St. Joseph's R.C. Primary School



Nursery Administration of Medicines Policy

September 2026

Review: September 2027

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body September 2026

It is due for review in September 2027

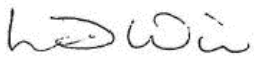
Hayley Francis Date: September 2026

Head Teacher



Lindsay Wise Date: September 2026

Chair of Governors



Policy statement

We recognise that some children may need to take prescribed or non-prescribed medicines during their time at nursery to maintain their health and wellbeing or as part of their recovery from an illness.

We are not a medical facility and do not provide care for children who are unwell and require exclusion from the setting. Children must be well enough to attend nursery in accordance with our 'Illness and Infection Control Policy'.

We will administer medicines where this is necessary to safeguard the child's health and wellbeing and where appropriate arrangements have been agreed with the child's parent or carer.

We ensure that medicines are administered safely, appropriately and in accordance with the requirements of the Early Years Foundation Stage (EYFS). We obtain and maintain up-to-date information about each child's medical needs and ensure that relevant staff understand the child's requirements.

Where possible, parents/carers should ask their GP or other prescribing healthcare professional whether medication can be prescribed at times that fall outside the child's nursery attendance. However, where medicine is required during nursery hours, we will work with parents/carers to ensure that it is administered safely.

If a child has not previously taken a particular medicine, parents/carers should, where reasonably possible, administer the first dose at home and observe the child for any adverse reaction before the child attends nursery.

Staff administering medicines are responsible for following this policy, checking the medication and consent details, administering the correct medicine and dose, recording the administration accurately and reporting any concerns.

Procedures

- Children taking prescribed medication must be well enough to attend the setting and must not require exclusion under the nursery's illness and infection control procedures.
- Prescription medicines will only be administered where they have been prescribed for the individual child by an appropriately qualified healthcare professional, such as a doctor, dentist, nurse or pharmacist, and where the medicine is in date and supplied in its original container with the appropriate dispensing label.
- Both prescription and non-prescription medicines may only be administered where **written permission for that medicine** has been obtained from the child's parent or carer.
- Non-prescription medicines, such as appropriate pain or fever relief or teething preparations, may be administered where there is a genuine health need and written parental permission has been obtained. The nursery will follow the manufacturer's instructions and/or appropriate healthcare advice and will not exceed the recommended dose.
- Medicines containing aspirin will not be administered unless specifically prescribed for the individual child by a doctor.
- The nursery will not administer medicines where the consent form, medication label or other necessary information is incomplete or unclear.
- Medication must be provided in its original container and must be clearly labelled with the child's name, the name of the medicine, dosage instructions and other relevant information.
- On receiving medication, the member of staff will check:
    - the child's name;
    - the name and strength of the medicine;
    - the dosage;
    - the method of administration;
    - the frequency and time of administration;
    - the expiry date;
    - storage requirements; and
    - that the medicine is prescribed for or intended for the individual child, where applicable.

Parental consent

Parents/carers must provide written permission before medication can be administered.

The medication consent record will include, as appropriate:

- the child's full name and date of birth;
- the name and strength of the medication;
- the prescribed or recommended dose;
- the time/frequency at which the medicine should be administered;

- the method or route of administration;
- the reason for administering the medication;
- the date treatment commenced and, where applicable, the date it should end;
- storage requirements;
- expiry date;
- relevant information about possible side effects or adverse reactions;
- any other instructions necessary for safe administration;
- the parent's/carer's full name and signature; and
- the date consent was given.

No medicine will be administered where the information required to administer it safely has not been provided.

Parental consent will be reviewed when the medication or dosage changes and whenever the child's medical circumstances change.

Administering medicines

- Medication will be administered by a member of staff who has been authorised by the nursery to undertake this responsibility.
- Before administering medication, staff will check the child's identity, the medicine, dosage, method of administration, timing and consent details.
- Staff will follow the instructions on the dispensing label, medication instructions and the child's individual healthcare plan where applicable.
- A second member of staff should act as a witness/checker, particularly for higher-risk medication or where required by the child's healthcare plan or nursery procedures.
- The administration of every medicine will be recorded immediately after it has been given.
- The record will include the date, time, child's name, name and dose of medication, method of administration and the names/signatures of the staff involved.
- Parents/carers will be informed on the same day that medication has been administered, or as soon as reasonably practicable.
- If a medication error occurs, including an incorrect dose, missed dose or incorrect medicine, the nursery manager will be informed immediately, and appropriate medical advice will be sought where necessary. The incident will be recorded and parents/carers informed.
- If a child refuses medication, this will be recorded and the parent/carer informed.

Training and competence

Where the administration of medication requires medical or technical knowledge, relevant staff will receive appropriate training from a suitably qualified healthcare professional or another competent person.

Staff will only administer medication where they have received the necessary information and training and are confident that they can do so safely.

