

Administering Medication Policy

November 2025

Aim of the Policy

Minibugs Administering Medication Policy is in place to ensure that both staff and parents/carers understand the necessary requirements to safely administer non-prescribed, prescribed and emergency medication within nursery.

Prescription Medication

Minibugs will follow guidance as set out in the Early Years Foundation Stage Framework. This means that:

- Prescribed medicine will only be given to the person named on the medication for the dosage stated (note: medicine containing aspirin should only be given if prescribed by a doctor).
- Medicines must be in their original container, include the prescription label and be stored in the nursery medicine cabinet/fridge that is not accessible to children.
- A Prescribed Medication Form must be completed fully by those with parental responsibility and signed off by management.
- In the case of a medication that is new to the child, the parent/carer must always give the first dosage of that medication. The child must not return to nursery for 24 hours following first administration of the new medication in case of an allergic reaction.
- Parents/carers must sign the medication form each morning to confirm:
 - The continuation of prescribed medication.
 - The last time the child was given the medication.*Please note that any change must be recorded on a new form.*
- At the end of each session, parents/carers will be informed of the administration times and dosage given that day and the parent/carer must sign the form.
- If the child refuses to take the medication, then a note will be made on the form and shared at the end of the session. Where medication is essential, the parent/carer will be contacted to establish the appropriate response as soon as possible.

Long Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. Minibugs need to know about any particular needs before a child is admitted, or for children already attending, as soon as a medical need arises. Parents/carers will be asked to complete a written **Healthcare plan** for such children, involving the nursery staff and relevant health professionals where required.

Where additional training may be required by the nursery staff to support the care of a child, a child may not be able to attend the setting unless it is feasible that such training can be put in place. Appropriate training must be completed prior to a child being able to attend. Please refer to the Admissions policy for further information.

The administration of medication must follow the guidelines as stated above and be recorded on a Long Term Medication Form.

Non-Prescribed Medication

Minibugs will assist parents/carers with administration of non-prescribed medication, with the exception of cough medicine. This must be for a short period of time reacting to a short term need of the child. If at any point the nursery feels that the child should be seen by a medical professional, they reserve the right to refuse the child entry until medical advice has been sought.

Non-prescribed medication will only be administered on the following basis:

- A Non-prescribed Medication Form must be fully completed and signed by both parent/carer and nursery management.
- Medication must be in original packaging, in date and be kept in the nursery medicine cabinet/fridge that is not accessible to children.
- Only the manufacturers recommended dose will be administered.
- Parents/carers must sign the medication form each morning to confirm:
 - The continuation of medication.
 - The last time the child was given the medication*Please note any change must be recorded on a new form.*
- At the end of each session, parents/carers will be informed of the administration times and dosage given that day and the parent/carer must sign the form.

Where non-prescribed medication is used on a daily basis in a child's usual routine, such as a cream for preventing nappy rash, then a Non-prescribed Medication Form is not needed, subject to signed parent/carer consent in the registration documentation.

Emergency Situations

The nursery will only use paracetamol or antihistamine in an emergency situation, which is provided and stored in the nursery medicine cabinet.

An example of an emergency situation would be a child with a high temperature over 39 degrees or a child presenting with signs of an allergic reaction. Please note that signs of respiratory distress will result in a call to 999 as opposed to the administration of antihistamine.

Emergency medication will be administered on the following basis:

- A phone call will be made to the parent/carer to gain prior permission where deemed possible. Should the parent/carer not answer, the following considerations will be made:
 - The length of time the child has been at nursery.
 - Any medical history.
 - Any contact made with other emergency contacts.
 - Contacting 111 if contact cannot be made with the parent/carer.
- The manufacturers guidelines will be followed for dosage.
- A Non-prescribed Medication Form will be completed.
- A Monitoring Form will be completed to assess the effectiveness of the medication.

In the case of a high temperature, if this does not decrease within 30 minutes of administering paracetamol, the child will need to be collected.

In the case of antihistamine being administered following a reaction, the child must be collected and reviewed by a medical professional before returning to nursery.

Medication and Exclusion Guidelines

Some children may need to remain at home dependant on the medication they have been prescribed - please see the below table for guidance. This table is not exhaustive and the nursery management team can refuse to keep a child on medication in the setting if they believe it is detrimental to the child's health to do so.

If a child only requires a minimum of two daily doses, these must be given at home before and after their sessions.

Parents/carers can refer to the Illness, Injury and First Aid Policy for further guidance on any illness and exclusion periods.

Medicine	Exclusion Period
Antibiotics	24 hours (in case of an allergic reaction)
Eye drops	24 hours (in case of an allergic reaction)
Immunisations	24 hours (in case of an allergic reaction) *nasal sprays do not require exclusion
Ongoing medication	Regular monitoring

No pessaries or suppositories will be administered by staff of the nursery.

Should a child need medication requiring injection, all staff who care for that child must have undertaken appropriate case related training before the child can attend the nursery. If this is not feasible, the child will not be able to attend whilst the requirement remains.

Should a child be prescribed an auto-injector, a qualified paediatric first aid trained staff member may be able to administer this subject to confirmation with the management team that all necessary training has been carried out. This will be reviewed alongside the Healthcare plan.