Administering Medicine to Children Policy

Pippa Pop-ins Nursery Schools

Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873)

Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869)

Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872)

Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562)

Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426)

Primary person responsible for the implementation and monitoring of this policy:	Ben Murray, Nazish Usman, Joanne Allen
Adopted:	June 2026
Last review:	April 2026
Next review due:	April 2027

Pippa Pop-ins®
Nursery Schools

Contents

1.....Scope and Application 3

2.....Policy Aims 3

3.....Administering and recording medication 3

4. .....Storing Medication 4

5.....Prescription medication 4

6. .....Non-Prescription Medication: 5

7.....Emergency Medication: 5

8. .....Sun Safety 6

9. .....Staff Taking Medication or Other Substances 6

1. Scope and Application

1.1 This policy applies to:
Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873) ("**Pippa Pop-ins**")
Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869) ("**Pippa Pop-ins**")
Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872) ("**Pippa Pop-ins**")
Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562) ("**Pippa Pop-ins**")
Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426) ("**Pippa Pop-ins**")

1.2 Under this policy all employees, including directors, apprentices, casual workers, whether on permanent or temporary contracts are collectively referred to as '**staff**'.

1.3 This policy does not form part of any contract and Pippa Pop-ins may amend it at any time.

2. Policy Aims

2.1 The aim of this policy is to detail how staff must administer and store medicines for children with medical needs, and to ensure that all staff maintain personal control of their own medicines so they are stored away securely from children.

2.2 All staff must fully understand and comply with this policy at all times.

3. Administering and Recording Medication

3.1 Written permission to administer the medication must be given by the parents under:

3.1.1 general permission for non-prescribed medication; or

3.1.2 specific permission for prescribed medication.

3.2 Where medication has been administered to a child prior to attending nursery on any day, the parent must inform the nursery manager at drop off what medication has been administered, the dosage and time given. This must then be recorded on the Famly App unless this is regular medication that we are already aware of and is detailed on a child's record.

3.3 A medication form must be completed by a staff member before any medication is given at nursery. This must include:

3.3.1 the name of the child;

3.3.2 the medication and dose given with units added;

3.3.3 the name of the staff member administering the medication; and

3.3.4 the name of the staff member witnessing it.

This form must be completed using the Famly App, be signed and dated by the staff member who administered the medication, witnessed by an additional staff member and acknowledged by the child's parent the same day, or as soon as reasonably practicable.

3.4 Once the form has been completed, a PFA qualified staff member can administer medication. Administration must be witnessed by a senior member of staff.

3.5 All new medication must have been administered (tried) at home previously (recommended 24 hours prior attending nursery) to ensure no adverse effects occur. The nursery will not administer medication for the first time.

3.6 Medication must not be added to food or drinks. If the child cannot take the medication in the form supplied e.g. tablet, written instructions must be provided by the parent following advice from a Health Care Professional.

4. Storing Medication

4.1 Medicines must always be stored in their original container in accordance with its product instructions and must be clearly labelled with the child's full name, date of birth and ideally a photograph of them to avoid any confusion. The dosage must be clearly displayed, and the medicine must be within its expiry date.

4.2 Staff must ensure that medication is locked in the medication cupboard out of children's reach.

4.3 If refrigeration is needed, then medication should be stored in a sealed container in a fridge in the main office/kitchen.

4.4 Where possible, children's medication should not be kept at the nursery overnight with the exception of medication purchased by the nursery such as EpiPens/Piriton.

5. Prescription Medication

5.1 Staff will only administer prescription medication if it has been prescribed for a child by a doctor, dentist, nurse, or pharmacist. No child will be given medicine containing aspirin unless prescribed for that particular child by a doctor.

5.2 If the prescription is not in English, the nursery will refer them to the local pharmacy or the private health clinic who can confirm that the prescription is relevant and fit to administer. This translation will be added to the child's Famly record.

5.3 Children are not permitted into the nursery for a minimum of 24 hours after their first dose of antibiotics or steroids.

5.4 If the administration of prescription medicines needs technical/medical knowledge, then individual training may be provided for staff from a qualified health professional. Training will be specific to the individual child concerned.

