



Norfolk House Nursery

Medication Policy and Procedure

The Safeguarding and Welfare Requirements

3.60 / 3.661

Norfolk House Nursery aims to promote good health of the children at all times whilst in our care. We therefore advise that if a child is unwell and requires one to one attention because of an illness that they do not attend nursery for their own best interests and that of other children. If we feel that a child is unwell and is too unwell to continue with the nursery day, we will contact the parents and ask that they collect the child and seek medical advice. We do however understand that some illnesses, allergies and medical conditions do not prevent children from attending and enjoying their day with the support of medication.

In the event that medication is needed to be administered for any reason, parents must speak to the Nursery Manager to ensure that we have all the correct knowledge and paperwork in order for us to administer the medication safely. We will not usually administer un-prescribed medication (with the exception of teething gels and emergency fever control medication) for the following reasons:

3.60: Providers must have and implement a policy, and procedures, for administering medicines to children. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up to date. Staff must have training if the administration of medicine requires medical or technical knowledge. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

3.61: Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day the medicine has been taken, or as soon as reasonably practicable.

Prescribed Medication

The following procedures must be followed when accepting and administering medication for the safety of both the children and staff:

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Date sent to Nursery Manager: 3 rd February 2026	Name:	Date disseminated to staff:
Proof read by Sulina Wyton, Office and Finance Manager: 3 rd February 2026		

- The Nursery Manager must be present when all medications are signed in, this is to ensure that we have all the correct information for administration.
- Medication will only be administered if we have prior written consent (daily) from the parent on a prescribed Medication 1 Form.
- All medication must have been administered (tried) at home previously (recommended 24 hours prior attending nursery) to ensure no adverse effects occur. The nursery will not administer medication for the first time.
- For all children receiving medication it is advised that the child be kept at home for the first 24 hours.
- All medication should be in the original container and clearly labelled with the instructions for administration including:
 1. Child's name
 2. Name of medication
 3. Strength of medication
 4. How much to be given (dose)
 5. Date dispensed and expiry date
 6. Length of treatment or stop date where appropriate
 7. Storage instructions
 8. Any possible side effects
 9. Method of administration
 10. Any other information
- Medication should not be added to food or drinks. If the child cannot take the medication in the form supplied e.g. tablet, written instructions must be provided by the parent following advice from a Health Care Professional.
- Under no circumstances will a child be given medication that is prescribed for another family member or was dispensed at another time, it must be prescribed for the current condition (the condition being treated at the time).
- All medication must usually be prescribed with the exception of teething gel. Parental consent to administer these must be given in the same way as other medications. The application of teething gel should be reassessed on a regular basis as it should only be applied when there is a health reason to do so. Advice may be sought from the child's Health Visitor.

PLEASE NOTE: TEETHING GEL SHOULD NOT CONTAIN CHOLINE SALICYLATE

- The child's base room and the Key Person must be notified when the child's medication is due, and added to the Key Person grid.
- The child's name must be added to the list in the office to ensure the Nursery Manager is aware of any medication required.

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- The medication must be signed in daily and a prescribed Medication 1 Form must be completed for each medication.
- The medication must go home every day (unless due to a medical condition- please see Medical Conditions and Allergy Policy and Procedure).
- All medicines must be stored in their original containers in a safe secure place (inaccessible to children) and at the correct temperature.

Procedures for administration

- The Nursery Manager must administer medication, and administration must be witnessed by another member of staff (preferably senior staff).
- Both staff must check the following on the consent form, medication guidelines and the prescription label:
 1. The child’s name on the bottle, prescribed Medication 1 Form and the child being given the medication
 2. Name of medication
 3. Time the medication needs to be administered
 4. Time of previous doses
 5. Dose to be administered
 6. Date prescribed and consented
 7. End date of medication
 8. Number of hours required between the doses
 9. The prescription label and the medications guidelines
 10. Method of administration

This list is not exhaustive

If in doubt call the pharmacy that dispensed the medication, (number will be on the medication).

- When the medication is signed in and prior to it being administered, it is important that instructions are the same on the consent form as they are on the directions, instructions and guidelines. We must follow the guidelines set out on the prescription and directions on the medication. **THIS MUST BE CHECKED.**
- The prescribed Medication 1 Form must be signed by both staff stating the exact time of administration. The Nursery Manager must also sign the list in the office to confirm the medication has been administered.
- All prescribed Medication 1 Forms must be signed by the parents when the child is collected to verify the exact time the medication has been administered.
- If for any reason the child misses the dose, for reasons such as being asleep, the Nursery Manager/Key Person must contact the parents to inform them that the dose will be late/missed.

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- If a child refuses to take medication, staff must never force the child to do so. The refusal should be noted on the Medication 1 form and parents informed. PLEASE ALSO see Medical Condition and Allergy Policy and Procedure.
- Children must not be restrained to administer medication unless it is an emergency medication e.g. child may need to be held firmly whilst administering an EpiPen.

