



Medication Policy

At Cocoon Family Nursery, we are committed to ensuring the health and well-being of all the children in our care. To ensure safe and effective administration of medication, we follow strict procedures in line with current regulations. This policy outlines how medication is managed and administered at our nursery.

Purpose of the Policy

The purpose of this policy is to ensure that any medication required by a child is administered safely, with parental consent, and in accordance with the child's health needs. We aim to create a safe environment for all children and ensure their health and well-being while attending Cocoon Family.

Parental Consent

Before any medication is administered, we require written consent from the parent or carer. This is to ensure that all parties are fully informed and that the nursery has the correct information regarding the medication, dosage, and any potential side effects.

- **Forms through the Family App:** Parents and carers will complete a medication consent form via the Family app. This form allows parents to provide the necessary information regarding the medication, including the name of the medication, dosage, frequency, and any relevant medical conditions or instructions. The form also confirms consent for the nursery staff to administer the medication.

Administering Medication

Medication will only be administered by staff members who are appropriately trained. The nursery ensures that:

- Only medication prescribed by a healthcare professional will be administered.
- The medication is stored securely in its original packaging and clearly labeled with the child's name, dosage instructions, and expiry date.
- Staff follow the specific instructions provided on the medication form and adhere to the correct dosage and timing.
- A record of the medication administered, including the time and dosage, is maintained and stored.

Medication Records

We keep a clear and accurate record of all medications administered. This includes:

- A record of the medication given, including the time and amount.
- The name of the staff member administering the medication.
- Any comments or observations regarding the child's reaction to the medication.
- The form submitted via the Famly app, which is digitally stored and available for reference.

Emergency Medication

In certain cases, children may require emergency medication, such as an EpiPen for severe allergic reactions or inhalers for asthma. Parents must provide written consent for emergency medication, and clear instructions must be given for its use. Emergency medications will be kept accessible in the nursery in a location known to staff.

- **Emergency forms through the Famly app:** For children who require emergency medication, parents will complete a specific emergency medication form through the Famly app, which provides detailed instructions on when and how the medication should be used in case of an emergency.

Non-Prescribed Medication

We do not administer non-prescribed medication (such as paracetamol or ibuprofen) unless it is an emergency. In such cases, the medication must be clearly labeled, and written consent must be provided via the Famly app, specifying the reason and dosage.

Storage of Medication

All medication will be stored safely and securely, either in a locked cupboard or refrigerator (if required). The nursery ensures that medications are:

- Kept out of reach of children at all times.
- Clearly labeled with the child's name, dosage instructions, and expiry date.
- Regularly checked to ensure it has not expired and is still within its valid use.

Medical Conditions

For children with specific medical conditions (e.g., asthma, allergies, epilepsy), parents are required to provide detailed information about the child's condition and the management plan. The nursery will work with parents to ensure that any specific needs are met, including keeping emergency medication on hand and ensuring that all staff are aware of the child's condition.

Training for Staff

All staff members involved in administering medication will receive appropriate training to ensure that they are competent and confident in handling medication safely. This includes training on the correct dosage, methods of administration, emergency procedures, and record-keeping.

Returning Medication

Parents are responsible for ensuring that medication is collected at the end of each day or when no longer needed. Any unused medication should be returned to parents, or disposed of appropriately if expired or no longer required.

Refusal of Medication

If a child refuses to take their medication, nursery staff will inform the parents immediately and document the incident. The nursery will work with parents to understand the reasons for refusal and find a suitable solution.

Special Considerations

If there are any special instructions or concerns regarding a child's medication, parents must inform the nursery immediately. This includes any known side effects, allergies, or reactions to medications.

By implementing this policy, Cocoon Family aims to maintain a high standard of care and to keep all children safe while they are in our care. If you have any questions about this policy or require further information, please do not hesitate to speak with a member of our team.

Policy written by: Katia Orendain and Danitza Orendain

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