Medication Policy

Effective from: 1 September 2026

Review date: September 2027

Applies to: All children, staff, agency staff, students, volunteers, parents/carers and visitors

Policy owner: Nursery Manager /Deputy Manager

Linked policies: Safeguarding and Child Protection, Health & Safety, First Aid, SEND and Inclusion, Managing Allergies, Infection Control, Attendance and Absence, Special Educational Needs and Disability

Policy Statement

At St.Nicholas Nursery, the health, safety and wellbeing of every child is paramount.

We recognise that some children may require medication during their time at nursery because of a diagnosed medical condition, allergy or other health need. Medication will only be accepted and administered where this is necessary, safe, appropriately authorised and in the child's best interests.

Our procedures are designed to ensure that:

- medication is administered safely and appropriately;
- children receive the medication they require without unnecessary delay;
- medication is only administered by appropriately trained and authorised staff;
- parents/carers are involved and kept informed;
- accurate records are maintained;
- medication is securely stored and regularly checked;
- medication is not used to enable an unwell child to attend nursery;
- children's individual medical, SEND and safeguarding needs are considered;

- staff understand their responsibilities and limitations.

This policy reflects the **Early Years Foundation Stage (EYFS) Statutory Framework 2026**, relevant health protection guidance, safeguarding requirements and the principles of **Keeping Children Safe in Education (KCSIE) 2026**, where applicable.

St.Nicholas NurseryMedication Standard

St.Nicholas Nursery operates the following clear standards:

Medication that is NOT permitted without prescription

Calpol, paracetamol, ibuprofen and other routine fever-reducing or pain-relieving medication supplied by parents/carers

This includes medication left:

- in a child's bag;
- in a coat or pocket;
- in a locker;
- in a child's personal belongings;
- with another member of staff;
- in a room or cupboard without authorisation.

Parents/carers must not give medication to a member of staff to keep for possible future use.

Medication must never be used to mask a child's symptoms so that they can attend nursery.

If a child is unwell and requires routine fever-reducing or pain-relieving medication, the child should remain at home, and the parent/carer should seek appropriate medical advice where necessary.

Medication that MAY be accepted

Medication may be accepted where it is required for a child's identified medical need. This may include:

- prescribed medication
- asthma inhalers;
- adrenaline auto-injectors;
- epilepsy medication;
- diabetes medication;
- prescribed antibiotics;
- prescribed creams;
- prescribed medication for a long-term medical condition;
- other medication specifically required under an individual healthcare or medical plan.

All medication remains subject to this policy, appropriate parental consent and the child's individual health needs.

Who Can Administer Medication?

At St Nicholas Nursery, medication may only be administered by:

An authorised practitioner who holds a relevant Level 3 Early Years qualification or higher and who has been assessed as competent and authorised to administer the specific medication.

A Level 3 qualification **does not automatically authorise a staff member to administer medication**.

The practitioner must also:

- understand this policy;
- have received appropriate medication training where required;
- understand the child's individual medical/healthcare plan;
- understand the medication, dose and method of administration;
- know what action to take in an emergency;
- have been authorised by the Nursery Manager/Deputy Manager;
- be confident that they are competent to administer the medication safely.

Where specialist medical knowledge or training is required, staff must receive the appropriate training before administering the medication.

Staff Who Must Not Independently Administer Medication

The following must not independently administer medication:

- unqualified staff;
- staff below the required Level 3 standard;
- students;
- volunteers;
- visitors;
- agency staff who have not been specifically authorised and assessed as competent;
- staff who have not completed required medication training;
- staff who are unfamiliar with the child's healthcare plan or medication requirements.

Agency staff must not assume that their previous experience or training elsewhere automatically authorises them to administer medication at Ruskin House.

Two-Person Medication Check

Were reasonably practicable, medication should be administered using a **two-person check**.

The first authorised practitioner administers the medication while the second authorised practitioner checks:

1. the child's identity;
2. the medication;
3. the child's name on the medication;
4. expiry date;
5. prescribed dosage;
6. method of administration;

7. timing/frequency;
8. parental consent;
9. individual healthcare/medical plan where applicable.

Both practitioners should sign the medication record where the two-person procedure has been used.

