

Petworth Primary Nursery

Administration of Medication Policy



Reviewed:	October 2026
Next Review:	October 2027
Person Responsible:	Amy Eddy

Inspire, nurture and challenge with JOY at the heart in all we do.

4.1 - Administration of Medication Procedure

1. When a Parent/ Carers asks any of the practitioners to administer medication to their child the following procedure must be adhered to:

- If antibiotics have been prescribed you need to share this with all members of staff so everyone can monitor the child closely in case of an allergic reaction.
- If the child has **not** had the medication before, parents should keep them off in case of a reaction.
- All staff need to be confident to administer any medication. A witness will also be required to observe the dosage administered to the child, and both members of staff to sign the medication log sheet.
- The medication must be prescribed to the child.
- The medication must show the dosage to be administered. Medication will only be administered as stated on the prescription.
- The medication must have the date clearly stated and is current.
- Ask the Parent/Carer to complete the "Medication Form". Once the form has been completed check that all the information has been completed and that it matches the medication.
- Place the medication in the medication box or store it in the fridge if necessary. The medication must go home with the child at the end of their session, and it must **NOT** remain in the setting overnight unless a health care plan has been completed.
- Inform your colleagues in the room of the medication in the medication box, who it is for, the dosage, and what time it needs administering by writing in the diary.
- Some children are able to administer their own medicine such as an inhaler for Asthma or Insulin. At all times a staff member must supervise its administration.
- If a child has a medical condition e.g. asthma, a "Health Care Plan" needs to be completed by the parents and a copy to be kept within the room. The Health Care Plan also needs to be signed by the child's G.P if the condition is serious. The Health Care Plan needs to be reviewed twice annually and amended if necessary.
- When the child needs the medication administered the member of staff administering the medication and the witness both need to be present throughout the process of measuring the medication and administering to the child to ensure that the correct amount has been given. Both the administering of the medication and the witness need to sign the medication log form immediately.
- If calpol is administered after consulting with the parent/carers, the parent/carers needs to pick up their child within the hour of administering. There is an exception to this rule which is if the Calpol is given because of teething and the child is well in themselves. The form for this is different from the medication form and needs to be completed before giving the child medication.
- If Calpol or any other pain-relieving medicine is administered by their parent/carers to the child up to four hours before they enter the setting, entry to the setting will be refused. Unless under special circumstances for example if the Calpol was given for pain relief from injury or teething. However, the child must be well within themselves and without illness.
- When a child has a particularly high temperature and we are unable to contact any emergency contacts. The manager will make the decision if Calpol can be given. Once the child has been in the care of Petworth Primary Nursery for more than 4 hours, it is likely that the child will not have paracetamol in their body and therefore could be given if parents have given permission to do so on the registration form.

2. Medical Emergencies

- Please refer to the I.C.E (In Case of an Emergency) Procedure. (see below).
- If a child is admitted to hospital statements must be written by all members of staff concerned and will be kept in the "confidential file". A copy will also be sent to West Sussex County Council's Health and safety Department, as well as notifying OFSTED.

Record Keeping

- All medication logs, accident and incident records will be kept until the child reaches the age of 25 years of age.

References

http://www.wipp.nhs.uk/tools_gpn/toolu6_reporting_on_near_miss.php

Area	Nursery Provision - General
Policy or Procedural Guidelines Title	Administration of Medication
New or Existing Policy/Service?	Existing
Name and role of Reviewer	Amy Eddy
Date	1 st October 2026