

Medicines Policy

Policy Created: 1st April 2026

This policy will be reviewed on an annual basis.

I will ensure your child's medical needs are met when attending my setting and procedures are followed for administering any medications. I will ensure that any procedures I follow comply with the statutory requirements of the Early Years Foundation Stage (EYFS) at all times.

I will ensure I obtain any information about your child's medical / health needs when joining my setting and will work in partnership with you to ensure these are met. If there are changes to their needs during their time in my care it is important that you keep me updated in order that I can meet these.

When administering medication:

- I will only administer medication to a child with prior written permission from their parents/carers.
- I will obtain written permission from parents/carers for each and every medicine to be administered prior to me administering this. You will need to give information regarding the reason the child needs the medication, the required dosage and time to be administered. You must provide details of when the last dosage of the medication was administered at home.
- Prescription medication will only be administered to the child if it is prescribed for him/her by a doctor, dentist, nurse or pharmacist. This must be stored in its original container, including the pharmacy label with the name of the child, dosage amount and with clear dosage instructions on it.
- Non-prescription medication such as pain and fever relief will only be administered with parents' prior written/in-app consent and only when there is a health reason to do so.
- I cannot give aspirin unless it has been prescribed by a doctor.
- All medicines will be stored securely, out of reach of the children.
- When I give a child their medicine I will record the date, time, name of medicine and dosage given and sign this. You will be asked to countersign the form or app when you collect your child.
- I will never give the first dose of any new medicine(s) - the first dose should be given by yourself, at home. The child should not attend my setting until at least 24 hours since their first dose was administered at home.
- If the administration of prescription medicine requires technical/medical knowledge then I and any assistants will attend training from a qualified health professional. The training should be specific to the child in question.