Where a genuine emergency requires immediate administration and a second practitioner is not immediately available, the medication must not be delayed if doing so could place the child at risk.

The action taken must subsequently be recorded and reported to the Nursery Manager/DSL as appropriate.

Parental Consent

Written parental/carer permission must be obtained before medication is administered, except where an emergency procedure or individual healthcare plan provides otherwise.

The consent must identify:

- child's name;
- medication name;
- reason for medication;
- prescribed dose;
- method of administration;
- frequency/timing;
- duration;
- any relevant instructions;
- parent/carer signature and date.

Consent must be reviewed whenever the medication or child's medical circumstances change.

Parents/carers must inform the nursery immediately of:

- changes to medication;
- changes to dosage;
- new medical conditions;
- new allergies;
- discontinued medication;
- changes to emergency procedures.

Medication Brought Into Nursery Without Authorisation

If prohibited or unauthorised medication is found in a child's belongings:

1. **It must not be administered.**
2. It must not be left in the child's room or accessible to children.
3. The parent/carer must be contacted.
4. The medication must be returned to the parent/carer where safe and appropriate.
5. The incident must be recorded.
6. Repeated or concerning incidents should be discussed with the Nursery Manager/DSL.

If the medication is essential emergency medication, staff must immediately consider whether the child has been placed at risk through the medication not being appropriately available and follow the child's healthcare/emergency plan.

Emergency Medication

Emergency medication must be available where a child's medical condition requires it.

Examples include:

- adrenaline auto-injectors;
- asthma inhalers;
- epilepsy rescue medication;
- emergency diabetes medication;
- other medication identified within an individual healthcare plan.

Emergency medication must be:

- clearly labelled;
- in date;
- readily accessible to authorised staff;
- stored safely and appropriately;
- accompanied by the child's healthcare/emergency plan;
- checked regularly.

Staff must follow the child's individual emergency plan.

In a genuine medical emergency, the child's immediate safety takes priority. **The requirement for an authorised Level 3 practitioner must not result in a dangerous delay to emergency treatment.**

Emergency services must be contacted where required.

Parents/carers must be informed as soon as reasonably practicable following an emergency.

Individual Healthcare and Medical Plans

Where a child has a significant medical condition, allergy or ongoing health need, St.Nicholas Nursery will work with parents/carers and relevant health professionals to develop an appropriate individual healthcare or medical plan.

Plans should identify:

- the child's medical condition;
- symptoms and warning signs;
- medication required;
- dosage and method;
- triggers;
- emergency procedures;
- who may administer medication;
- storage arrangements;

- when emergency services should be contacted;
- parental and professional advice;
- any reasonable adjustments required.

Plans will be reviewed regularly and whenever the child's circumstances change.

Allergies and Anaphylaxis

Children with allergies must have their allergy information clearly recorded and communicated to relevant staff.

Where emergency allergy medication is required:

- medication must be available and accessible;
- staff responsible for the child must know where it is stored;
- relevant staff must understand the child's allergy plan;
- appropriate staff must receive training;
- emergency medication must not be withheld because of uncertainty about routine procedures.

Where anaphylaxis is suspected, the child's emergency plan must be followed and emergency services contacted as required.

All allergy information must be managed confidentially while ensuring that staff who need the information have access to it.

Antibiotics and Prescribed Medication

Prescribed medication may be administered where:

- it is in the original packaging;
- the child's name is clearly displayed;
- the medication is in date;
- dosage and instructions are clear;
- written parental consent has been obtained;
- the medication is required during the child's nursery attendance;

- staff are appropriately authorised and competent.

Medication must never be decanted into another container.

Where medication requires refrigeration or special storage, appropriate arrangements will be made.

Non-Prescription Medication

Routine non-prescription medication will not normally be accepted.

In particular, St.Nicholas Nurserywill not accept:

- Calpol;
- paracetamol;
- ibuprofen;
- routine fever-reducing medication;
- routine painkillers supplied by parents/carers.

This is a **St.Nicholas Nurseryoperational standard** designed to ensure that medication is not used to suppress symptoms and enable a child who is unwell to attend nursery.

Where a child requires medication for a specific medical need, the Nursery Manager will consider the circumstances and determine the appropriate arrangements in accordance with the child's medical advice and this policy.

