



Medication Policy

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date. We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

This policy has been reviewed in line with the Statutory Framework for the Early Years Foundation Stage (EYFS) for group and school-based providers effective 1 September 2026, Working Together to Safeguard Children 2026, UK GDPR and the Data Protection Act 2018. Ringle Rainbow Nursery also retains Keeping Children Safe in Education (KCSIE) 2026 as supplementary safeguarding good-practice guidance.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand the medication directly to an appropriate member of staff. The medication details, dose, time required, expiry date and any relevant instructions will be checked and recorded. A second member of staff will check the details where practicable and in accordance with nursery procedure.
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent/carer must tell the nursery when the child last received the medication before attending and this will be recorded. Each time medicine is administered, the nursery will keep a written record of the medicine, dose, time and person administering it, and will inform the



- parent/carer on the same day, or as soon as reasonably practicable. Parent acknowledgement will be obtained in accordance with the nursery recording procedure.
- At the time of administration, an authorised member of staff will give the medicine at the agreed dose and time and in accordance with the label/instructions. The child will be supported sensitively and appropriately. Staff will only administer medicines where they are competent to do so; where administration requires medical or technical knowledge, appropriate training must be provided.
- If the child refuses to take the appropriate medication, then a note will be made on the form
- Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication (these will not usually be administered)

- The nursery will not administer any non-prescription medication containing aspirin
- The nursery will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- If the nursery feels the child would benefit from medical attention rather than nonprescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication with the *onus being on the parent to provide the medicine/*nursery providing one specific type of medication should parents wish to use this
- Parents/carers may give prior written permission for a specified non-prescription medicine, such as a named liquid paracetamol or antihistamine, to be administered in clearly defined circumstances. The permission must identify the particular medicine, dose and circumstances in which it may be given. The nursery will make reasonable efforts to contact the parent/carer before administration where circumstances allow.
- Where the nursery keeps an agreed emergency supply of a named non-prescription medicine, it will be stored securely, checked regularly for expiry and storage requirements, and administered only where prior written permission for that particular medicine has been obtained and the nursery is satisfied that it is safe and appropriate to do so.
- If a child develops the symptoms or circumstances covered by prior written permission, staff will assess the child, make reasonable efforts to contact the parent/carer and follow the agreed instructions. Medication will not be used to enable a child who is too unwell to remain at nursery; parents/carers may be asked to collect the child in accordance with the Sickness and Illness Policy.
- Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents collect the child
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.



- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

Injections, pessaries, suppositories

Where a child requires medication or treatment that needs medical or technical knowledge, including injections or other specialist procedures, the nursery will ensure that staff responsible have received appropriate child-specific training from a suitably qualified health professional. We will work with parents/carers and relevant professionals and make reasonable adjustments so that children with medical needs can be included safely.

Staff medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The nursery manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Staff medication must be stored securely and out of children's reach. Medication that may be needed urgently, such as an inhaler or adrenaline auto-injector, must remain readily accessible to the member of staff while still inaccessible to children. Staff medication must be clearly identifiable and must not be stored in the children's first aid box.

Storage and Medication Logs

All medication for children must be clearly identified for the individual child, stored securely and out of children's reach, and kept in accordance with the manufacturer's or dispensing label's storage instructions.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.



Any medication requiring refrigeration will be stored in the designated refrigerator in the community centre kitchen, in a secure and clearly labelled container, inaccessible to children and in accordance with the medicine's storage instructions.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Medication permissions and administration records are securely recorded using BabysDays and/or the nursery's approved records. Access is restricted to authorised staff and records are handled in accordance with UK GDPR, the Data Protection Act 2018 and the nursery's Data Protection and Confidentiality Policy.

Recurring medication use, adverse reactions, unexplained injuries or patterns of illness that raise a welfare or safeguarding concern must be brought to the Designated Safeguarding Lead (DSL), Jack Nash, or Deputy DSLs Charlotte Baldock and Penny Reidy, and managed in accordance with the Safeguarding and Child Protection Policy and Working Together to Safeguard Children 2026.

If a child's allergy requires coordination with food provision, the nursery will share appropriate medical information with our catering partner, Zebedees.

Reviewed: 01/09/2026	By: P Reidy
Next Review: 01/09/2027	