



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

MEDICATION POLICY

Parent Pack

Here at Humpty Dumpty Pre-school we will be unable to admit any child on medication until 24 hours after their first dose. This is to ensure that any reactions a child may have to the medication will occur when they are cared for by their parents/carers.

Prescription Medication

- Prescription medicine can only be given to the person named on the bottle and for the dosage stated.
- Medicines must be in their original container.
- Those with parental responsibility must fill out and sign our Medication Form, for each type of medication the child is prescribed:-
 - The written permission is only accepted for that brand name of medication and cannot be used for similar types of medications e.g. if the course of antibiotics changes, a new form will need to be completed.
 - The dosage on the form is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
 - Parents must 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.
 - Long term medication such as Inhalers will need to be reviewed by the key person and parent/carer if there are any changes to dosage or condition or every three months.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.
- The keyworker should ask the parent when the child had last been given the medication before coming to nursery and this information is recorded on the medication form. Similarly when being collected the parent/carer must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained both times.

- 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.
- If a child refuses to take the medicine, parents will be contacted and the earliest opportunity and a note recorded on the medicine form.
- Medication will be administered by a senior member of staff and witnessed by a second person. If it is deemed more appropriate the child's key person will administer the medication and will be witnessed by a senior member of staff.

Non –prescription medication

- The nursery will not administer any medication that has not been prescribed for the child with exception of paracetamol to reduce a temperature (please see Administering of Paracetamol) and non-prescription cream for skin conditions.
- Before accepting the medication from the parent the member of staff will check the label for details including name, date, dosage and storage instructions. The nursery will not accept any medication that does not contain this information.
- For any non-prescription cream for skin conditions e.g. sudocreme, E45, prior written permission will be obtained from the parent who will be required to provide the cream ensuring that it is clearly labelled with the child's name.
- The nursery reserve the right to refuse to administer non-prescription cream if we feel that it is not in the best interests of the child and will request that the parents/carers seek medical attention.

Administering of Paracetamol

- If a child experiences a high temperature whilst at nursery staff will attempt to cool the child naturally and will continue to monitor their temperature whilst awaiting the arrival of the parent.
- If staff cannot reduce the child's temperature they will contact parents and inform them of their child's condition.
- On parent's consent and prior completion of consent at registration staff will administer the liquid paracetamol (calpol)
- Parents must inform the nursery if the child been administered any medication prior to arriving at nursery.
- The dosage given will follow the guidelines provided on the medication unless a small dosage has been requested by parents or is deemed more appropriate based on the child's size and weight.
- Staff will record any medication administered.
- Once liquid paracetamol has been administered parents will be required to collect their children to monitor at home

- If the child experiences no further episodes of a high temperature and can maintain a “normal” temperature without reliance of paracetamol, they will be allowed to return to nursery the following day.
- If the nursery feels the child would benefit from medical attention rather than paracetamol, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.

Infections, pessaries, suppositories.

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child and appropriate consent has been provided by the parent.

Storage

Children’s medication will be stored in the fridge in the kitchen in a secure box. The fridge is out of reach of children. The fridge must be checked every afternoon to ensure that all medications have been taken home. Medication such as epi-pens and inhalers will be stored in a container with a lid and clearly labelled with the child’s details. It will be kept in the cupboard, adjacent to the room in which the child is in.

Staff medication

Staff must store any medication they are taking in their locker or in the fridge in the kitchen. The medication must be clearly labelled and staff must inform the nursery manager if the medication may cause them any side effects which could impact on their ability to fulfil their role and care for the wellbeing of the children.

This policy was revised and updated in September 2026
It will be reviewed annually