Medication and Unwell Children

Medication must never be used as a substitute for appropriate illness management.

If a child becomes unwell at nursery, staff will:

1. assess the child's condition;
2. provide appropriate comfort and first aid;
3. monitor the child;
4. contact the parent/carer where required;

5. arrange collection where necessary;
6. seek medical advice or emergency assistance where appropriate;
7. record significant events and actions taken.

Parents/carers must not bring a child to nursery following the administration of medication intended to reduce a fever or mask symptoms where the child is otherwise unwell.

The nursery's illness and exclusion procedures must be followed.

Medication Storage

All medication accepted by the nursery must be stored securely and appropriately.

Medication must:

- remain in its original container;
- be clearly labelled;
- be inaccessible to children;
- be accessible to authorised staff when needed;
- be stored according to the manufacturer's or healthcare professional's instructions;
- be checked regularly for expiry;
- not be stored in children's personal bags unless specifically authorised as part of an emergency arrangement.

Emergency medication must be immediately accessible to the appropriate staff and must not be locked away where this would delay emergency treatment.

Refusal, Missed or Vomited Medication

If a child:

- refuses medication;
- spits out medication;

- vomits following administration;
- receives only part of the medication;
- misses a scheduled dose;

staff must not automatically repeat the dose.

The incident must be recorded and appropriate medical advice sought where necessary.

Parents/carers must be informed.

The child's healthcare plan must be followed.

Medication Errors

A medication error includes:

- wrong medication;
- wrong child;
- incorrect dose;
- incorrect time;
- incorrect method;
- missed dose;
- unauthorised administration;
- incomplete or inaccurate recording.

If an error occurs:

1. ensure the child's immediate safety;
2. seek medical advice/emergency assistance where required;
3. inform the Nursery Manager/Acting Manager immediately;
4. inform the parent/carer;
5. record the incident accurately;
6. follow safeguarding and incident-reporting procedures;
7. review the circumstances and identify learning/actions to prevent recurrence.

Staff must be open and honest about medication errors. The focus will be on protecting the child, establishing what happened and preventing recurrence.

Medication Administration, Recording and Sign-Off on Famly

St.Nicholas Nursery uses the **Famly App as the primary electronic system for recording, administering and signing off medication**.

All medication administration must be recorded on Famly at the time the medication is administered, or as soon as reasonably practicable afterwards if an emergency prevents immediate recording.

Before Administration

The authorised practitioner must check:

- the child's identity;
- the medication and child's name on the label;
- medication expiry date;
- prescribed or authorised dose;
- method of administration;
- time/frequency;
- written parental consent;
- the child's individual healthcare/medical plan, where applicable.

Where reasonably practicable, a second authorised Level 3 practitioner or above must independently check the medication and administration details.

Recording on Famly

The administering practitioner must complete the medication record on Famly, including:

- child's name;
- name of medication;
- date;

- time administered;
- dose administered;
- method of administration;
- reason for administration, where applicable;
- any relevant observations or reactions;
- name of the practitioner administering the medication;
- name/sign-off of the second checking practitioner, where applicable.

The record must be completed accurately and must not be pre-signed or completed in advance.

Two-Staff Sign-Off

Where the two-person medication check is used, **both authorised practitioners must sign off the medication record on Famly**.

The first practitioner confirms that the medication has been administered correctly.

The second practitioner confirms that they have checked the medication, dosage, child, timing and administration record.

Both staff members are accountable for ensuring that the Famly record accurately reflects what occurred.

Where a genuine medical emergency requires medication to be administered immediately and a second authorised practitioner is not available, the medication must not be delayed where this could place the child at risk. The administering practitioner must complete the Famly record as soon as possible afterwards and notify the Nursery Manager/Acting Manager.

Parent Sign-Off and Notification

Parents/carers will be notified through **Famly** when medication has been administered.

The parent/carer must review and **sign off the medication record on Famly** to confirm that they have received and acknowledged the information.

Where a parent/carer is unable to access or sign the Famly record, the nursery must make reasonable alternative arrangements to ensure that the parent/carer is informed and that this is documented.

Parent/carer sign-off does not replace the staff member's responsibility to ensure that the medication has been administered safely, accurately and in accordance with this policy.

