



Our children leave Mile Oak thinking big with no limit on their potential. The school family works together to inspire and support every child. They learn and achieve through inspirational teaching in a lively, ambitious environment. Every child is nurtured to gain the creativity, responsibility and full breadth of skills required to take an active and fulfilling role in society.

## **Little Oaks Nursery: Administration of Medicine Policy**

<b>Date</b>	<b>March 2026</b>
<b>Review Date</b>	<b>March 2027</b>

### **Statement of Intent**

At Little Oaks Nursery, we aim to support children with medical needs effectively so that they can attend regularly and participate as fully as possible in all aspects of nursery life. We are committed to ensuring that children with medical needs have the same rights of admission as all other children.

It is the policy of Little Oaks Nursery to administer prescribed medication where this is necessary to support a child's health, wellbeing, and full participation in nursery life.

Children may have short-term medical needs, such as completing a course of antibiotics, or longer-term medical needs requiring ongoing medication, for example asthma, epilepsy or cystic fibrosis.

In line with government guidance, children should not attend nursery when they are clearly unwell or infectious. Further information is set out in the section on ill or infectious children at the end of this policy.

### **Known Medical Conditions**

Families have the main responsibility for their child's health and should provide the nursery with information about any medical condition either on admission or when a medical need first arises.

Where a child has a chronic or long-term medical condition, an individual healthcare plan will be drawn up in partnership with families and any relevant health professionals.

### **Communicating Medical Conditions to Relevant Staff**

The following arrangements are in place to ensure that relevant staff are aware of children's medical needs, while maintaining appropriate confidentiality and data protection:

- The school administration team is responsible for uploading medical information to the electronic records system, Arbor. This includes sharing allergen information across the wider school where appropriate.
- If a family reports a new medical need or allergy to the nursery team, the Nursery Manager or Deputy Manager will be informed immediately and will speak with the family. The information will be logged on CPOMS and an email sent to the administration team so that Arbor can be updated. Any relevant documentation will be completed by the Nursery Manager and shared with the family.
- A list of children with known medical conditions is kept on the inside of the cupboard door next to the kitchen area. All staff are made aware of this list and the details of individual medical conditions.
- Nursery management is responsible for ensuring that this medical information is kept up to date as children join the nursery or medical needs change.
- When bank or agency staff are covering in the nursery, nursery management will ensure they are informed about where the medical list is kept and where medication is stored.

### **Roles and Responsibilities**

#### **Nursery Staff**

At Little Oaks Nursery, the person responsible for meeting children's medical needs and for the administration of medication is **Linda Dale, Nursery Manager**. In her absence, this responsibility is delegated to **Anneka Gee, Deputy Manager**.

The Nursery Manager retains overall responsibility for the implementation of this policy.

Medication administration forms (Appendix 1) are kept in the nursery and are completed by the family together with the Nursery Manager, or the Deputy Manager in the Nursery Manager's absence. Medication will always be administered by two members of staff, with one member of staff giving the medication and the other witnessing.

The following staff hold responsibility for the management of medication in the nursery:

- **Administration of medication:** Linda Dale, Nursery Manager; in her absence, Anneka Gee, Deputy Manager
- **Managing storage of medication:** Linda Dale, Nursery Manager; in her absence, Anneka Gee, Deputy Manager
- **Returning medication to families for disposal:** Linda Dale, Nursery Manager; in her absence, Anneka Gee, Deputy Manager
- **Checking that medication has been removed when no longer required:** Linda Dale, Nursery Manager; in her absence, Anneka Gee, Deputy Manager

There is no legal duty for non-medical staff to administer medicines or supervise a child taking medication, although this may form part of some staff roles. Where staff agree to administer medication:

- each request will be considered on an individual basis and staff have the right to decline involvement
- staff should understand the basic principles and legal responsibilities involved
- staff should feel confident in responding to any emergency situation that may arise
- regular training relating to emergency medication and relevant medical conditions should be undertaken

## Families

Families are expected to:

- keep children at home for 24 hours after the first dose of prescribed antibiotics has been given
- complete and sign a consent form (Appendix 2) at the school office where medication is to be administered by nursery staff; verbal instructions will not be accepted
- provide all medicines in their original packaging with the pharmacist's dispensing label attached
- ensure that medication is in date and that there is a sufficient supply
- provide an appropriate medicine spoon, medicine pot or oral syringe where required
- replace medication when requested by nursery staff
- collect any expired or out-of-date medication and return it to a pharmacy for safe disposal

## Procedures for the Administration of Medicines

### Storing Medicines

All medicines stored and administered within the nursery will be handled in a safe and monitored environment. This policy has been written with reference to the Department for Education guidance *Supporting Pupils with Medical Conditions at School* and Brighton and Hove City Council *Administration of Medicines Standard HS-S-32*.

- All medicines will be stored in a lockable cabinet during the day or, where refrigeration is required, in the central fridge by nursery staff.
- The key will be kept in a secure location known to all nursery staff.
- Medicines such as asthma inhalers, which may need to be readily available, will be kept in the locked medical cupboard in the nursery.
- Where a child needs access to medication at all times, the arrangements for this will be detailed in the child's healthcare plan and managed in line with professional advice.

- Controlled medication, including Class 1 and 2 drugs such as Ritalin, will be stored in the locked medicine cupboard in the nursery. A written stock record will be kept in line with the Misuse of Drugs Act.

