

**Smallville Nursery
Medication Policy
April 2026**

To be reviewed April 2027

At Smallville Nursery, the health and well-being of every child is central to our ethos. We recognise that safe medication administration, effective infection control, and appropriate exclusion of unwell children are crucial to maintaining a healthy and nurturing environment. All staff are trained in paediatric first aid, although administering medication is not compulsory. Parents are encouraged to provide full information regarding any medical requirements, and staff will always seek to act in partnership with parents, respecting cultural, ethical, or religious considerations.

Legislation and Guidance

This policy is based on the Children Act 1989 and 2004, the Health and Safety at Work Act 1974, the Early Years Foundation Stage (EYFS) Statutory Framework (Revised September 2025), the Health Protection (Notification) Regulations 2010, and current Public Health England guidance on infection control in schools and childcare settings.

Administration of Medication

Parents must provide written consent for all medications and topical treatments. This consent must include the child's full name, date of birth, address, the exact dosage, prescribed times, and the prescription or expiry date. Medication must be prescribed specifically for the child by a healthcare professional and be supplied in the original container.

Non-prescribed medications, including over-the-counter remedies such as Calpol or Nurofen, will not be administered. In exceptional circumstances, the Nursery Manager may administer emergency medication if a child's temperature reaches or exceeds 40°C and the parent is en route. In such cases, verbal consent must be obtained from the parent or a qualified medical professional (e.g., NHS 111). All medication administered is fully documented, including the time, dosage, and the staff member responsible, with a signature to confirm accountability.

Children with chronic conditions, such as asthma or eczema, require written parental consent for emergency or routine medication. If a child has been hospitalised for a medical condition, a multi-agency healthcare plan will be drawn up with input from the health visitor, parents, and relevant medical professionals. Where hospitalisation has not occurred, the Nursery Manager will create an individual care plan and provide staff training tailored to the child's specific needs. Staff who agree to administer medication must complete relevant training and sign consent forms, and only Level 3 qualified staff with first aid training are authorised to administer medication. In emergencies requiring urgent medical attention, an ambulance will be called immediately and parents informed.

Storage and Monitoring of Medication

Medication requiring refrigeration is stored securely in the nursery fridge in a labelled, lidded container, while non-refrigerated medication is kept on high shelves in locked cupboards, easily accessible in emergencies such as asthma attacks. All medications are individually labelled with the child's name, date of birth, medication name, and prescription or expiry dates. Once a course of treatment is

complete, any remaining medication is returned to the parent or guardian, with records maintained of the handover.

Staff personal medication is also stored securely. Medications are kept in the manager's office in a locked cupboard or, if refrigeration is required, in a labelled container in the fridge. Staff must notify the Nursery Manager of any medication brought on-site and ensure it does not impair their ability to safely care for children. Advice from a medical professional should be followed if there is any risk of impairment.

The Nursery Manager is responsible for monitoring staff compliance with this policy, reviewing training needs, and ensuring procedures are clear to all staff members. Staff are encouraged to raise concerns, suggest improvements, and update their knowledge through regular team meetings.

Infection Control and Notifiable Diseases

Smallville Nursery adheres strictly to Public Health England guidance on infection control. Staff are vigilant for signs of illness, and children presenting with symptoms are managed sensitively while protecting the wider nursery community.

Certain infectious diseases are notifiable under the Health Protection (Notification) Regulations 2010, including acute encephalitis, hepatitis, meningitis, polio, anthrax, botulism, brucellosis, cholera, diphtheria, enteric fever, food poisoning, haemolytic uraemic syndrome, invasive group A streptococcal disease, Legionnaires' disease, leprosy, malaria, measles, mumps, plague, rabies, rubella, SARS, scarlet fever, smallpox, tetanus, tuberculosis, typhus, viral haemorrhagic fever, whooping cough, and yellow fever. Any other disease posing a significant risk to human health must also be reported immediately to the local health protection team.

Exclusion Periods and Health Protection Measures

Children displaying symptoms of illness are excluded according to national guidance. For example, children with diarrhoea or vomiting are excluded while symptomatic and for 48 hours after symptoms cease. Children with chickenpox must remain at home until all lesions have crusted over. Measles requires exclusion for four days from rash onset and recovery. Exclusion periods help prevent the spread of infection within the nursery and protect vulnerable children and staff.

Staff implement strict hygiene practices, including regular handwashing, cleaning of surfaces and toys, and appropriate disposal of contaminated materials. The nursery maintains separate spaces for children displaying mild illness and ensures all areas are cleaned and sanitised to prevent cross-contamination. Staff receive ongoing training in infection control, safeguarding, and health and safety procedures to ensure the highest standards are maintained.

Communication and Partnership with Parents

Parents are kept informed of any incidents, illnesses, or administration of medication. Nursery staff work closely with parents to maintain open communication regarding their child's health needs. For children with complex or chronic conditions, healthcare plans are reviewed regularly to ensure they meet evolving needs. Parents are encouraged to provide updated medical information promptly and to participate in discussions about their child's care and treatment.

