


Little Dukes: Medication Policy



Policy adopted January 2024 - Version 1

Little Dukes Nursery Schools, 14-16 Waterloo Place, London, SW1Y 4AR

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Little Dukes: Medication Policy

Monitoring and review...

This policy will be continuously monitored, refined and audited by the Headteacher who will also review it annually to assess how efficiently duties have been carried out over the year. This review will take place no later than one year from the date shown below, or sooner if needed due to changes in legislation, regulatory requirements or best practice guidelines.

Current Version:

Adopted: January 2024

Reviewed by:

Rik McShane, Director of Little Dukes Nurseries
Nazish Usman, Principal of Hopes and Dreams Montessori Nurseries
Ben Murray, Marketing and Admissions Director - Little Dukes Nurseries

Next review due: December 2024

Please note:

This policy applies to all nursery schools within the Dukes Education Group, including:

- Hove Village Day Nurseries
- Hopes and Dreams Montessori Nurseries
- Little Dukes Day Nurseries and Preschools
- Miss Daisy's Nursery Schools
- The Kindergartens Nursery Schools
- Reflections Nursery and Forest School
- Riverside Nursery Schools

Any reference to 'Little Dukes' or 'Dukes Education Group' applies to all the nurseries named above.

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Statement of intent:

At Little Dukes nurseries, we promote the good health of every child and take all necessary steps to prevent the spread of infection (see Sickness and Illness policy). We will obtain all the information we need to about a child's medicine needs and will keep all information up to date on Famly.

We follow strict guidelines when dealing with medication of any kind at Little Dukes which are set out below. It is the responsibility of every team member to make sure they understand all the details of this policy so they can safely administer medication or the application of topical creams to the children in their care.

Policy aims:

To implement and maintain an effective management system for administering and storing medicines to ensure that the nursery provides safe and consistent support to individual children with medical needs.

Key points:

- If a child requires medicine, get the information about the child's needs for this from parents/carers and keep it up to date on the Famly app.
- DO NOT administer any medication unless prior written consent or records are available on Famly. In the case of prescription medicine, relevant requirements must first be met (see the following pages for those details).
- It is not our policy to care for sick children, who should be at home until they are well enough to return to the nursery. But we will administer medication as part of maintaining their health and wellbeing or when they are recovering from an illness.
- Where medicines are necessary to maintain the health of the child, we will ensure they are given correctly and in accordance with legal requirements.
- If any child is brought to the nursery in a condition in which they may require medication sometime during the day, the Headteacher or Principal will decide if the child is fit to be left at the nursery.
- For information on infection control and infectious diseases visit the Public Health England website and view their document titled 'Health protection in schools and other childcare facilities'.
- If the child is deemed well enough to stay at the nursery, the parent/carer must be asked if any kind of medication has already been given, at what time and at what dosage. This information will be recorded.
- Where it is necessary to medicate during a nursery session the parent/carer is requested to acknowledge a specific Prescribed Medication Form on Famly.

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- Medication may be oral (tablets, linctus, syrups etc.), topical (creams and ointments), or nasal-pharyngeal (pre-filled inhalers).
- We do not administer Calpol unless there is a fever present. Any child who has been given Calpol prior to the start of a session will not be allowed to attend.
- All medication administration incidents will be recorded on Famly.

Recording of medication:

A permission to administer the medication must be given by the parents/carers: under general permission for non-prescribed medication or under a specific permission for prescribed medication.

A medication form will be completed before any medication is given. This will include: name of the child, dose given, units added, team member administering it, and team member witnessing it.

Using Famly, all medication forms must be:

- Signed by the team member who administered the medication
- Witnessed by an additional team member
- Acknowledged by the child's parent/carer.

Storing medication:

Medicines must always be stored in their original container in accordance with its product instructions.

They must be clearly labelled with the child's full name and dosage and must be within expiry date.

Team members must ensure that medication is locked in the medication cupboard in the office out of children's reach.

If refrigeration is needed, then it should be stored in a sealed container in a fridge in the main kitchen.

Prescription medication:

We will only administer prescription medication if it has been prescribed for a child by a doctor, dentist, nurse, or pharmacist.

If the prescription is not in English, a native speaker employed by the nursery will be allowed to translate and confirm that the prescription is relevant and fit to administer.

Please note: This must first be discussed with and authorised by the Operations Director. Notes of this translation will be added to the child's Famly record.

Policy adopted January 2024 - Version 1

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Prescription medicines must be stored in their original containers, clearly labelled with the child's full name and dosage and must be within the expiration date.

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

DO NOT administer prescribed medication unless the child has had one dose given at home before arriving at the nursery.

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

No child will be given medicine containing aspirin unless prescribed for that particular child by a doctor.

