



Administering Medicines & Child Illness

Bright Eyes has a responsibility to keep our staff and children well and in good health to the best of our ability. This policy applies to all children and staff.

We will administer medication as part of maintaining a child's health and well-being or when they are recovering from an illness.

In many cases, it is possible for GPs to prescribe medicine that can be taken at home in the morning and evening. If a child has been prescribed a new medication, we do advise that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

The manager is responsible for ensuring all staff understand and follow these procedures.

The staff are responsible for the correct administration of medication to children for whom they care for. This includes ensuring that consent has been given using the online form, that medicines are stored correctly and that records are kept according to procedures.

We seek parental notification of what medication to administer and require the following information:

The staff receiving the medication must ask the parent to acknowledge the form on Family before they leave the nursery. No medication will be given without these details being provided and entered into the online form.

1. full name of child and date of birth;
2. name of medication and strength;
3. dosage to be given in the setting;
4. time and amount of last dose;
5. what the medication is for;
6. how the medication should be stored and expiry date;
7. any possible side effects that may be expected should be noted;

Children taking prescribed medication must be well enough to attend the setting and this can be at the managers discretion.

We will only administer medication that is oral or topical application, any other method of administering medicine will be accepted at the discretion of the nursery manager.

Only prescribed medication is administered. Some unprescribed medicines from pharmacies may be given but this will be at the managers discretion. It must be in-date and prescribed for the current condition. Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.

- If your child has had Calpol before their session they will be allowed to attend at the managers discretion.
- Calpol and Piriton are kept on sight for emergencies only. This will only be given in the event of a high temperature or extreme pain (Calpol) and allergic reaction (Piriton)
- We will call you before your child is given any form of emergency medication.
- If your child is prescribed anti-biotics, they will need to have had 24 hours from the first dose to ensure no reaction before coming into the setting.
- Nappy creams are permitted and can be applied providing the cream is labelled with the child's name. Please note steroid creams are classed as medication and will need a prescribing label.
- Teething granules and gels are also permitted and again must be labelled with the child's name.

If the administration of prescribed medication required medical knowledge, individual training is provided for all staff by a health professional.

Storage of medicines

All medication are stored safely in the lockable first aid cupboard in some of the rooms. Otherwise in the fridge in the kitchen.

- It is ESSENTIAL that no medication is left in children's bags as these are accessible to children throughout the day, if you have medication in your child's bag please speak to a Manager to keep it safe until the end of the day. If you do not let a manager know about medication in bags any medication found will be removed

The staff are responsible for ensuring medicine is stored securely throughout the day and handed back at the end of the day to the parent.

For some conditions, medication may be kept in the setting. Staff check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.

Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions and who may require ongoing medication

A risk assessment is carried out for each child with long term medical conditions that requires ongoing medication. This is the responsibility of the manager alongside the staff team. Other medical or social care personnel may need to be involved in the risk assessment.

Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child. Children with emergency Epilepsy medication will be appointed a staff member to be in 'charge' of the medication within the room as timings are essential.

For some medical conditions staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment. The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs. The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns. A health care plan for the child is drawn up with the parent; outlining the role of staff and what information must be shared with other staff who care for the child. The health care plan should include the measures to be taken in an emergency and reviewed every six months or more if necessary. This includes reviewing the medication. Parents will be given the opportunity to read the health care plan and edit where appropriate.

Managing medicines on trips and outings

If children are going on outings, staff accompanying the children must include another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken in a sealed plastic box. The medication administered will be recorded on Family if possible, if not it will be completed as soon as they return to the setting.

If a child on medication must be taken to hospital, the child's medication is sent with the child.

Sickness and Illness

If a child arrives at the setting and appears unwell Bright Eyes reserves the right to ask the parent to keep the child at home, for the benefit of that child, and to control risk of contamination to other children and staff within the setting. We have a duty of care to all children and adults.

If a child has sickness and/or diarrhoea we will require them to stay off nursery for 48 hours from the last episode. If they are sick at nursery or have two episodes of diarrhoea within a 30 minute period, they will be sent home and the 48-hour rule will apply. This also applies to staff members. It is at the Nursery Managers discretion whether to accept children back to nursery after sickness and/or diarrhoea if the child still appears to be unwell e.g. not eaten for several days or suffering symptoms of dehydration.

We use information released by Public Health England and the 'spotty book' Notes on infectious diseases in Schools and Nurseries published by Public Health England to ensure appropriate exclusion periods are adhered to.

If a child falls unwell whilst at the setting, we will contact the parent and request that they collect their child as soon as possible. If the parent is unavailable, we will try the next available contact on their record.

First Aid Boxes

Located in all rooms and the office. There is also a mobile first aid bum bag to take on outings away from the setting. All first aid boxes are checked Monthly using the checklist contained within each box.

Date of Policy: September 2025

Signed By: Nursery Manager