Parents/carers must be informed on the same day, or as soon as reasonably practicable, following medication administration.

Accuracy and Record Keeping

Famly medication records form part of the child's confidential care record and must be maintained accurately.

Staff must not:

- administer medication without the required consent;
- record medication that has not been administered;
- pre-complete medication records;
- alter or delete records to conceal an error;
- sign on behalf of another staff member;
- allow another person to use their Famly login or signature;
- leave medication records incomplete.

Any error, discrepancy or concern relating to a medication record must be reported immediately to the Nursery Manager/Acting Manager and managed in accordance with the medication error and safeguarding procedures.

Famly records must be retained in accordance with the nursery's record-keeping and data protection requirements.

Medication Administration Flow

The St.Nicholas Nurserymedication process is:

1. Check
Child → Medication → Dose → Time → Method → Consent → Healthcare Plan

2. Administer
Authorised Level 3 practitioner or above administers the medication.

3. Second Check
Where reasonably practicable, a second authorised practitioner independently checks the medication and administration.

4. Record on Famly
The medication administration is recorded immediately/as soon as reasonably practicable.

5. Staff Sign-Off
Both practitioners sign off the Famly record where the two-person check has been undertaken.

6. Parent Notification
The parent/carer is notified through Famly.

7. Parent Sign-Off
The parent/carer reviews and signs off the medication record on Famly.

8. Escalate if Required
Any error, refusal, adverse reaction, missed dose or safeguarding concern is immediately escalated and recorded.

Famly and Safeguarding

Famly medication records provide an important audit trail and contribute to the safeguarding and welfare records for children.

Managers will monitor medication records to identify:

- repeated medication administration;
- missed or incomplete records;
- medication being administered without appropriate consent;

- unauthorised staff administering medication;
- repeated parent requests for routine medication;
- patterns suggesting that medication may be being used to mask illness;
- discrepancies between medication records and information provided by parents;
- failure to obtain required staff or parent sign-off.

Any concern identified through Famly must be followed up promptly and, where appropriate, referred to the DSL in accordance with the Safeguarding and Child Protection Policy.

Medication Records – Staff Quick Reference

Requirement	St.Nicholas NurseryProcedure
Medication system	**Famly App**
Record medication	On Famly for every administration
When to record	Immediately/as soon as reasonably practicable
First staff sign-off	Required
Second staff check	Required wherever reasonably practicable
Second staff sign-off	Required where second check undertaken
Parent notification	Through Famly
Parent sign-off	Parent/carer to review and sign off on Famly
Emergency administration	Never delayed where this could endanger the child; record afterwards
Medication error	Immediate escalation, recording and follow-up
Paper record	Only where necessary as a contingency if Famly is unavailable

Medication and Safeguarding

Medication procedures are part of safeguarding.

Concerns must be escalated where there is evidence that:

- medication is being used to mask a child's illness;
- a parent repeatedly sends a significantly unwell child to nursery following medication;
- essential emergency medication is repeatedly not provided;
- medication is repeatedly brought onto the premises without authorisation;
- medication is administered without appropriate consent;
- medication records are inaccurate or incomplete;
- medication is administered by an unauthorised person;
- staff fail to follow a child's healthcare plan;
- a child is placed at risk because of unsafe medication arrangements.

Safeguarding concerns must be reported to the DSL or Deputy DSL in accordance with the Safeguarding and Child Protection Policy.

Information will be shared appropriately where this is necessary to protect a child.

Medication and SEND

St.Nicholas Nursery recognises that some children with SEND may have medical needs requiring medication or additional support.

Medication arrangements will form part of a wider approach to inclusion and reasonable adjustments.

Staff will work in partnership with parents/carers and relevant professionals to ensure that medical needs do not unnecessarily prevent a child from accessing the nursery.

The child's dignity, independence, communication needs and individual preferences will be considered.

Infection Control

Staff administering medication must follow appropriate infection-control procedures.

This includes:

- hand hygiene;
- safe handling of medication;
- avoiding cross-contamination;
- appropriate disposal of medication-related waste;
- cleaning equipment where required;
- following manufacturer and healthcare instructions.

Medication must never be shared between children.