Storage of medication procedures

- Storage instructions must be checked on the medication.
- Medication must not be kept at nursery overnight (unless due to a medical condition- please see Medical conditions and Allergy Policy and Procedure).
- All medication must be stored in the office in the designated fridge/box at the correct temperature.
- All medication must be stored out of reach of the children at all times.
- Any medication which has not been collected by parents and is no longer required should be disposed of safely by returning it to a community pharmacy. If medication is disposed of in this way, it should be documented. No medication should be disposed of into the sewage system or into refuse. Current waste disposal regulations make this practice illegal.

External Medication not signed in at nursery

Where medication has been administered to a child prior to attending nursery on any day, the parent must inform the Nursery Manager of what medication has been administered, the dosage and time given. The Key person and staff must also be notified. This must be recorded on an ‘External Medication Form’ unless this is regular medication that we are already aware of and is detailed on a ‘Medical Conditions Form’. The use of medication at home must be monitored.

Please also see Medical and Allergy Policy and Procedures and Sick Child Policy and Procedures

At all times the administration of medication must be compliant with the Welfare Requirements of the Early Years Foundation stage and procedures based on advice given in Managing Medicines in Schools and Early Years Settings (DFES 2005-2007 revised version)- latest versions.

Non-prescription medication (these will not usually be administrated)

- The nursery must not administer any non-prescription medication containing aspirin
- The nursery should only administer non-prescription medication for a short initial period dependant on the medication and/or the condition of the child. After this time, medical attention must be sought.
- If the Nursery Manager feels the child would benefit from medical attention rather than non-prescription medication, they reserve the right to refuse nursery care until the child is seen by a medical practitioner

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- If a child needs liquid paracetamol (or similar medication) during their time at nursery, such medication must only be administered for a maximum of 48 hours.
- The nursery must not administer paracetamol and ibuprofen simultaneously.
- The nursery DOES NOT administer any medication unless prior written consent is given for each medicine.
- A Non-prescribed Medication 1 Form must be completed in full by the parent.
- The Nursery manager must check how many times the child had had non-prescribed medication signed in prior to authorising.
- A label must be put on the medication stating the child's name, date signed in and date the medication was opened
- The Nursery Manager must be present when all medications are signed in, this is to ensure that we have all the correct information for administration.
- Medication will only be administered if we have prior written consent (daily) from the parent on a Non-prescribed Medication 1 Form.
- All medication must have been administered (tried) at home previously (recommended 24 hours prior attending nursery) to ensure no adverse effects occur. The nursery will not administer medication for the first time.
- For all children receiving medication it is advised that the child be kept at home for the first 24 hours.
- All medication should be in the original container and clearly labelled with the instructions for administration including:
 1. Child's name
 2. Name of medication
 3. Strength of medication
 4. How much to be given (dose)
 5. Date dispensed and expiry date
 6. Length of treatment or stop date where appropriate
 7. Storage instructions
 8. Any possible side effects
 9. Method of administration
 10. Any other information
- Medication should not be added to food or drinks. If the child cannot take the medication in the form supplied e.g. tablet, written instructions must be provided by the parent following advice from a Health Care Professional.
- Under no circumstances will a child be given medication that is prescribed for another family

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member or was dispensed at another time.

- The child's base room and the Key Person must be notified when the child's medication is due, and added to the Key Person grid.
- The child's name must be added to the list in the office to ensure the Nursery Manager is aware of any medication required.
- In order for the non-prescribed medication to be administered the Nursery Manager must seek advice from the Senior Nursery Manager. Where she is not available another Nursery Manager.

The following procedures must also be adhered to

- The Nursery Manager must administer medication, and administration must be witnessed by another member of staff (preferably senior staff).
- Both staff must check the following on the consent form, medication guidelines and the:
 1. The child's name on the bottle, non-prescribed -Medication 1 Form and the child being given the medication
 2. Name of medication
 3. Time the medication needs to be administered
 4. Time of previous doses
 5. Dose to be administered
 6. Date consented
 7. End date of medication
 8. Number of days the child has been given the medication
 9. Number of hours required between the doses
 10. The label and the medications guidelines
 11. Method of administration

This list is not exhaustive

If in doubt call the pharmacy that dispensed.

When the medication is signed in and prior to it being administered, it is important that instructions are the same on the consent form as they are on the directions, instructions and guidelines. We must follow the guidelines set out and directions on the medication. **THIS MUST BE CHECKED.**

- The non-prescribed -Medication 1 Form must be signed by both staff stating the exact time of administration. The Nursery Manager must also sign the list in the office to confirm the medication has been administered.
- All non-prescribed Medication 1 Forms must be signed by the parents when the child is collected to verify the exact time the medication has been administered.
- If for any reason the child misses the dose, for reasons such as being asleep, the nursery manager doesn't feel its required, the Nursery Manager/Key Person must contact the parents to inform them

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that the dose will be late/missed.

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- Children must not be restrained to administer medication unless it is an emergency medication e.g. child may need to be held firmly whilst administering an EpiPen.

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- All medication must be stored out of reach of the children at all times.
- Any medication which has not been collected by parents and is no longer required should be disposed of safely by returning it to a community pharmacy. If medication is disposed of in this way, it should be documented. No medication should be disposed of into the sewage system or into refuse. Current waste disposal regulations make this practice illegal.

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