
 - The **kitchen fridge** (as appropriate)
- Medication not requiring refrigeration will be stored in:
 - A **locked cupboard** located in the kitchen
- All medication will be:
 - Clearly labelled with child's name, DOB, medication name, and prescription date
 - Individually bagged and stored securely

Expired or unused medication will be returned to the parent and signed for.

EMERGENCY MEDICATION STOCK

An emergency stock of Calpol and antihistamines (e.g., Piriton) will be stored on-site. These will be checked regularly by the designated trained first aider to ensure they are in date and correctly stored.

STAFF MEDICATION

- Staff must inform the Manager if they are bringing medication onto the premises.
- All staff medication must be stored securely:
 - In the **kitchen fridge** if refrigeration is required (clearly labelled in a sealed container)

Staff must ensure that any medication they take **does not impair** their ability to care for children. If required, they must provide medical confirmation that the medication is safe for use in a childcare setting.

Policy was adopted February 2026
Reviewed September 2026
This Policy will be reviewed annually