

# Administering Medicines Policy

As a parent, you have prime responsibility for your child's health and should provide us with information about your child's medical condition and details of any medication their child needs. This may be:

- Short-term e.g. the child is well but finishing a course of antibiotics
- Long-term e.g. to keep a child well
- In particular circumstances e.g. allergic reaction

It is our responsibility to ensure a child's safety whilst in their care, including being aware of the child's medical needs and the expectations of the setting in dealing with those needs.

Medication will only be given where it would be detrimental to a child's health if it were not administered during the time the child is at the setting.

**Emergency Medication** - An individual health care plan will be put into place to identify safety measures to support children with medical needs, this will involve the parents, setting and relevant health professionals, and may include:

- Details of the child's condition
- Special requirement e.g. dietary needs
- Any side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact

If the administration of prescribed medication requires technical or medical knowledge, training will be accessed from a qualified health professional specific to the individual child.

**Prescribed Medication** - Medicines will only be accepted if they have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. They must be in the original container which includes the child's name, the dose, the expiry date, prescriber's instructions for administration and information on any side effects.

The parent must complete the daily diary/medication form including when the last dose has been given and confirming the correct dose, time of administration and information on side effects.



**Non-prescribed Medicines** - Parents must have given prior written consent to administer nonprescription medication such as Calpol or equivalent. It will only be given when requested by the parent and when there is an acceptable health reason to do so e.g. a child develops an elevated temperature or appears to be in pain. In this event parents will be contacted and told their child's situation and to find out if they have already been given medication earlier in the day or during the previous night. If appropriate the parent can give permission for medicine to be given. If the child has an elevated temperature, attempts will initially be made to cool the child by other means.

If medication is given, the details of the product, date, time and dosage and who gave the medicine will be recorded. Parents may be asked to collect the child as soon as possible and will be expected to sign the medication record.

The administration of other non-prescribed medication such as teething gel, sun cream, cough medicine, nappy rash cream, homeopathic remedies will be agreed individually and prior written consent given by parents with details of the name of the medication, time or signs of when to administer, and the dose.

**Refusing Medicines** - If a child refuses or doesn't receive the full dose of medicine, e.g. if they spit it out, this will be noted and parents informed. If refusal results in an emergency, the settings accident/incident procedure will be followed.

Medicines will be stored in the original container in which dispensed and in accordance with the instructions and kept out of reach of children.

Medicines that require refrigeration will be kept in a box at the back of the fridge.

Medicines which may be needed in an emergency will be kept in a safe but readily available place.

**This policy has been written with the regard to the document 'Managing Medicines In Schools and Early Years settings'.**

**Director's signature: Teamara Adams**

**Date: 30/04/2026**

**Parent/Carer's signature: Sign off to confirm that you have read and agree, via our full contract.**

