



Medication Policy

At Little Explorers, we are committed to promoting the good health, safety and wellbeing of all children in our care. We take all necessary steps to prevent the spread of infection and ensure that children with medical needs are supported appropriately.

This policy is in line with the Early Years Foundation Stage (EYFS) Statutory Framework (2025), the Health and Safety at Work Act 1974, and relevant public health guidance.

We recognise that some children may require medication during their time at nursery and we will ensure that this is managed safely, effectively and in partnership with parents/ carers and healthcare professionals.

General Principles

- Medication will only be administered where it is necessary for the child's health and wellbeing
- We will ensure that appropriately trained staff are available to administer medication
- All medication will be administered in accordance with written parental consent
- We will maintain clear, accurate, and up-to-date records of all medication administered
- Children who are unwell should not attend nursery in line with our Sickness and Illness Policy

Prescription Medication

We will administer medication prescribed by a doctor, dentist, nurse or pharmacist, provided that:

- The medication is in its original container
- It is clearly labelled with:
 - Child's full name
 - Prescribed dosage
 - Frequency
 - Date of issue
- It has not expired

Parental Responsibilities

Parents/carers must:

- Complete a Medication Permission Form before any medication is administered
- Provide full details including:
 - Medication name

- Reason for use
- Exact dosage
- Time(s) required
- Inform staff of:
 - The last dose given at home
 - Any changes to medication or dosage
- Notify the nursery immediately of any changes to the child's health or medication

Consent

- Written consent is required for each medication
- Ongoing consent may be accepted for long-term medication (e.g. inhalers), provided:
 - The medication remains unchanged
 - Dosage remains the same
- A new form must be completed if:
 - Medication changes
 - Dosage changes
 - A new course is prescribed

Administration of Medication

- Medication will only be administered by staff who hold a valid Paediatric First Aid certificate and have received appropriate training
- A second member of staff will witness and verify:
 - The correct child
 - The correct medication
 - The correct dosage
 - The correct time
- Both staff members must sign the medication record

At the time of administration:

- The child will be supported to take the medication in a safe and appropriate manner
- If a child refuses medication:
 - This will be recorded
 - Parents will be informed immediately

After administration:

- Parents will be informed of:
 - Time medication was given
 - Dosage administered
- A parent/carer signature will be obtained to confirm this information

Non-Prescription Medication

Non-prescription medication will only be administered in exceptional circumstances and in line with this policy.

Paracetamol (e.g. Calpol)

Little Explorers operates a restricted use approach to paracetamol.

- Paracetamol will not routinely be administered
- It may be administered where:
 - There is a clear and justifiable reason (e.g. high temperature while awaiting collection, injury, severe discomfort)
 - Prior written consent has been obtained
 - Management approval has been given

Parents must:

- Inform the nursery if paracetamol has been given before attendance
- Ensure the child is well enough to attend nursery

Children should not attend nursery if:

- They are unwell and require medication to mask symptoms
- They are unable to fully participate in normal activities

Where paracetamol is administered:

- Every effort will be made to contact parents first
- The child will be closely monitored
- This will be treated with the same level of recording as prescription medication

Other Non-Prescription Medication

- The nursery will not administer medication containing aspirin unless prescribed
- Creams (e.g. nappy cream, eczema cream) require prior written consent
- Parents must supply all non-prescription items, clearly labelled

Emergency Medication

We maintain an emergency supply of:

- Paracetamol (e.g. Calpol)
- Antihistamines (e.g. Piriton)

These will only be used:

- With prior written parental consent
- When deemed necessary for the child's immediate wellbeing
- After reasonable attempts to contact parents

In an emergency:

- We will contact 111 or 999 if required
- Staff will follow the child's Individual Care Plan (ICP/IHP)

Allergies and Anaphylaxis (EpiPens)

Where a child has a diagnosed allergy:

- An Individual Care Plan (ICP) must be completed
- The nursery must be provided with:
 - At least two in-date EpiPens (where possible)
- Medication must be:
 - Clearly labelled
 - Easily accessible to staff
 - Stored safely out of children's reach

Administration

- Only trained staff will administer an EpiPen
- All staff receive EpiPen awareness training as part of Paediatric First Aid
- Refresher training will be undertaken regularly

In the event of anaphylaxis

- The child's care plan will be followed immediately
- An EpiPen will be administered if required
- Emergency services will always be called
- Parents will be contacted immediately

Following use:

- Full records will be completed
- The used EpiPen will be retained and handed to emergency services
- Replacement medication must be provided before the child returns

Specialist Medical Procedures

We recognise that some children may require more complex medical support.

- Staff will only administer:
 - Injections
 - Suppositories
 - Pessaries

Where:

- They have received specific training for that child
- A clear care plan is in place
- We have consulted with parents and relevant professionals

We will make reasonable adjustments to support children with medical needs in line with the Equality Act 2010

Staff Medication

- Staff must be fit to work and able to care for children safely
- Any medication that may affect performance must be reported to management
- Staff medication must:
 - Be stored securely
 - Be kept out of children's reach
 - Not be stored in first aid boxes
- Emergency staff medication (e.g. inhalers) must remain accessible but safe

Storage of Medication

- **All medication must:**
 - Be stored in original containers
 - Be clearly labelled
 - Be kept out of reach of children
- **Emergency medication:**
 - Must be quickly accessible
 - Stored safely but not locked away in a way that delays access
- **Refrigerated medication:**
 - Stored in a designated fridge inaccessible to children

Disposal of Medication

- Expired or unused medication will be returned to a pharmacy
- Personal details will be removed before disposal
- A Medication Disposal Log will record:
 - Child's name
 - Medication
 - Date of disposal
 - Staff signature

Parents may request to collect medication for disposal themselves.

Record Keeping

We will maintain accurate records of:

- Medication administered
- Dosage and timing
- Staff signatures (administering and witnessing)
- Parental consent and acknowledgement

All records will be:

- Stored securely
- Retained in line with GDPR and safeguarding requirements
- Available to parents on request

Review

This policy will be reviewed annually or sooner if there are changes in legislation or guidance.

This policy was adopted on	Reviewed
24/01/2022	4th May 2026

Disposal procedure updated September 2025.