



Administration of Medication Policy

Preschool & Kids Club Policy for the Administration of Medication

Policy Aim

Our aim is to safeguard and promote the well-being of all children in our care and to protect staff by ensuring safe practices in the administration of medication. We work in close partnership with parents to ensure transparent communication and respect for cultural, ethical, and religious considerations.

Procedures

Parental Consent

Prior to administering any medication (including creams), parents must complete a **Medication Consent Form** providing the following:

- Child's full name and address
- Child's date of birth
- Date of prescription and expiry date
- Duration of the course
- Dosage and storage instructions

Prescription Only Medication

We will only administer **prescription medication** provided it:

- Has been prescribed for the specific child
- Is in its original packaging
- Is in date and appropriate for the illness/condition being treated
- Matches the information on the consent form

Example: Eye drops prescribed for one child cannot be used for a sibling or for a different condition.

- **Children prescribed new medication, including anti-biotics, must stay at home for 24 hours to allow parents/carers to monitor any adverse side-effects**

Non-Prescription Medication (e.g., Calpol, Nurofen)

These will **not** be administered **unless**:

- There is an emergency and only after medical consultation and with the permission of the child's parent/carer.

POLICY REVIEW

This policy will be reviewed annually. Amendments will be made in consultation with staff and management as needed. Created 24/03/26.



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Please inform a member of staff at the beginning of the session if your child requires medication. This must be physically handed to the staff member and not left in the child's bag.

Record Keeping

Every instance of medication administration will be:

- Recorded, including time, dosage, and name of the staff member
 - Signed by the staff member administering the medication
 - Shared with and signed by the parent/carer upon collection
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Chronic Conditions & Emergency Medication(s)

Written consent is required for ongoing treatment of chronic conditions such as asthma. If a child has been hospitalised due to an illness, a **multi-agency care plan** will be developed involving:

- Parents/carers
- Health professionals
- Nursery staff
- Health visitor (where applicable)

Staff will be trained to meet children's individual medical needs.

Staff Training

Staff will be required to undertake training relevant to the administration of medicine or specific medical conditions as necessary. Only **Level 3 qualified staff** with valid paediatric first aid training are permitted to administer medication.

Emergencies

In an emergency:

- An ambulance will be called
- Parents/carers will be contacted immediately
- A staff member will accompany the child to the hospital if needed

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Monitoring & Compliance

Management will routinely monitor medication administration procedures. Staff will be encouraged to raise concerns or identify training needs during team meetings.

Storage of Medication

- Medication requiring refrigeration will be stored in:
 - The **office fridge** or the **kitchen fridge**
- Medication not requiring refrigeration will be stored in:
 - A **locked medication cupboard** located in the kitchen
- All medication will be:
 - Clearly labelled with child's name, DOB, medication name, and prescription date

Expired or unused medication will be returned to the parent.

Emergency Medication

An emergency stock of Calpol and antihistamines (e.g., Piriton) will be stored on-site. These will be checked regularly by the designated trained first aider to ensure they are in date and correctly stored.

Staff Medication Stock

- Staff must inform management if they are bringing medication onto the premises.
- All staff medication must be stored securely:
 - In the **locked medication cupboard**, or
 - In the **office fridge** if refrigeration is required (clearly labelled in a sealed container)

Staff must ensure that any medication they take **does not impair** their ability to care for children. If required, they must provide medical confirmation that the medication is safe for use in a childcare setting.

Refusal of Care

We reserve the right to refuse care if we feel the child requires medical attention beyond non-prescription medication.
All admittance to the setting will be at the discretion of management and this decision will be final.

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