

04. Health Procedures

04.2 Administration of Medicine

Our Aim

At Peekaboo Childcare, we take great care when giving medication to children. Only trained staff administer medicine, and clear procedures ensure safety at all times.

★ Who Gives Medicine?

Medicine is only given by:

- The child's key person
- Their secondary key person,
- The room leader/senior or
- Management

These staff make sure:

- ✓ Consent forms and medicine forms are completed
- ✓ Medicine is stored safely
- ✓ All doses are recorded correctly and have been acknowledged by parents

We only administer medicine if it is absolutely necessary during nursery hours.

🕒 When a Child Starts Any New Medication

Even if the child has taken it before, we ask that parents:

Keep the child at home for 48 hours

This ensures:

- No unexpected side effects
- The medicine has time to work
- We can safely monitor the child on return

📝 Parent Consent

Only someone with legal parental responsibility can give consent (not grandparents, childminders, or partners without PR).

Parents must:

- Inform staff at least 24 hours before their child attends with medication
- Complete a short-term (less than 2 weeks) or long-term (over 2 weeks) medication form
- Provide medicine in its original container, clearly labelled with:
 - Child's name
 - Date of birth
 - Prescription label and dosage instructions
 - Expiry date

The medicine form must have:

- full name of child and date of birth
- name of medication and strength
- who prescribed it (if applicable)
- dosage to be given
- how the medication should be stored and expiry date
- a note of any possible side effects that may be expected
- signature and name of parent and date

Staff will check:

- The medicine is in date
- The label matches the medication form
- Instructions match the parent information given
- The date and information matches the current condition

A senior member of staff will double-check and confirm this on Famly.

Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with parents and record the circumstance of the events and hospital instructions as relayed to them by the parents.

Parent must hand the medication to staff at the door and not just have it in the child's bag.

Emergency Paracetamol

Parents sign permission at registration for emergency infant paracetamol. This is only given if a child has a *high temperature that could cause febrile convulsions*. This is for children under 2 only.

Parents and carers are reminded not to send their child to nursery if they have administered any form of pain relief beforehand, and must be truthful about this. It is essential to adhere to this guideline, as we may need to provide emergency paracetamol in case of a high temperature as stated above.

A full record is added to Famly on the child's notes section and must include:

- Time and date
- Dose
- Staff who administered and witnessed
- How/when Parent was notified
- If a call was made and if verbal consent was also given
- The box 'notify parents and visible to parents' must be ticked

We will always phone parents/carers in the first instance where possible to also gain verbal consent/let them know we will be administering the paracetamol. Children must get collected when a temperature is present and remain off until 48hours clear of a temperature or any other symptoms of illness.

Storing Medication

- All medicine is stored in locked medicine cupboards in each room.
- Fridge medicines are stored in the milk kitchen or main kitchen.
- Children on medication are listed on the room huddle board so staff remain aware each day.
- Parents cannot access medication storage for safety reasons.
- A bottle of emergency paracetamol is kept in each room.

Medicine is always handed back to the parent at the end of the day- unless a long term medicine.

Long-term medicine requires a Healthcare Plan (04.2a). Out-of-date medication is returned home.

Recording Medication on Famly

Every dose is recorded on the child's Famly profile:

- Forms must be added to Notes by the key worker/senior
- A digital medicine form is created by the key worker or senior with the information from the original form, which will then get approved for parents to acknowledge
- Management checks and signs off each form which must be stated on the note on Family.
- Each time medicine is given, parents and management receive a notification and must acknowledge.

Apprentices and volunteers cannot administer medicine.

We record all emergency paracetamol doses on Family and notify parents immediately.

Children Do Not Self-Administer

However, children who understand their condition (e.g., asthma) are encouraged to tell staff when they need support — but adults always administer the medication.

Separate medicine forms are needed for:

- Inhalers
- Teething gels
- Teething granules

We also monitor medicine records to spot infection patterns (e.g., lots of antibiotics at the same time).

Children with Long-Term Medical Needs

A risk assessment is created by the setting manager/SENCO team and key person where necessary for some long term medicines but not for things such as creams for dry skin conditions etc. A health care plan will still be completed in these instances.

This includes:

- Understanding the condition
- Training staff if needed
- Planning safe participation in daily activities
- Planning for outings
- Reviewing medication changes, side effects, and dosage every 6 months (or sooner)

A detailed Health Care Plan outlines roles and communication between staff.

- If a risk assessment is deemed necessary by management parents are asked to contribute. They are shown around the setting, understand routines and activities and discuss any risk factor for their child.
- For some medical conditions, key staff will require basic training to understand it and know how medication is administered. Training needs is part of the risk assessment.
- Risk assessment includes any activity that may give cause for concern regarding an individual child's health needs.
- For some conditions, medication for an individual child may be kept at the setting and a Healthcare plan form must be completed. Key persons check that it is in date and return any out-of-date medication to the parent.

Medication on Trips

- A trained staff member familiar with the child's needs accompanies them
- Medicine is taken in a labelled plastic box
- A phone/iPad is taken so the child's care plan can be accessed
- Medicine is recorded on the trip form
- If hospital care is needed, medicine is sent with the child.

Staff Taking Medication

Staff must:

- Inform the manager
- Store their medication safely in the staff room or secured medicine cupboards
- Allow managers to risk-assess any side-effects that could affect their role

Further Guidance

Medication Administration Record (Alliance Publication)