

Administering Medicines

Policy Created September 2015

Ratified Oct 16

Reviewed September 2026

To be reviewed March 2028

Policy statement

While 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, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

As far as possible, medicines should be administered at home where this can be done without being detrimental to the child's health. Where medicine is required during the nursery day, it will be administered in accordance with this policy and the child's individual needs.

These procedures are written in accordance with the statutory Early Years Foundation Stage (EYFS) framework. The Headteacher is responsible for ensuring that staff understand and follow these procedures.

The key person will normally oversee arrangements for medication for children in their group. This includes ensuring that parental permission has been obtained, medicines are stored correctly and records are kept. In their absence, another appropriately informed member of staff or designated First Aider will oversee the arrangements.

Procedures

- Children taking prescribed medication must be well enough to attend the nursery.
- Only medication prescribed by a doctor or other appropriately qualified prescriber is administered. It must be in date and prescribed for the current condition. Medication will normally only be administered where it is prescribed to be given four times per day. Medicines containing aspirin will only be given if prescribed by a doctor.
- Both prescription and non-prescription medicines will only be administered where written permission for that particular medicine has been obtained from the child's parent/carer.
- Medicines must be in date and appropriate for the child's current need. Prescription medicines must be supplied for the child for whom they were prescribed.
- Children's medicines are stored safely, in their original container where appropriate, clearly labelled and inaccessible to children, while emergency medication remains immediately accessible to staff.

Parents/carers give prior written permission for the administration of medication. The staff member receiving the medication will ensure the consent information is complete and includes:

- full name of child and date of birth
- name of medication and strength
- who prescribed it, where applicable
- dosage to be given in the nursery
- how the medication should be stored and its expiry date
- any known side effects or other relevant instructions
- signature, printed name of parent/carer and date

The administration of medicine is recorded accurately each time it is given. The record will include:

- name of child
- name and strength of medication
- date and time administered
- dose given and method of administration

- signature of the member of staff administering the medicine

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

Storage of medicines

- All medication is stored safely and in accordance with the manufacturer's or pharmacist's storage instructions. Medication requiring refrigeration will be stored appropriately.
- Emergency medicines, including prescribed reliever inhalers and adrenaline auto-injectors (AAIs), will be readily accessible to staff and will not be locked away where this could delay emergency treatment.
- For some conditions, medication may be kept in the nursery. Staff will check that medication held for regular or as-required use remains in date and will return expired or no-longer-required medication to the parent/carer.
- Medication will be returned to the parent/carer when no longer required or when it expires.
- If the administration of medicine requires medical or technical knowledge, relevant staff will receive appropriate training.

Administration and children's involvement

No child will be expected to take sole responsibility for administering their own medication. Where children are capable of recognising that they need medication, for example a reliever inhaler, they should be encouraged to tell an adult. This does not replace staff vigilance in recognising and responding to a child's medical needs.

Where a child refuses medicine, staff will not force them. The parent/carer will be informed and staff will follow any relevant Individual Healthcare Plan or emergency procedure.

Children with long-term medical conditions

- A risk assessment will be carried out where a child's medical condition requires this. The Headteacher, key person, parents/carers and relevant healthcare professionals may contribute as appropriate.
- For some medical conditions, key staff will need appropriate training in the condition and/or the administration of medication.
- Risk assessment will include nursery activities, vigorous physical activity, outings and any other activity that may present a particular concern in relation to the child's health needs.
- An Individual Healthcare Plan (IHP), Allergy Action Plan or other appropriate healthcare plan will be developed where required. It will identify the child's needs, medication arrangements, emergency action and information that must be shared with relevant staff.
- Healthcare plans will be reviewed when the child's needs, medication or circumstances change and at appropriate intervals.

Emergency medication

The nursery has separate arrangements for asthma and allergy/anaphylaxis. Prescribed reliever inhalers and AAIs will be managed in accordance with the child's individual plan and the nursery's Asthma Policy and Allergy and Anaphylaxis Policy. The nursery also holds emergency salbutamol and spare AAIs. These are additional to, and do not replace, a child's own prescribed medication. Their use will follow the relevant nursery emergency procedure and current eligibility and consent arrangements.

Emergency medical treatment must not be delayed while attempting to contact a parent/carer or senior member of staff. Where emergency assistance is required, 999 will be called without delay.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying a child with medical needs will include the key person or another member of staff who is fully informed about the child's needs and medication.
- Required medication will accompany the child and remain readily accessible. It will be clearly identified and accompanied by the relevant consent and healthcare information.
- Administration of medicine while off site will be recorded and parents/carers informed in the same way as administration within nursery.
- If a child who requires medication is taken to hospital, their medication and relevant healthcare information will accompany them where appropriate.
- This procedure is read alongside the nursery's outings and risk assessment procedures.

Related policies and procedures

- Supporting Children with Medical Conditions Policy
- First Aid Policy
- Asthma Policy
- Allergy and Anaphylaxis Policy
- Emergency AAI procedure
- Managing Children Who Are Sick or Infectious Policy

Legal framework and guidance

- Early Years Foundation Stage statutory framework for group and school-based providers, effective September 2026
- The Human Medicines Regulations 2012

This policy will be reviewed regularly and sooner where statutory requirements, nursery arrangements or relevant guidance change.