



Administering Medicines Policy

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. When dealing with medication of any kind in the nursery, strict guidelines will be followed. Parents have the prime responsibility for their child's health and should provide nursery with information about their child's medical condition.

Medicines must not usually be administered unless they have been prescribed. This means that it is not usual practice to administer medicines without permission to do so and not that all medicines, both prescription and non-prescription, must have been prescribed for a child by a doctor, dentist nurse or pharmacist. We do not expect parents to make unnecessary appointments with their child's doctor to obtain prescriptions for medicines that can normally be obtained directly from a chemist.

Any child who has been given medication from a doctor will be expected to have received the first dose at least 24 hours before they come to nursery. This is to ensure that the child does not have an allergic reaction.

Both prescription and non-prescription medicines can only be administered where permission has been obtained from the child's parent or carer. This is done via the Famly app. This includes administering medications whilst off-site on an educational visit, walk or trip.

If a child refuses or is unwilling to take the medication, no further attempt by nursery staff will be made and the parent will be informed.

Prescription Medicine

Medicine Request

A Medication Request will be completed by the office. This is done via Famly and will give details of the medicine, dose and frequency. You will be asked to acknowledge the medication request on Famly - once this has been completed, we can administer the medicine to your child. If Famly acknowledgement from the parent has not been obtained, we are unable to administer the medicine.

Once the medicine has been given, it will be logged on your child's Famly status for you to acknowledge.

- Medicines must be in their original containers and be clearly labelled with the child's name, dosage and frequency.

- Prescription medicine will only be given to the child named on the bottle/packet for the dosage stated.
- Those with parental responsibility must allow a member of staff to have sight of the medication.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.
- Creams for skin conditions (such as eczema) must be prescribed by a doctor, and a Medication Request must be completed by the office and parent acknowledgement gained.
- Asthma - Inhalers can be administered provided these have been prescribed. They must be clearly labelled and can be stored at nursery.

Non-Prescription Medicine

We believe that a child reliant on paracetamol is not well enough to attend Nursery. However, we are fully aware that some children may develop a high temperature from time to time but be fine in themselves for example, a baby that is teething. With this in mind, we are happy to administer paracetamol, but verbal consent must be obtained from the parent/carer before administering to the child. We will only administer one dose and if the child does not improve within one hour, the parent will be called to collect their child.

Nappy creams can be applied by staff with the verbal consent of the parent/carer, and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.

We cannot administer any medicine containing aspirin or ibuprofen.

Policy Reviewed:	June 2026	Nursery Manager:	Rebecca Frost
Next Review Date:	June 2027	Admin Officer:	Angie Bayliss