Training requirements will be identified through the child's individual healthcare plan and/or risk assessment.

Staff will receive appropriate information about children's medical needs as part of their induction and whenever a child's medical circumstances change.

Storage of medicines

- Medicines will be stored safely and securely and in accordance with the manufacturer's storage instructions.
- Medicines must remain inaccessible to children while being readily accessible to staff who may need to administer them.
- Medicines requiring refrigeration will be stored securely in a designated area of the refrigerator, separate from food, in accordance with the manufacturer's instructions and the nursery's food hygiene arrangements.
- Medicines must remain in their original labelled containers.
- Staff will check expiry dates regularly.
- Expired, discontinued or unused medication will be returned to the parent/carer and will not be disposed of by staff unless an appropriate disposal arrangement has been agreed.
- Parents/carers are normally responsible for taking medicines home at the end of the treatment period.
- Emergency medicines required for an individual child, such as asthma inhalers or adrenaline auto-injectors, must be immediately accessible to authorised staff while remaining inaccessible to children.
- Emergency medication must accompany the child when they leave the nursery premises, including on outings.

Children with long-term medical conditions

Where a child has a long-term medical condition requiring ongoing medication or specific medical support, the Nursery will work with parents/carers and, where appropriate, healthcare professionals to develop an **Individual Healthcare Plan (IHP)**.

The IHP will include, where relevant:

- details of the child's medical condition;
- medication required and how it should be administered;
- dosage and frequency;
- known triggers;
- signs and symptoms requiring action;
- arrangements for routine and emergency medication;
- what to do in an emergency;
- staff training requirements;
- arrangements for activities and outings;
- arrangements for sharing relevant information with staff;
- arrangements for contacting parents/carers and emergency services;
- any necessary risk assessments; and
- arrangements for reviewing the plan.

Parents/carers will be involved in preparing and reviewing the IHP.

Relevant staff will be informed of the child's needs on a need-to-know basis, while maintaining appropriate confidentiality.

The IHP will be reviewed at least every six months and sooner if the child's condition, medication or circumstances change.

Emergency medication

Emergency medication, including medication required for conditions such as asthma, diabetes, epilepsy or severe allergies, must always be available to staff when the child is present.

Staff responsible for the child will know:

- where the medication is stored;
- when it should be administered;
- how it should be administered;
- what signs and symptoms require its use; and
- what emergency action must be taken.

Emergency services will be contacted where the child's individual healthcare plan or the circumstances require this.

Supporting children to develop independence

Children will be supported to develop appropriate independence in managing their health needs according to their age, stage of development and individual circumstances.

Where a child can recognise and communicate that they require medication, staff will encourage them to tell an appropriate member of staff.

Where a child is capable of self-administration, this may be supported where it is safe and appropriate and has been agreed with the parent/carer and, where necessary, healthcare professional. Staff will continue to provide appropriate supervision and oversight.

Medicines on outings

When a child who requires medication attends an outing:

- the required medication will accompany the child;
- medication will remain in its original labelled container;
- the responsible staff member will have access to the relevant consent and healthcare information;
- staff taking responsibility for the child will understand when and how medication should be administered;

- emergency medication will be readily accessible and must not be left in an inaccessible location such as a locked vehicle;
- administration of medication will be recorded at the time it is given; and
- parents/carers will be informed of any medication administered during the outing.

The arrangements will be considered as part of the outing risk assessment.

Hospital or emergency transfer

If a child needs to be taken to hospital, relevant medication and where relevant, the child's Individual Healthcare Plan or emergency medical information will accompany the child where possible.

Parents/carers will be contacted immediately in accordance with the nursery's emergency procedures.

Emergency services will be contacted where required.

Recording and monitoring

The nursery will maintain accurate records of all medicines administered.

Records will show:

- the child's name;
- the name of the medicine;
- the date and time administered;
- the dose administered;
- the method of administration;
- the name/signature of the person administering the medicine;
- the name/signature of any required witness/checker;
- any relevant comments, including refusal or difficulties administering the medicine; and
- confirmation that the parent/carer has been informed.

Parents/carers will be informed on the same day that medication has been administered, or as soon as reasonably practicable.

Medication records will be monitored by the manager to identify patterns, concerns or recurring issues. Where appropriate, concerns may be discussed with parents/carers or relevant healthcare professionals.

Confidentiality and information sharing

Information about a child's medical condition and medication will be treated confidentially and shared only with staff and professionals who need the information to safeguard and care for the child.

Relevant staff must have sufficient information to respond safely to the child's medical needs.

Review of this policy

This policy will be reviewed regularly and whenever there is a change to relevant legislation, statutory guidance, medication procedures or the needs of children attending the nursery.

The nursery will ensure that the policy remains consistent with the current EYFS statutory framework and relevant health guidance.