

Chatham Nursery School

Administering Medicines Policy 2026-2028

Mission Statement

Our nursery school community is dedicated to teaching every child to be a happy, confident and independent learner. We create a caring, inclusive and enriching environment where each child feels safe, supported and valued.

Chatham Nursery School is committed to supporting the health, safety and wellbeing of all children in our care. We recognise that some children may require medication during nursery hours to enable them to attend safely and access all aspects of nursery life.

We will work closely with parents/carers and relevant healthcare professionals to ensure medicines are administered safely, appropriately and in accordance with current statutory requirements.

Children who require prescription medication should generally be well enough to attend nursery. Decisions regarding attendance will be made in partnership with parents/carers and healthcare professionals where necessary.

Aims

This policy aims to:

- Ensure medicines are managed safely and effectively.
- Support children with short-term and long-term medical conditions.
- Provide clear guidance for staff, parents/carers and professionals.
- Minimise disruption to a child's learning and development.
- Ensure legal and statutory responsibilities are met.
- Maintain accurate records of all medication administered.

Principles

Chatham Nursery School will:

- Promote children's health and wellbeing.
- Work in partnership with parents/carers.
- Ensure medicines are administered only when appropriate consent has been obtained.
- Maintain clear records of all medication administered.
- Provide training for staff where specialist medical procedures are required.
- Ensure medication is stored securely and accessed only by authorised staff.

Responsibilities

Parents and Carers

Parents/carers must:

- Inform nursery of any medical conditions.
- Provide medication in its original packaging with the pharmacy label attached.
- Ensure medication is within its expiry date.
- Complete and sign the nursery medication consent form.
- Inform staff of any medication administered before the child attends nursery.
- Update the nursery regarding any changes to medication or medical needs.

Nursery Staff

Staff will:

- Follow this policy and any individual healthcare plans.
- Check dosage instructions before administering medication.
- Ensure medicines are administered by the child's key person, and in the event of the key person not being there, then the room leader and witnessed by a second member of staff.
- Complete all required records.
- Contact parents/carers if there are concerns regarding medication.

Headteacher/Leadership Team

The leadership team will ensure:

- Appropriate procedures are in place.
- Staff receive relevant training.
- Records are maintained.
- Risk assessments and healthcare plans are reviewed regularly.

Consent and Administration of Medicines

Medication will only be administered when:

- Written parental consent has been obtained.
- The medicine is in its original container.
- The child's name is clearly displayed.
- Dosage instructions are clear and legible.
- The medication is required during nursery hours.

Medication will not be administered if:

- It is not clearly labelled.
- It is out of date.
- Written consent has not been obtained.
- Staff have concerns regarding safety or dosage instructions.

Every administration of medication will be recorded and signed by:

- The member of staff administering the medication.
- A witnessing member of staff.
- The parent/carer upon collection wherever possible.

Prescription Medicines

Prescription medicines will only be administered if:

- They have been prescribed by an appropriately qualified healthcare professional.
- They are in the original pharmacy container.
- The dosage instruction label remains intact.
- Written parental consent has been provided.

Children receiving long-term medication may require an Individual Healthcare Plan (IHP).

Non-Prescription Medicines

The nursery will **not** administer non-prescription medicines, including:

- Calpol/paracetamol
- Teething remedies
- Prescribed skin creams

Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan may be required for children with:

- Epilepsy
- Asthma
- Severe allergies
- Diabetes
- Complex medical needs
- Other long-term health conditions

The plan will include:

- Medical diagnosis
- Signs and symptoms
- Medication details
- Emergency procedures
- Staff training requirements
- Contact information

Plans will be reviewed at least annually or sooner if needs change.

Storage of Medicines

To ensure children's safety, all medication will be stored securely and inaccessible to children.

Non-Refrigerated Medication

All non-refrigerated medication will be stored:

In a locked medication box located within the Nursery Nappy Room or the Nest Nappy Room.

Refrigerated Medication

Medication requiring refrigeration will be stored:

In the designated locked named medication box within the nursery refrigerator.

The refrigerator is maintained at a safe temperature and medication is kept separate from food items where possible.

Emergency Medication

Emergency medication, such as:

- Inhalers
- Adrenaline auto-injectors (EpiPens/Jext pens)
- Emergency seizure medication

Will be stored safely out of children's reach but remain readily accessible to staff in an emergency.

Staff will regularly check:

- Expiry dates
- Integrity of packaging
- Quantity of medication

Expired medication will be returned to parents/carers for safe disposal.

Training

Staff administering medication will receive:

- Paediatric First Aid Training.
- Specialist training where required by a child's medical condition.

Where administration requires medical knowledge or technical competence, training will be delivered and signed off by an appropriate healthcare professional.

Records of training will be maintained by the school.

Emergency Procedures

Where a child becomes seriously unwell, staff will:

1. Follow the child's Individual Healthcare Plan.
2. Administer emergency medication if trained and authorised to do so.
3. Call 999 immediately where necessary.
4. Contact parents/carers.
5. Record the incident fully.

An ambulance will be called if:

- A child is experiencing breathing difficulties.
- A seizure lasts longer than stated in their care plan.
- Emergency medication has been administered and medical review is required.

- Staff are concerned for the child's immediate safety.

Medication During Trips and Visits

For educational visits and outings:

- Medication will accompany the child.
- A trained member of staff will be responsible for carrying and administering medication.
- Appropriate consent forms and healthcare plans will accompany the medication.
- Risk assessments will include medical needs.

Record Keeping

The nursery will maintain records of:

- Medication consent forms.
- Individual Healthcare Plans.
- Medication administration records.
- Non-administration records.
- Training records.

Records will be retained in accordance with data protection requirements and the nursery's retention schedule.

Monitoring and Review

This policy will be reviewed every two years or sooner if:

- Legislation changes.
- EYFS requirements are updated.
- An incident indicates policy revision may be necessary.

Policy Adopted: September 2026

Next Review: September 2028