



Where Little Lambs Learn and Play

Policies and Procedures

PP02(B) – Medication Administration Policy

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This document is reviewed annually or sooner if required by changes in law, statutory guidance, or operational needs. Any changes, amendments, alterations, or updates of this document will be reviewed and/or approved by the Nursery Manager and a company Director.

All members of staff will be required to read this document in its entirety within 2 weeks of publication and for new starters before working with children, with confirmation that it has been understood.

Inevitably, there will be some situations that arise which are not specifically covered within this document. In such situation, if practicable, the Nursery Manager or Deputy Manager should be consulted for further guidance or instruction.

Any queries arising from this document should be raised with the Nursery Manager or Deputy Manager in the first instance.

This document and its policies and procedures herein, are not intended to replace recognised, established industry or regulatory safety standards, principles, or protocols.

Suggestions for future changes, amendments, alterations, additions, or updates should be sent to the Nursery Manager or Deputy Manager.

Copies of this document are uncontrolled and may not be current. If in doubt, please consult the Nursery Manager or Deputy Manager.

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1. Introduction

Little Lambs Nursery is dedicated to promoting the health, safety, and wellbeing of every child. We recognise that children may occasionally require medication during the nursery day due to short-term illness, ongoing medical conditions, or emergency situations. The nursery is committed to administering medication safely and responsibly, ensuring that all procedures meet statutory requirements and reflect the highest standards of care. Every child is treated with dignity and sensitivity, and medication is administered only where it is safe, appropriate, and clearly supported by written parental instruction.

This policy complies with the Early Years Foundation Stage (EYFS) Statutory Framework 2025, the Human Medicines Regulations 2012, the Health and Safety at Work Act 1974, and the requirements of the Control of Substances Hazardous to Health (COSHH). It also aligns with national health guidance and best practice for early years settings. These requirements place a duty on the nursery to ensure that medication is stored securely, administered safely, and recorded accurately, and that parents are informed promptly whenever medication has been given.

This policy applies to all staff involved in the storing, handling, supervising, or administering of medication. It includes the administration of prescription medicines, approved non-prescription medicines, emergency medication kept on site, and medication supplied as part of a child's long-term medical care. It outlines procedures relating to storage, consent, documentation, emergencies, staff medication, parent communication, training, record keeping, and review.

The nursery works in close partnership with parents and carers to ensure the safe and effective management of children's medical needs. Parents are responsible for providing accurate information, supplying medication in its original packaging, and completing all required consent forms. Staff maintain open communication with families throughout the day, informing them of any changes, concerns, or medication administered. This collaborative approach ensures continuity of care and supports children's safety and wellbeing.

Medication administration at Little Lambs Nursery is governed by clear, consistent, and legally compliant procedures that safeguard children and support staff in carrying out their responsibilities with confidence and accuracy.

2. Roles and Responsibilities

2.1 Nursery Manager Responsibilities

The Nursery Manager is responsible for overseeing the implementation of this policy, ensuring that staff receive appropriate training, and maintaining systems that support the safe administration of medication. The Manager ensures that medication is stored securely, that records are accurate and up to date, and that procedures reflect statutory requirements and best practice. The Manager reviews any medication-related incidents, monitors compliance, and ensures that staff understand and follow all relevant procedures.

2.2 Designated Medication-Trained Staff Responsibilities

Only trained and authorised members of staff may administer medication. These staff members check all details on the Medication Administration Record, confirm dosage and timing, and ensure that instructions match the information on the medication label. They supervise the child while administering medication, record all details immediately, and monitor the child afterwards for any signs of adverse reaction.

2.3 Room Staff Responsibilities

Room staff must be familiar with the medical needs of every child in their care. They ensure that care plans are followed, that medication is prepared and administered in accordance with this policy, and that parents are updated promptly regarding any medication given. Room staff communicate concerns immediately and ensure that medical information is handled confidentially and respectfully.

2.4 Parents and Carers Responsibilities

Parents must provide all medication in its original packaging with a clear prescription label or manufacturer instructions. They are required to supply written consent for every course of medication and must notify staff if a dose has been administered at home before arrival. Parents ensure that medication supplied is in date, replaced when necessary, and appropriate for nursery use.

2.5 Health Professionals and External Agencies Responsibilities

Where a child has a long-term condition or complex medical need, the nursery may work with relevant health professionals to ensure that staff receive appropriate training and that the child's Individual Healthcare Plan reflects current medical guidance.

Clear allocation of responsibilities ensures that medication is managed safely, collaboratively, and consistently across the setting.

3. Parental Consent and Documentation

3.1 Written Permission Requirements

Medication is administered only when written parental consent has been obtained. Consent must specify the exact name of the medication, the dosage, the method of administration, and the time the medication is to be given. Consent must be renewed for each new medication and each new course of treatment. Blanket consent is not accepted, except where emergency medication protocols have been agreed and documented in advance as part of the child's healthcare plan.

3.2 Medication Administration Record (MAR)

A Medication Administration Record is completed for every medication requiring administration. This record contains detailed information including the time and date of each dose, the reason for administration, confirmation of any doses already given at home, and the signatures of both the administering and witnessing staff members. The MAR must be completed immediately after each dose to ensure accuracy and transparency.

3.3 Individual Healthcare Plans

Children who require ongoing, long-term, or emergency medication must have an Individual Healthcare Plan. This plan sets out the child's condition, symptoms, triggers, medication requirements, administration procedures, and emergency steps. Plans are developed in partnership with parents and, where necessary, health professionals. They are reviewed termly or sooner if a child's medical needs change.

