



# Administering Medication Policy

Setting Name: Golden Acorns

Date: April 2026

## 1. Statement of Intent

We are committed to ensuring that children's health needs are supported safely and appropriately while they attend the setting. We recognise that some children require medication during attendance and aim to administer medication in a way that protects children's wellbeing and ensures safe practice.

We ensure that medication is administered only when necessary, with appropriate consent and in line with EYFS requirements. Clear procedures are followed to prevent errors and ensure accurate recording.

## 2. Legal Framework

This policy is based on statutory guidance including:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Health and Safety at Work Act 1974
- Medicines Act 1968

The setting follows EYFS requirements regarding the safe administration of medication.

## 3. Principles

Medication will only be administered when it is essential for the child's health and wellbeing and cannot reasonably be given outside of setting hours. We aim to work in partnership with parents to ensure medication is managed safely and consistently.

Only prescribed medication will normally be administered, unless agreed otherwise with management. Medication must be clearly labelled with the child's name, dosage and instructions.



#### **4. Parental Consent**

Written parental consent must be obtained before any medication is administered.

Consent includes:

- child's name
- medication name
- dosage
- method of administration
- time and frequency

Parents must provide clear instructions and sign consent forms.

#### **5. Storage of Medication**

Medication is stored safely and securely, out of reach of children and in accordance with storage instructions. Refrigerated medication is stored appropriately.

Emergency medication such as inhalers or epipens is kept accessible to staff but out of children's reach.

#### **6. Administration Procedures**

Medication is administered only by authorised staff who understand the procedure. Staff check:

- correct child
- correct medication
- correct dosage
- correct time

Medication administration is recorded immediately, including date, time and staff signature.

#### **7. Long-Term or Medical Conditions**



Children requiring ongoing medication or medical support are supported through individual health care plans developed with parents and relevant professionals. Staff receive guidance or training where required to meet children's medical needs safely.

## **8. Recording**

All medication administered is recorded accurately and shared with parents. Records include:

- medication details
- dosage
- date and time
- staff administering
- parent signature

Records are stored securely.

## **9. Errors or Concerns**

Any medication error or concern is reported immediately to management and parents. Appropriate action is taken to ensure the child's safety and prevent recurrence.

## **10. Monitoring and Review**

Medication procedures are monitored to ensure safe practice. This policy is reviewed annually or sooner if guidance or practice changes.