



Administering medication Policy

Information on children's medical needs is obtained when a child enrolls and as and when required after that.

Any individual medical plans that are required will be agreed with parents, recorded and kept up to date.

Parent/carers are required to sign a medical release form for any prescribed medication that the child is on and needs administering at nursery.

The parent/carer must give clear instructions about the dosage and administration of the medication, including when it was last administered, the date, the child's name, the name of the medication, reason for medication, possible side effects, expiry date, time to be given. Permission must then be granted for a member of staff to follow these instructions and a signature obtained.

If possible the parent/carer is asked to administer the medication prior to or after their session at nursery.

All medication will be kept out of the reach of children or in the fridge, which is not freely accessible to children.

All medication given will be recorded with time, date and signature of administering member of staff and a practitioner witness. The parent/carer will be asked to sign to confirm they have been informed of the medication that has been administered.

In the event of any specialist medication such as insulin, adrenaline or nebulisers needing administration, staff will be trained by a professional body (e.g. nurse) and the position will be clarified by reference to the insurance company.

Epipen training will be sought from the Community nursing team if required.

Aspirin must be prescribed by a doctor.

Over the counter cough medicines will not be administered to children under the age of 6 years.

Non-prescribed medication will only be administered if there is a genuine medical reason to do so. This will then be treated as prescribed and specific permission to administer will be sought.

Reasonable adjustments will be made for children with medical needs.

Any emergency medication is kept accessible by staff but out of the reach of children. It will not be locked away.

All medication is stored according to instructions and inaccessible to children. It is stored in its original container which must be clearly labelled. Practitioners will not administer any medication unless it meets these requirements.

If children are unwell and require medicine they should wherever possible be home with parent/carer. Where a medical professional deems it safe for them to resume nursery staff may administer the medication following our procedures after 48 hours of being on the medication. This policy is essential in case the child suffers an allergic reaction.

All medical information will be kept confidential.

Signed: Mandy Coath June 2025.

Review date: June 2026