5.5 If for any reason the child misses the relevant dose of medication, for reasons such as being asleep, the Head of Nursery must contact the parents to inform them that the dose will be late/missed.

5.6 If a child refuses to take medication, staff must never force the child to do so. The refusal should be noted on the child's record.

5.7 Children must not be restrained to administer medication unless it is an emergency medication e.g. child may need to be held firmly whilst administering an EpiPen (see more below at clause 8).

5.8 Other medicines such as injections, pessaries and suppositories represent intrusive nursing, and the nursery will not administer these without appropriate medical training for every staff member caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff members in administering the medication

6. Non-Prescription Medication:

6.1 The nursery will keep and store certain non-prescribed medicines, including:

6.1.1 Calpol;

6.1.2 Piriton;

6.1.3 EpiPens;

which can be given to children in line with general permission for non-prescribed medication (see clause 4.1.1).

6.2 In cases where the nursery deems it necessary to administer such non-prescription medication, they will first phone the child's parent for permission.

6.3 Any additional non-prescription medication provided by the parents e.g., other nappy creams/teething gel will only be administered with a completed medication form and in line with the procedure at clause 6 above.

6.4 Homoeopathic medications can be administered, following written instructions from a parent clearly stated in English.

7. Emergency Medication:

7.1 In emergency situations, emergency medications (e.g., EpiPen or Piriton etc) must be administered as follows:

7.1.1 If there are signs of a reaction or there is a serious concern for the child, administer the emergency medication in accordance with the manufacturer or medical educator's guidance.

7.1.2 If applicable, also refer to the guidance in the child's individual care plan.

7.1.3 The Head of the Nursery must inform the emergency services immediately and seek further guidance.

7.1.4 The Head of Nursery should contact the child's parents as soon as possible.

7.1.5 As soon as the child's wellbeing is secure, all staff members involved should complete an incident and medication form on Famly.

7.1.6 The Head of Nursery should contact the Principal and the Head of Safeguarding and Compliance.

7.1.7 Ofsted will be informed if applicable.

(see Accident and Incident Policy for further details).

7.2 Each child who has allergies should always carry two EpiPens with them, please note that nurseries cannot be prescribed one, and it is the parents' responsibility to provide the setting with two EpiPens. The Nursery will then be responsible to the expiry dates of EpiPens stored and kept on nursery premises.

8. Sun Safety

8.1 Children at Pippa Pop-ins' nursery schools will have the opportunity to play in the fresh air throughout the year.

8.2 Sun safety is always considered when planning any outdoor activity. We follow guidance from the weather and UV level reports and will find the right balance to keep children safe and healthy in the sun by following the NHS guidance.

8.3 On sunny days, parents should, where possible, apply sunscreen to children before coming to nursery, we will inform parents though or Famly app on such days.

8.4 It is important that all children have an application of sun cream before they go outside in the sun. Therefore, the following approach is taken when dealing with sun cream administered by the nursery:

8.4.1 Parents must sign the sun cream permission on the Famly app to allow the application of sunscreen at relevant times;

8.4.2 Children will always have sun cream applied before going outside in the hot weather and at frequent intervals during the day. This will be recorded on the Famly app;

8.4.3 If a parent does not sign the form, then the child must be kept inside until the nursery can contact the parents to gain permission.

8.5 Nursery schools will provide approved factor 50 sun cream for all children. Should parents wish to provide their own sun cream they should fill in a medication form with the child's key person and clearly label the individual child's sun cream.

9. Staff Taking Medication or Other Substances

9.1 It is the responsibility of all staff members to inform their line manager if they are taking any medication which may affect their ability to care for children. If this is the case, the Head of Nursery must carry out an individual risk assessment to assess the suitability of the staff member to fulfil their responsibilities and make any necessary adjustment.

9.2 Staff members should notify the manager if they bring any medication into the nursery, this also includes paracetamol and ibuprofen. This medication should be stored securely and out of reach of children in the person's own bag or secure locker. On no account must any medicine be provided between staff or to parents.