

MEDICATION POLICY

Policy Statement

At Vishenka Nursery, we are committed to ensuring the health, safety, and well-being of all children in our care. Some children may need medication during nursery hours. To ensure safe and compliant medication management, we will only administer Calpol for high temperatures unless parents provide an official letter from a doctor for any other medication. This policy outlines the procedures for administering medication.

Aims

To ensure the safe administration of medication to children in accordance with EYFS requirements and best practice.

To maintain clear and accurate records of all medication administered, ensuring accountability and transparency.

To protect children from harm by ensuring medication is only administered with appropriate consent and following prescribed guidelines.

Procedures

1. Parental Consent and Information

Written Consent: Parents/carers must complete a Medication Consent Form for each medication, which includes:

Child's full name, date of birth, and any medical conditions.

Name of the medication, dosage, and times for administration.

Duration of the course of medication and any special instructions.

Possible side effects and emergency contact details.

Parent/carer's signature and date.

Prescription Medications: Only Calpol will be kept on-site, and it will only be administered if the child has a high temperature. It must be provided in the original packaging, with clear labelling from the pharmacist. For any other medications, parents must provide an official letter from the child's GP or doctor, detailing the medication's name, dosage, and specific administration instructions. As required by the [EYFS](#), prescription medicines must be prescribed for the child by a doctor, dentist, nurse, or pharmacist, and medicines containing aspirin should only be given if prescribed by a doctor.

Non-Prescription Medications: Non-prescription medications will only be administered with written parental consent. The medication must also be in its

original packaging with clear instructions. As required by the [EYFS](#), medicine \$both prescription and non\ -prescription\$ must only be administered where written permission for that particular medicine has been obtained from the child's parent and/or carer.

2. Storage of Medications

Secure Storage: All medications are stored securely in a locked cupboard or designated fridge, out of reach of children.

Expiry Dates: Medications are checked regularly for expiry dates. Expired medications are returned to parents/carers for disposal.

Temperature Control: Any medication requiring refrigeration will be stored in a fridge set to the correct temperature, and staff will monitor this daily.

3. Administration of Medications

Designated Staff: Only trained and designated staff members are authorized to administer medication. Staff must wash their hands and wear appropriate protective equipment before administering medication. As required by the [EYFS](#), staff must have training if the administration of medicine requires medical or technical knowledge.

Verification Process: Two staff members will verify the medication, dosage, and child's identity before administering any medication. The child's parent/carer will be notified if any discrepancy or uncertainty arises.

Record Keeping: A Medication Record Log will be completed each time medication is administered, including:

Date and time of administration.

Medication name, dosage, and time given.

Name of the child.

Name of staff administering the medication and witness.

Any side effects or reactions observed.

Parents/carers will be informed of any medication administered on the same day, either verbally or in writing. As required by the [EYFS](#), providers must keep a written record each time a medicine is administered and inform parents and/or carers on the same day the medicine has been taken, or as soon as reasonably practicable.

4. Emergency Medications

Accessibility: Emergency medications are stored in an easily accessible location and are clearly labelled with the child's name. Staff will be trained on how to use emergency medications and recognize signs of an emergency.

Individual Health Care Plans : For children with specific health needs, such as asthma or allergies, an Individual Health Care Plan will be created in consultation with parents/carers and medical professionals. The IHCP will detail the child's medical condition, triggers, medication requirements, and emergency procedures.

5. Staff Medication

Staff Responsibility: Staff are responsible for storing their personal medications securely and out of reach of children. Staff should not administer medication to themselves while working with children if it impairs their ability to care for them.

Impairment: Staff must not be under the influence of any medication that may impair their ability to care for children. If they are unfit to work, they must notify management immediately.

6. Training and Awareness

Staff Training: All staff will receive training on medication administration and emergency procedures. Specialized training will be provided for staff caring for children with specific medical conditions \$e\\$.g\\$, asthma, diabetes, allergies\$.

Ongoing Review: Staff training on medication management will be reviewed annually or as needed to ensure all staff are knowledgeable and up to date with the latest guidelines.

7. Record Keeping and Confidentiality

Confidentiality: All medication records are kept confidential and are stored securely, accessible only to authorized staff. Parents/carers will be informed of any incidents involving their child's medication.

Retention: Records of medication administration will be retained for a minimum of three years, in compliance with data protection regulations.

8. Policy Review

Annual Review: This policy will be reviewed annually or whenever there are changes in legislation, guidance, or nursery procedures to ensure compliance

with the latest [EYFS requirements](#) and best practices. **This policy has been reviewed against the EYFS statutory framework dated 13 July 2026 .**

Working links

EYFS statutory framework for group and school-based providers —
medicines requirements at section 3.59–3.62: [EYFS framework PDF](#)

DfE EYFS landing page : [gov.uk EYFS page](#)

DfE statutory guidance – Supporting pupils with medical conditions at school : [Supporting pupils with medical conditions](#)