Non-prescription medication:

The nursery will provide certain non-prescribed medicines (such as Calpol, Sudocrem), Piriton that can be given to children in line with parental permissions and the guidelines of this policy.

In cases where the nursery deems it necessary to administer Calpol and Piriton they will first phone the parent/carer for permission.

Any additional non-prescription medication provided by the parents/carers, e.g., other nappy creams/teething gel will only be administered with a completed medication form.

Homoeopathic medications can be administered, following written instructions from a parent/carer.

All medicines must be in their original containers, clearly labelled with the child's full name and the dosage and must be within the expiration date.

Emergency medication:

Emergency medications (e.g., Epi-pen or Piriton etc) must be administered in the following order:


If there are signs of a reaction or there is serious concern for the child, administer the emergency medication in accordance with the manufacturer or medical educator's guidance. If applicable, also refer to the guidance in the child's individual care plan.

The Manager must inform the emergency services immediately.
The Headteacher should contact the child's parents/carers as soon as possible.

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Little Dukes Nursery Schools, 14-16 Waterloo Place, London, SW1Y 4AR



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As soon as the child's wellbeing is secure, all team members involved should complete the significant incident and medication form on Family.

The Headteacher should contact the Principal and Operations Director. Ofsted will be informed if applicable.

Administration of Paracetamol:

Paracetamol/Calpol will only be administered if a child has a temperature of 38°C and above, to bring down the child's temperature. Note: Paracetamol/Calpol will not be given in the event of pain e.g., teething, stomach cramps, diarrhoea, unless prescribed for this purpose by a doctor.

Parents/carers will be contacted to confirm.

If a parent/carer can't be contacted, team members will check medicine permission on Family and, providing the child has been in the nursery for more than 4 hours (i.e., within a safe time for the child to be given another dose if they were given a dose at home), will give the child a dose.

Team members will not administer more than 2 doses of Paracetamol during the full course of the nursery day.

If a child's temperature is over 38°C, a qualified First Aid team member will examine the child carefully, take their temperature and look for signs of pallor, weakness and skin abnormalities. They will then follow the process listed below.

After administering Paracetamol/Calpol team members will try to reduce the child's temperature until the parents/carers collect the child.

If the temperature does not reduce or the child's temperature reaches 39 then they will need to be collected.

Procedure for reducing a baby or child's temperature:

If a child has a rise in temperature i.e., over 38°C, remain calm and reassure the child.

Try to reduce the child's temperature by removing top clothing and sponging the child with cool water, focusing on the pulse points.

Monitor the progress of the child every 10 minutes, keeping notes of their progress. If a child's temperature has not decreased within half an hour after giving Calpol, parents/carers will be called to discuss the situation and will most likely be asked to collect their child immediately.

If a child's temperature reaches 40°C and parents cannot be contacted, the nursery will contact the emergency services.

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Team members must ensure that the temperature is taken every 10 minutes, and the dosage of Paracetamol is recorded.

Administering injections, Epi-pens, pessaries, and suppositories:

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every team 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 team members in administering the medication.

Team members taking medication or other substances:

It is the responsibility of all team 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 Headteacher must carry out an individual risk assessment to assess the suitability of the team member to fulfil their responsibilities and make any necessary adjustment.

Team members should notify the manager if they bring any medication into the nursery. This medication should be stored securely and out of reach of children.

Sun Safety

Children at little Duke's nursery schools will have the opportunity to play in the fresh air throughout the year. We also acknowledge the importance of sun protection and want staff and children to enjoy the sun safely.

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

We have a daily review of shade and sun exposure in the playground for children to ensure they do not spend more than 50% of their playtime in full sun on any one day and children will not be allowed in the direct sunlight between 11.00am – 3.00pm on hot days.


Sun safety is discussed with all children in an appropriate manner when there is hot weather, parents are encouraged to provide their children a sun hat and suitable hot weather clothing. Children are encouraged to drink cooled water more frequently throughout sunny or warm days, and this will be accessible both indoors and out.

Application of Sun cream

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During summer months, it is important that all children have an application of sun cream before they go outside. The sun has damaging effects on the skin and even if it is not an extremely warm day there is still a risk of being burnt, even with cloud cover. Therefore, the following approach is taken when dealing with sun cream:

Parents/carers must sign the sun cream permission on the Family app to allow the application of Sunscreen at relevant times.

Children will always have sun cream applied before going outside in the hot weather and at frequent intervals during the day.

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

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.

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

Legislative Framework:

EYFS 2023

Little Dukes: Safeguarding Policy

The Human Medicines Regulations (2020) Data Protection Policy

Little Dukes: Outings Policy

Further reading:

The NHS website (www.nhs.uk)

Prescribing over-the-counter medicines in nurseries and schools (bma.org.uk)

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