

Administration of Medication Policy



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Policy Code: FS-HS-018

Policy Statement

At Forest & Play, we are committed to safeguarding the health, safety and wellbeing of all children & staff. We recognise that some children & staff may require medication during their time at the setting and have procedures in place to ensure medication is administered safely and appropriately. **This policy aligns with the Statutory Framework for the Early Years Foundation Stage (EYFS) and Health and Safety (First Aid) Regulations 1981.**

Procedures for Administering Medication (Children)

General Principles

- We will only administer medication that has been **prescribed by a doctor, dentist, nurse, or pharmacist.**
- Medication must be in its **original packaging** with a **pharmacy label** clearly displaying:
 - The child's full name
 - Name of the medication
 - Dosage instructions
 - Date of issue
 - Expiry date

Parental Responsibilities

- Parents must complete a **Medication Consent Form** before any medication is administered for 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:
 - a. 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
 - b. 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

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- c. 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 or dose needs to be given
- Parents must hand over the medication directly to a **senior staff member** and not leave it in a child's bag.

Staff Responsibilities

- The parent must be asked when the child has last been given the medication before coming to nursery and the staff member must record this information on the medication form.
- When the child is picked up, the parent must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- Only staff with **paediatric first aid training** will administer medication.
- Two staff members must be present:
 - One to administer the medication
 - One to witness and record the administration
- A record of each administration will be maintained, including:
 - The child's name
 - Date and time of administration
 - Dosage given
 - Staff members involved
 - Any side effects observed
- 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.
- If the child refuses to take the appropriate medication, then a note will be made on the form

Parental Consent

- At registration, parents may choose to complete a consent form for the use of specific non-prescription medications (e.g. liquid paracetamol or antihistamines such as Calpol or Piriton). The consent form will include:
 - The name of the medication.
 - The dosage to be administered.
 - The circumstances in which it may be given (e.g. raised temperature above 38°C, insect bites or stings, hay fever or allergic reactions).

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- Antihistamines will only be administered where:
 - Written parental consent has been obtained.
 - The child has previously received the medication without adverse reaction.
 - The medication is appropriate for the child's age and individual needs.
- Forest & Play will not administer a first dose of any antihistamine.
- Permission may be given for medication to be administered in an emergency if a parent/carer cannot be contacted.

Emergency Medication Supply

- Forest & Play may keep a limited emergency supply of fever relief medication and antihistamines. These will be stored securely, checked regularly and maintained within their expiry dates.

Parental Contact

- Where a child develops symptoms requiring non-prescription medication, practitioners will always attempt to contact the parent/carer first. If contact cannot be made, the Forest School Leader may decide whether medication should be administered based on:
 - The written consent held on file.
 - The child's medical history.
 - The circumstances and symptoms presented.

Emergency Medication and Healthcare Plans

- Children with long-term medical conditions, allergies or ongoing healthcare needs will have an Individual Healthcare Plan (IHP) where appropriate, developed in partnership with parents/carers and relevant healthcare professionals.
- Emergency medication, including inhalers, adrenaline auto-injectors and prescribed antihistamines, will be available throughout Forest School sessions and administered in accordance with the child's Individual Healthcare Plan and parental consent.
- Practitioners will receive any specific training required to support individual children's medical needs.
- All practitioners will be made aware of children with medical conditions and the procedures to follow in an emergency.

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- In the event that emergency medication is administered, parents/carers will be informed immediately and emergency services contacted where required.

Storage of Medication

- Medication will be stored securely in a clear wallet containing the medication, any relevant Healthcare Plan (HCP) and a photograph of the child.
- The clear wallet will be kept within the designated RED medical rucksack. When not in use, the medical rucksack will be stored securely in a locked cupboard or refrigerator where required.
- During Forest School sessions, the RED medical rucksack will accompany the group and be transported in the Forest School trolley to ensure medication remains readily accessible in an emergency.
- Emergency medication, such as inhalers, adrenaline auto-injectors and antihistamines, will remain easily accessible to practitioners at all times whilst maintaining the safety of children.
- Staff will check expiry dates regularly and any expired medication will be returned to parents/carers for safe disposal.

Staff Medication

Fitness to Work

- All nursery staff have a responsibility to ensure they are fit to work with children at all times.
- Staff must not work with children if they are **unwell, infectious**, or unable to **meet the needs of children** due to illness or medication side effects.
- If a staff member believes their ability to care for children is affected by their medical condition or any medication taken, they must inform their line manager and seek medical advice.
- The Forest School Leader or person in charge will decide if a staff member is fit to work, including in cases where colleagues observe behavioural changes that suggest the person may be under the influence of medication. This decision will take into account any medical advice obtained by the individual or from an occupational health assessment.

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Staff Medication

- Staff who require medication during the working day are responsible for ensuring it is stored safely and used in accordance with any medical advice provided.
- Staff medication must be stored securely and out of the reach of children at all times.
- Medication that may be required urgently, such as asthma inhalers, adrenaline auto-injectors or other emergency medication, can be stored within the designated Blue Staff Emergency Medication Pouch.
- The Blue Staff Emergency Medication Pouch will accompany the group during Forest School sessions and will remain readily accessible to staff whilst being kept separate from children's medication, healthcare plans and first aid supplies.
- Staff must inform the Forest School Leader of any emergency medication they may require whilst at work.
- All staff medication must be clearly labelled with the staff member's name.
- Staff medication must not be stored within the children's Red Medical Rucksack or the first aid kit.

Illness and Exclusion Periods (Children and Staff)

- If a child requires **antibiotics**, they should remain at home for the **first 24 hours** of taking the medication.
- Children who have had a **fever, vomiting, or diarrhoea** should be kept at home for at **least 48 hours** after their last episode.
- **Staff experiencing similar symptoms** should also follow the same exclusion periods to prevent the spread of illness within the nursery.

Record Keeping & Confidentiality

- All medication records will be stored confidentially and only accessed by authorised staff.
- Medication records will be kept for a **minimum of 3 years**.

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Staff Training

- All **staff will be trained** on this policy during induction.
- Staff administering medication will receive regular **paediatric first aid training** and any specific training required for individual children's medical conditions

Policy Review This policy will be reviewed **annually** or sooner if there are changes in legislation or nursery procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for review
15 th June 2026	Tracey Doidge	15 th June 2027