



Administering Medication Policy

If a child attending Enya's Childcare requires prescription medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. Staff will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at Enya's. If children carry their own medication (eg asthma inhalers), the staff will keep the medication safe until it is required. Inhalers must be in a labelled box prescribed by a doctor with the child's name.

Enya's Childcare can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

A first aid trained staff member at level 3 or above, will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on **Famly**, will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that the setting has received authorisation from the parent on Famly (acknowledgement)
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the **Famly medication form**
- Ask the child's parent or carer to acknowledge the medication on Famly so show that the medication has been given.

Medications must be returned to the parent/guardian at the time of collection unless stated otherwise (spare inhaler for the setting for example)

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the **Famly medication form** to show 0 has been consumed

Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

A child's parent or carer must select **yes** to give **permission on Famly** for any medication to be given. If there are any changes to a child's medication (including change of dosage or frequency) a new updated and accurate form will be used.

If a child suffers from a long term medical condition the setting will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the setting has a clear statement of the child's medical requirements.

Please do not bring your child into nursery if they have had Calpol or ibuprofen or similar for any reason. Whilst this helps to reduce their temperature, they are still contagious, and this action will cause any infections to spread. Calpol can be given in the setting for pain relief such as for a broken bone or teething in younger children. **We will administer Calpol for a high temperature (above 38 degrees) if the parent is going to take longer than 1 hour to get to the setting for collection.** If a temperature is **above 39 degrees we will administer Calpol** to start helping the temperature to come down **once verbal confirmation has been obtained from a parent/guardian** (along with permission to administer Calpol on the Family app), **if we are unable to contact either parent** and do not hear from them within 5 minutes, **we will call 111 for advice** and to ask for their guidance on administering Calpol.

The nursery continues to reserve the right to send children home if we feel they are simply not coping with their time at nursery, due to feeling unwell, even without a temperature. Families must inform us if medication has been given to their child the morning of their nursery day, as children could react to the medication itself, or, in such cases as we need to provide further medication / provide health care professionals with pertinent information.

This policy was adopted by: Enya's Childcare	Date: 23.10.25
To be reviewed: 23.10.26	Signed: Enya's Childcare

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Health [3.45-3.46]*