



Medicine Policy

Policy Aims

- To support individual children with medical needs to achieve regular attendance.
- to reduce cross-infection risk between children
- To ensure that medicines given at nursery are stored and administered safely.

Non-prescribed medicines: The nursery will not be able to store or administer medicines that have not been prescribed to a child (e.g., Calpol, hay fever medication or cough medicines). Parents will need to make arrangements to come into the setting if they wish to give their child these medicines, or alternatively will need to obtain a prescription from their GP.

Prescribed medicines: Prescribed medicines can be administered to children within the setting at the discretion of the Manager; however, we ask that you consider whether your child is well enough to be at nursery if they require medicine.

We will not allow a child onsite if having a type of medication for the first time.

If the nursery agrees to give a child medicine that has been prescribed by a GP or hospital, this should be taken to the nursery office, and stored in a medicine fridge, if applicable. It will only be administered by Management.

The medicine must be provided in its original container and must have been dispensed by a pharmacist and must have a printed label showing:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration.

The instruction leaflet with prescribed medicines should show: Any side effects and Expiry date.

Recording of medicines and medication: Any prescribed medicines brought into the setting will be recorded on a Medicine Disclaimer and logged in the communication book by a senior member of staff.

This includes:

- Date administered
- Time administered
- Name of medication
- Exact dosage administered
- Who administered (staff or child) é If staff administered, staff name é Second staff member if applicable é
- Any side effects experienced.

Longer term needs: Where a child has a long-term medical need which may require specialist intervention, a written Care risk assessment will be prepared by the Managing Director. In this case, nursery staff will assist with medicines if this is in the care plan (this includes Epi Pens which can be administered by any trained or competent person).



It is the parent/carer's responsibility to ensure the accuracy of any care plan, and to ensure that appropriate medication is supplied to the nursery and kept up to date.

Refusing Medicine: When a child refuses medicine the parent/carer will be informed the same day. We cannot force the child to take the medicine or re-administer the dose.

Storage and Disposal of Medicine: All medication must be taken to the nursery office. We will store medicine in the medicine's cupboard or fridge, as necessary. Parents/carers are responsible for ensuring that medication is in date.

Emergency treatment and medicine administration: The nursery will call for medical assistance and the parent or named emergency contact will be notified if emergency treatment and or medicine is needed. If a child develops a fever and the parents have signed a waiver in the parent agreement form to administer Calpol, the Manager will administer Calpol. This is in an emergency only and will not be done unless in emergency situations.

The Managing Director will support any member of staff who assists with medicine in a reasonably good faith attempt to prevent or manage an emergency, regardless of outcome.

This policy was reviewed on: 26.07.26

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