



### **Administration of Medicines at Crossens Nursery school.**

- Only medication prescribed a doctor will be administered by staff.
- Non-prescribed medicines such as 'Calpol'/cough medicines etc **will not be administered**. Aspirin or medicines containing ibuprofen or paracetamol **will not be administered**.
- Antibiotics will only be administered **from 24 hours after the start of the course.**
- All medicines (including inhalers) should show:
  - The clear name of the child
  - Their date of birth
  - The date of when prescribed
  - The expiry date of the medication
- Any medicines found to be out of date will not be administered.
- Long-term medication will be discussed during the child's induction meeting. Following this meeting, a care plan will be completed and will highlight any specific long-term medication and how such will be administered.
- Medicines will **ONLY** be administered by named members of staff. All spillages of medication should be recorded.
- All parents/carers will be requested to complete a medication form before their child receives medication at the school. This procedure will be repeated for each occasion except those medicines/medication which are used on an ongoing basis to control a medical condition, e.g. an inhaler. This will be recorded when administered by a designated member of staff.
- All parents/carers should inform the school if they have given medicine to their child prior to coming to nursery.
- The named staff who administers medication must record the time, dosage given, sign who has administered the medicine/medication and where possible have a member of staff to observe the procedure and witness the signature.
- The parent/carer will be informed at the end of the nursery session about their child's medication dosage.
- If a child has an unexpected reaction to their medication, medical advice will be sought immediately and the parent/carer informed. If the symptoms are of

a serious nature or appear to the extent that staff are concerned, then an ambulance would be called.

- Creams for eczema **will not be** applied by the school staff unless prescribed by a doctor.
- Parents/carers need to inform the school regularly if their child has any allergic reaction to any medicines/medication. Key carers need to be aware and this will be recorded in the allergy file and highlighted to all staff.
- Training will be given to staff to support children with medical needs, e.g. Epilepsy, Asthma, Reflux.

#### **Nappy Cream:**

- Parents can provide nappy cream for their child.
- This must be clearly labelled and in date.
- Creams should be given to the school office and not left in the children's bags.
- Parents will also need to complete a permission form from the school office.

**The Headteacher has the right to refuse to accept medication to be administered if she feels it would work against the duty of care she has towards all children in the school.**

#### **Staff**

- All staff should inform the Headteacher if they are taking prescribed medicines/medication when at school
- It should be stored only in staff areas and not in the classroom

Policy reviewed by Governors November 2025