



**General Welfare Requirement: Safeguarding and Promoting Children's Welfare**  
The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill

### Promoting health and hygiene

#### Administering medicines

##### Policy statement

Although it is not the policy of Cherry Blossom Nursery and Preschool to care for poorly children, who we feel should be at home until they are well enough to return to nursery, we will agree to give medication that will help them to recover from illness.

We would, however suggest that the parent/carer keep the child home for the first 48 hrs – this will allow the medication to take full effect as well as to ensure that there are no side effects from the medicine.

##### Procedure

- Children who require medication must be well enough to attend nursery.
- If a child has been given any prescribed medication at home prior to their session, nursery must be informed
- Children can not attend nursery if they are reliant on an unprescribed medicine such as calpol/neurofen.
- All prescribed medication must be clearly labelled with child's name and date. It must be in the original container.
- Medication to be kept in separate sealed box in the refrigerator, or in container inaccessible to the children – in office.
- Medication forms filled out and signed by parent/carer using the Nursery Management app.

No medication to be given without these details being provided -

Full name of child

DOB

Medication and strength

Prescribed by..

Dosage

Date and time given

How medication to be stored at nursery and expiry date

Any possible side effects to be noted.

Acknowledgement of the nursery management app by parent -  
this acts as a signature.

Acknowledgement on the nursery management app by staff  
member - this acts as a signature.

- Staff to administer medication with one witness present, one of which is 1st aid trained.
  - No medication to be given without signature.
- Parents must acknowledge on the Nursery management app when medicine has been administered.
- nb; children's paracetamol (un-prescribed) can be administered to children with extremely high temp, with verbal permission of parents and when we know that they are on their way to collect the child.
- The administration of medicine is recorded, along with the name of the child, name and strength of medication, date and

time of dose - signed by the member of staff who administered it and the manager.

- For some conditions, medication may be kept at nursery so that it can be given if required - key persons must ensure that it is always in date, correctly stored and long term form filled in with signature by parent/carer.

### Children on Long Term Medication/ Disability

For some medical conditions staff may require training to understand the illness/disability in greater depth as well as information regarding administering of medication.

A risk assessment will be carried out for a child with a long term illness/disability this will involve the parents and be the responsibility of the manager and key person, other professionals may be involved too. A health care plan for the child would be arranged with the parents, this would outline the key person's role and what information needed to be shared with other members of the team. The health care plan should also include measures to be taken in an emergency, it should also be reviewed regularly.

### Teething children

In some cases where a young child or baby is teething and distressed, parents may provide teething aids such as gels or powders, if we felt a young child or baby was suffering from teething symptoms we would contact the parents and then administer as directed, we would fill in a form that documents the name, time and dosage then parents would sign on collection. If a young child/baby was teething where we felt Calpol/Neurofen needed administering to relieve pain, we would contact the parents and this would be down to the managers discretion if the child could remain at nursery or would need to be collected - this would be documented down on the same form and parents signed on collection. - PARENTS MUST ALWAYS BE CONTACTED FIRST FOR VERBAL PERMISSION, this is to ensure dosage of any medication has not been administered prior to their nursery session.

### Outings - medication

When children go on outings the staff must be fully informed of the child's needs.

If medication needs to be taken it must be in a clear container, correctly labelled with child's name, date, name of medication. A copy of the consent form must be taken, the instructions followed and the form signed when it has been given.

Date: 08/10/2025

*Karen Elliott*

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