


Green Lane Nursery and Childcare Centre Administration of Medication Policy

This policy was adopted by Green Lane Nursery and Childcare Centre on:	24TH FEB 2026
Signed on behalf of the nursery:	
Name of signatory:	IAIN BROWN
Role of signatory:	CHAIR.
Date policy will next be reviewed:	FEBRUARY 2029

Scope

- Key persons, where possible are responsible for administering medication to their key children; ensuring consent forms are completed, medicines stored correctly, and records kept.
- Administering medicines during the child's session will only be done if absolutely necessary.
- If a child has not been given a prescription medicine before, especially a baby/child under two, it is advised that parents keep them at home for 48 hours to ensure no adverse effect, and to give it time to take effect.
- The nursery manager must check the insurance policy document to be clear about what conditions must be reported to the insurance provider.

Consent for Administering Medication

- Only a person with parental responsibility (PR), or a foster carer may give consent. A childminder, grandparent, parent's partner who does not have PR, cannot give consent.
- When bringing in medicine, the parent/carer informs their key person or room lead if the key person is not available. The nursery manager should also be informed.

- Staff who receive the medication, check it is in date and intended specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label if prescribed.
- Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with parents/carers and record the and hospital instructions as relayed to them by the parents/carers.
- The key worker/room lead enters the details of the medication including the following information on Famly (nursery software):
 - full name of child and date of birth
 - name of medication and strength
 - who prescribed it (if applicable)
 - dosage to be given
 - how the medication should be stored and expiry date
 - a note of any possible side effects that may be expected

The member of staff then asks the parent/carer to electronically consent to the administration of the medicine on Famly. No medication is given without these details and consent from the parent/carer.

Administration of Paracetamol in the Event of an Emergency

- In the event of a child having a temperature exceeding 38C, the parent/carer will be asked to collect their child. A member of staff will remain with the child and check his/her temperature every ten minutes, if this exceeds 39C, we will contact the parent/carer again to see how long they will be, if this is not within ten minutes, we will seek permission to administer a dose of paracetamol to reduce the possibility of a child having a seizure. This will be recorded on Family for the parent/carer to verify.

Storage of Medicines

- All medicines are stored safely. Refrigerated medication is clearly labelled in the main kitchen fridge. Non-refrigerated medicine is kept in a wall cupboard in the main kitchen, out of the reach of children.
- The key person/room lead informs the team and makes a note on the daily information board displayed in the room.
- The key person/room lead is responsible for ensuring medicine is handed back at the end of the day to the parent/carer.
- For some conditions, medication for an individual child may be kept at the setting. A healthcare plan form must be completed. The key person/room lead checks that it is in date monthly and returns any out-of-date medication to the parent/carer.
- Parents/carers do not access where medication is stored, to reduce the possibility of a mix-up with medication for another child, or staff not knowing there has been a change.

Administration Of Medication

- Another member of staff must be present to ensure medication is being given correctly according to the procedures here.
- No child may self-administer. If children can understand when they need medication, e.g. for asthma, they are encouraged to tell their key person/room lead what they need. This does not replace staff vigilance in knowing and responding.

Record of Administering Medicines

- Where a member of staff administers medication, they record this on Family. This is also recorded on the information board in the child's group room.
- A verification is sent to the parent/carer electronically after each administration of medication to request that they acknowledge this.

- The room lead is responsible for overseeing this process daily.
- Members of staff are trained on how to complete the process as part of their induction. They are supervised by the room lead until confident in completing the process.
- A full report of medication administrations, along with all the required information is available on Famly for senior staff to access.
- The medication records are monitored by the deputy manager to look at the frequency of medication being given. For example, a high incidence of antibiotics being prescribed for several children at similar times may indicate a need for better infection control.

Children with Long Term Medical Conditions Requiring Ongoing Medication

- A risk assessment is carried out for children that require ongoing medication. This is the responsibility of the nursery manager and key person. Other medical or social care personnel may be involved in the risk assessment.
- Parents/carers contribute to the risk assessment. They are shown around the setting, understand routines and activities and discuss any risk factor for their child.
- For some medical conditions, key staff will require basic training to understand it and know how medication is administered. Training needs are part of the risk assessment.
- Risk assessment includes any activity that may give cause for concern regarding an individual child's health needs.
- Risk assessment also includes arrangements for medicines on outings; advice from the child's GP's is sought, if necessary, where there are concerns.

- A health care plan form is completed fully with the parent/carer; outlining the key person's role and what information is shared with other staff who care for the child.
- The plan is reviewed every six months (more if needed). This includes reviewing the medication, for example, changes to the medication or the dosage, any side effects noted etc.

Managing Medicines on Trips and Outings

- Children are accompanied (where possible) by their key person, or another staff member who is fully informed about their needs and medication.
- Medication is taken in a plastic box labelled with the child's name, name of medication, copy of the consent form and a card to record administration, with details as above.
- The administration of medicine is then record of Famly on return to the setting.
- If a child is taken to hospital, their medication is taken with them in a sealed plastic box clearly labelled as above.

Staff Taking Medication

Staff taking medication must inform the nursery manager. The medication must be stored securely in staff lockers or a secure area away from the children. The nursery manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required. A health Plan may be required.