Medication on Outings

Where a child requires medication during an outing, appropriate arrangements must be made before leaving the nursery.

The authorised staff member must ensure that:

- medication is in date;
- medication is correctly labelled;
- required consent is available;
- the healthcare/emergency plan is available;
- medication is securely transported;
- emergency medication remains immediately accessible;
- appropriate records are maintained.

Staff must ensure that the child is not placed at additional risk because medication has been left at the nursery.

Disposal and Expired Medication

Expired, discontinued or unwanted medication must not be administered.

Parents/carers will normally be asked to collect and dispose of medication appropriately.

Where medication cannot be returned immediately, it must be stored securely until appropriate disposal arrangements are made.

Medication must never be placed where children can access it.

Staff Training and Competence

The Nursery Manager is responsible for ensuring that staff administering medication are appropriately trained and authorised.

Training requirements will depend on the medication and the child's needs.

Specialist training may be required for:

- epilepsy medication;
- diabetes medication;
- adrenaline auto-injectors;
- inhalers;
- tube feeding;
- other specialist medical procedures.

Training records will be maintained.

Competence should be reviewed where:

- a new medication is introduced;
- the child's condition changes;
- staff responsibilities change;
- an incident or medication error occurs;
- the staff member has not administered the medication for an extended period.

Roles and Responsibilities

Nursery Manager /Deputy Manager

Responsible for:

- implementing this policy;
- ensuring appropriate systems are in place;
- authorising staff;
- ensuring staff training;
- monitoring medication records;
- reviewing medication incidents;
- ensuring healthcare plans are maintained;
- working with parents and professionals;
- ensuring safeguarding concerns are escalated.

Designated Safeguarding Lead

The DSL is responsible for considering whether medication-related concerns indicate a safeguarding issue and ensure appropriate escalation.

Authorised Practitioners

Responsible for:

- following this policy;
- administering only medication they are authorised and competent to administer;
- checking medication carefully;
- maintaining accurate records;
- reporting errors immediately;
- maintaining confidentiality;
- following individual healthcare plans.

Parents/Carers

Responsible for:

- providing accurate medical information;
- providing required medication in accordance with this policy;
- completing written consent;
- ensuring medication is in date;
- informing the nursery of changes;
- collecting expired/discontinued medication;
- not bringing Calpol, paracetamol, ibuprofen or routine fever-reducing medication onto the premises.

Confidentiality and Information Sharing

Medical and medication information is confidential and will be handled in accordance with data protection requirements.

Information will only be shared with staff who need it to safeguard and care for the child.

Confidentiality must not prevent appropriate information sharing where this is necessary to protect a child or respond to a safeguarding concern.

Key St.Nicholas NurseryMedication Rules – Staff Summary

Requirement	St.Nicholas Nursery Standard
Calpol/paracetamol	**Not permitted on premises**
Ibuprofen	**Not permitted on premises**
Routine fever-reducing medication	**Not permitted on premises**
Medication left in child's bag	**Not permitted**
Essential prescribed medication	May be accepted subject to policy
Emergency medication	Must be available where medically required
Written parental consent	Required
Medication administrator	**Authorised Level 3 practitioner or above**

Requirement	St.Nicholas Nursery Standard
Level 3 qualification alone	Does not automatically authorise administration
Agency/student/unqualified staff	Must not independently administer
Specialist medication	Specific training/competence required
Two-person check	Used wherever reasonably practicable
Medication record	Required for every administration
Parent notification	Same day/as soon as reasonably practicable
Medication errors	Immediate action, reporting and recording
Unwell child	Medication must not be used to mask symptoms

Related Policies and Guidance

This policy should be read alongside:

- Safeguarding and Child Protection Policy;
- Health & Safety Policy;
- First Aid Policy;
- Managing Allergies Policy;
- Infection Control Policy;
- Attendance and Absence Policy;
- SEND and Inclusion Policy;
- Behaviour Policy;
- Emergency Procedures;
- Individual Healthcare Plans.

The policy will be reviewed annually, or sooner where there are changes to legislation, statutory guidance, public health advice, medication procedures or the needs of children attending St.Nicholas Nursery.

This policy was adopted on	Signed on behalf of the nursery	Date for review
Sept 2026	Anjana Shah	August 2027