### **Administering Medication**

- Liquid medicine will be measured carefully using an appropriate medicine spoon, medicine pot or oral syringe provided by the family.
- Tablets or capsules will be given with a cup of water.
- A written record will be completed each time medication is administered, including the time and dose given.

### **Prescribed Medicines**

- Medicines should only be brought into nursery where it would be detrimental to the child's health if the medication were not administered during the nursery day.
- Little Oaks Nursery will only accept medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines must be provided in the original container as dispensed by the pharmacist and must include the prescriber's instructions for administration.
- The following information must be clearly shown on the label:
  - child's name and date of birth
  - name and strength of medication
  - dose
  - expiry date, wherever possible
  - dispensing date and pharmacist's details
- Where medication, such as antibiotics, must be taken at a specific time in relation to food, the instructions on the label must be followed carefully.
- Families must make arrangements to collect medication from the nursery at the end of each day.
- The administering medication form will be signed at the end of each day by the Nursery Manager and the family member collecting.

### **Refusal of Medicine**

If a child refuses to take medication, staff will not force them to do so. The refusal will be recorded on the record of medication administered and families will be informed as soon as possible on the same day. If the refusal results in an emergency, the nursery's emergency procedures will be followed.

### **Visits and Outings, Including Outdoor Areas on the School Site**

In line with the Equality Act, Little Oaks Nursery will make reasonable adjustments, so far as is reasonably practicable, to ensure that children with medical needs are able to participate fully and safely in visits, outings, experiences and physical activities.

- Risk assessments will be carried out and will take account of children with medical needs.
- Medication will be taken to the event location where it may be needed at any time, for example inhalers.
- Where necessary, an individual risk assessment will be completed for the child.

- Staff supervising visits and outings will be made aware of relevant medical needs and any emergency procedures that may need to be followed.
- A copy of any healthcare plan will be taken on visits in case it is needed in an emergency.
- If staff have concerns about their ability to maintain the safety of a child, or other children, they will seek advice from the wider school's Senior Leadership Team.
- There will be sufficient flexibility to allow all children to participate in ways appropriate to their individual abilities.
- Any restrictions on a child's participation in physical activity or sport will be recorded in the child's healthcare plan.
- The nursery recognises the importance of privacy and dignity for children with particular needs.
- Some children may need to take precautionary measures before or during exercise and may also require immediate access to medication such as asthma inhalers.

### **Allergy Management and Emergency Adrenaline Auto-Injectors**

The nursery recognises the importance of keeping children with diagnosed allergies safe and of having clear procedures in place to respond promptly and appropriately to allergic reactions, including anaphylaxis.

#### **Families will:**

- inform the nursery of any diagnosed allergy or medical condition requiring an adrenaline auto-injector
- provide up-to-date medical information and guidance
- provide prescribed, in-date medication, including an adrenaline auto-injector, clearly labelled with the child's name
- notify the nursery immediately of any changes to their child's allergy, treatment or medical advice

#### **The nursery will:**

- ensure that each child with a diagnosed allergy, including those prescribed an adrenaline auto-injector, has an individual healthcare plan in place
- take all reasonable steps to minimise exposure to known allergens within the setting
- ensure that relevant staff are aware of the child's allergy, signs and symptoms, and emergency procedures
- ensure that staff holding a current paediatric first aid certificate may administer the prescribed adrenaline auto-injector in accordance with the child's healthcare plan and training
- call 999 immediately where anaphylaxis is suspected
- inform families as soon as possible following any allergic reaction
- keep a full written record of the incident, the action taken and any medication administered

### **Ill or Infectious Children**

Families should not send a child to nursery if they are unwell or infectious. Families should also refer to the Health and Safety Policy, which provides further information on infectious conditions, incubation periods and recommended exclusion periods.

If a child attends nursery when staff believe they are unwell or infectious, families will be contacted to discuss the situation. A decision may then be made by the Nursery Manager and the Senior Leadership Team of the wider school to send the child home. This decision will be final.

If a child becomes unwell during the nursery day, with or without a temperature above 38°C, nursery staff will monitor the child and record any changes. If the child continues to have a high temperature or remains unwell, families will be contacted by telephone and asked to collect their child promptly.

This policy should be read alongside the **Late and Left Child Policy**, which sets out the procedures to be followed if families cannot be contacted to arrange collection. The decision as to whether an unwell child requires collection rests with the Nursery Manager and the Senior Leadership Team of the wider school. This decision will be final.

Some early years settings keep a supply of pain relief which may be given where prior consent has been obtained. However, pain relief is not considered emergency medication. If a child is in significant distress while awaiting collection, the nursery will seek advice from a medical professional or, where necessary, call 999.

Little Oaks Nursery does not administer pain relief, including Paracetamol or Calpol, for unwell children.

### **Equality, Diversity and Inclusion**

At Little Oaks Nursery, we aim to ensure that no child experiences harassment, less favourable treatment or discrimination within the learning environment on the basis of age, disability, ethnicity, colour, national origin, gender, religion or belief.

We value the diversity of all individuals within our nursery and the wider school community and do not discriminate on the basis of difference. We believe that all children matter and we value their families. We give every child the opportunity to achieve their best by taking account of their range of life experiences when developing and implementing nursery policies and procedures.

### **Confidentiality**

Medical information will be kept secure in line with data protection requirements and shared only with those staff who need to know, including those who provide day-to-day support, administer medication, or may need to respond in an emergency.

Medical information will be stored securely while remaining readily accessible in the event of an emergency.