



Administration of Medicine Policy – The Nest

Alongside associated procedures, Safeguarding children, young people and vulnerable adults, this policy was adopted by The Nest on **10th February 2025**.

Boss Birds and Songbirds are responsible for administering medication to children ensuring relevant forms are completed on Blossom, medicines are stored correctly, and records kept on Blossom, in conjunction with Claire and James Nichols.

Administering medicines during the child's session will only be done if necessary.

If medication is needed to be administered during the child's day at The Nest, parents must have PRE-filled a Medication request form in conjunction with Boss Bird or Songbird at either setting, **this includes signing to say the child has had at least one dose of the medicine at home and not suffered any unwanted or adverse reaction.** Claire and James Nichols will check the insurance policy document to be clear about what conditions must be reported to the insurance provider if this is deemed necessary.

No child should be sent to The Nest having had any paracetamol or ibuprofen since MIDNIGHT on the day of attending either Nest. If your child were to be unwell with us, as per your consents given on registration, we are able to give an 'emergency dose' of paracetamol and/or ibuprofen – if your child has already been given some they could overdose! In addition, there is the possibility of medication masking symptoms of infection; if a child isn't well enough to come to The Nest without medication they should be kept at home.

If a child regularly attends both Nests throughout their week it is the **parents' responsibility to make sure both settings have the required medication** – this will either require the medication to go home with the child each day and come in again the next morning, or two lots of identical medications will be needed; one for each setting. The

Nest team will not be responsible for the movement of medication from one setting to the other, unless a 'trip' is organised to the other setting, in which case, responsibility of taking medication with the child is covered by The Nest (see separate Outing Policy).

Consent for administering medication

- Only a person with parental responsibility (PR), or a foster carer may give consent. A childminder, grandparent, parent/carer's partner who does not have PR, cannot give consent, if a parent is NOT doing drop off, please contact Claire or James **ahead of drop off**, to arrange consent.
- When bringing in medicine, parents inform the Boss Bird or Songbird, preferably **before arrival** so time can be spent dealing with the request form on Blossom in person. Claire or James should also be informed by the Day Lead.
- Staff who receive the medication will check all the details on the medication request form are correct and sign the form on Blossom. Medication must be in the **original container** (not decanted into a separate bottle). It must be **labelled with the child's name and original pharmacist's label** if prescribed.
- 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/carers and record the circumstance of the events and hospital instructions as relayed to them by the parents/carers; this must be entered onto a **medication request form**.
- All parents have given **consent for emergency medication, and consent for their child to be taken to hospital** in an emergency at the point of registration and this will appear on the child's Blossom profile.
- The Nest will only administer **emergency paracetamol** if the situation requires it, e.g. parents on way to collect but will be over half an hour and child/baby's temperature is rising.
- A **medication request form** requires the following information to be entered,
 - Name of child
 - Start and Finish date of medication
 - Medication details (name of medication/strength/form)
 - Reason for medication

- Method of administration
- Dose (amount and unit)
- Frequency (including times if app)
- Taken with/without food etc
- Expiry date
- Any known side effects
- Storage instructions
- Signature of parent/carer
- Signature of staff

Storage of medicines

All medicines will be stored safely and in accordance with the instructions provided. Refrigerated medication is stored, clearly labelled, in the kitchen fridge.

- Boss Bird or Songbird is responsible for ensuring medicine is handed back at the end of the day to the parent/carer.
- For some conditions, medication for an individual child may be kept at the setting. In these cases a Healthcare plan form must be completed. Boss Bird/Songbird to check that it is in date and return any out-of-date medication to the parent/carer.
- Parents/carers do not have access to where medication is stored.

Record of administering medicines

A record of medicines administered is kept up to date on Blossom, and parents are notified on the app that medicine has been given and that their signature will be required at collection (as per accident/incident forms).

Information shown on these records includes all the details of the medication above, including times and doses of administration plus the signatures of the member of staff who administered and the member of staff who witnessed the administration of medication.

- No child may self-administer. If children are capable of understanding when they need medication, e.g. for asthma, they are encouraged to tell Boss Bird/Songbird what they need. This does not replace staff vigilance in knowing and responding.
- The medication records are monitored to look at the frequency of medication being given. For example, a high incidence of antibiotics being prescribed for several children at similar times may indicate a need for better infection control.

Children with long term medical conditions requiring ongoing medication

- Risk assessments are carried out for children that require ongoing medication. This is the responsibility of the setting manager and key personnel. Other medical or social care personnel may be involved in the risk assessment.
- Parents/carers contribute to risk assessment. They are shown around the setting, understand routines and activities, and discuss any risk factors 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.
- Risk assessment also includes arrangements for medicines on outings; advice from the child's GP's is sought, if necessary, where there are concerns.
- 04.2a Health care plan form is completed fully with the parent/carer; outlining the key person's role and what information is shared with other team members who care for the child.
- The plan is reviewed every six months (more frequently if needed). This includes reviewing the medication, for example, changes to the medication or the dosage, any side effects noted etc.

Managing medicines on trips and outings

- Children are accompanied by a team member who is fully informed about children's medical needs and medication when off-site.

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- Medication is taken in a plastic box or bag labelled with the child's name, name of medication and a device to both access the consent form and to record administration.
- If a child on medication must be taken to hospital, the child's medication is taken in a sealed plastic box/bag clearly labelled as above.

Staff taking medication

Staff taking medication must inform their manager. The medication must be stored in a secure area away from the children. The manager must be made aware of any contraindications for the medicine so that they can risk assess and take appropriate action as required.