3.4 Parent Notification

Parents are informed on the same day, or as soon as reasonably practicable, when medication has been administered. This includes the dosage, time, and any observations made. Parents are asked to countersign the medication record upon collection to confirm that they have received this information.

3.5 Declaration of Home Medication

Parents must inform staff if a dose of medication has been given before the child arrives at nursery. This allows staff to monitor the child for side effects and prevents the risk of unintentional double dosing.

Accurate documentation and clear parental communication underpin the safe administration of medication, ensuring transparency, accountability, and continuity of care.

4. Types of Medication Accepted

4.1 Prescription Medication

Little Lambs Nursery accepts prescription-only medication when it is supplied in its original packaging, labelled clearly with the child's name, dosage instructions, and date of issue. The nursery will not administer any medication that does not match the written parental consent or the instructions printed on the prescription label. If instructions differ, staff must not administer the medication until clarification has been obtained in writing from a medical professional.

4.2 Non-Prescription Medication

Non-prescription medication is administered only in exceptional circumstances and must be supported by written parental consent. The nursery does not administer medication containing aspirin unless it has been specifically prescribed. Non-prescription creams for skin conditions may be applied where written parental consent has been provided and the product is labelled clearly with the child's name.

4.3 Emergency Nursery-Supplied Medication

The nursery maintains a small supply of emergency medication, including fever relief medication such as Calpol and antihistamines such as Piriton. These may be administered only when written parental consent has been provided at registration and when the child's condition meets emergency criteria, such as a temperature exceeding 40°C or symptoms of an allergic reaction. Staff will attempt to contact parents before administration; when this is not possible, management may authorise emergency use in accordance with the child's agreed permissions.

4.4 Medication Not Accepted

The nursery does not accept expired medication, medication without a printed label, medication prescribed for someone else, loose tablets, decanted medicines, herbal or homeopathic remedies, or medication supplied in unsealed containers. Medication will not be administered if it appears damaged, mislabelled, or otherwise unsafe.

Only safe, clearly labelled, authorised medication is accepted at Little Lambs Nursery, ensuring that children's health is protected at all times.

5. Storage, Security and Disposal of Medication

5.1 Secure Storage

All medication is stored securely in a locked cabinet within the Manager's office. Medication requiring refrigeration is placed in a child-inaccessible fridge in clearly labelled containers. Stored medication is organised in a manner that allows rapid identification and prevents mix-ups.

5.2 Emergency Medication Access

Emergency medication, including inhalers, EpiPens, and emergency antihistamines, is stored in an accessible but child-safe location. These medications are never locked away, ensuring that staff can respond immediately during emergency situations.

5.3 Staff Medication

Staff medication must be declared and stored securely in designated staff lockers or locked storage separate from children's medication. Staff may not work directly with children if medication impairs their ability to do so safely. Management may request confirmation from a medical professional to ensure children's safety.

5.4 Storage Monitoring and Expiry Checks

Medication is checked regularly to ensure it remains in date and in suitable condition. Parents are notified in advance when replacement medication is required. Any medication no longer needed is returned promptly to parents.

5.5 Safe Disposal

Medication that is expired, damaged, or not collected by parents will be safely disposed of through a pharmacy or returned to parents for appropriate disposal. Disposal methods comply with COSHH requirements to ensure environmental and personal safety.

Robust storage and disposal procedures ensure that all medication on site remains safe, secure, and accessible only in accordance with the child's needs.

6. Procedures for Medication Administration

6.1 Verification and Preparation

Medication is administered only by trained staff who have been authorised by the Nursery Manager. Before any medication is given, staff carefully check the Medication Administration Record, the parental consent form, and the instructions on the medication packaging. The child's name, the medication name, the dosage, the method of administration, and the time required are verified to ensure complete alignment. Medication is never prepared in advance, and staff take care to wash their hands and prepare the area in accordance with hygiene and infection control procedures.

6.2 Administration and Supervision

During administration, two members of staff are involved: one who administers the medication and one who witnesses the process to confirm accuracy. The child is approached calmly and respectfully, and the medication is administered in a quiet space that allows for privacy while ensuring appropriate supervision. Staff ensure that the medication is taken as intended and never force a child to take medication. If a child is distressed or refuses, staff pause the attempt, comfort the child, and follow the refusal procedures outlined below.

6.3 Refusal or Incomplete Doses

If a child refuses medication, or if a dose is only partially taken, the incident is recorded clearly on the Medication Administration Record. Parents are informed as soon as possible, and staff monitor the child closely for any signs of deterioration or discomfort. Medication is never disguised in food or drink, and staff do not attempt to administer medication in a manner that could compromise the child's safety or consent.

6.4 Observation After Administration

After administering medication, staff supervise the child for an appropriate period to monitor for side effects, discomfort, or allergic reactions. Any concerning symptoms are reported immediately to the Nursery Manager, and where necessary, emergency procedures are initiated. Staff document observations in the Medication Administration Record to ensure accuracy and transparency.

6.5 Prohibited Practices

Staff must never administer medication without written consent, administer a dose that differs from the label or parental instruction, administer medication to the wrong child, pre-measure doses, or use medication that appears damaged, mislabelled, or expired. Medication must never be used to mask symptoms of illness that require medical assessment, nor may non-prescription medication be given solely for the purpose of keeping a child comfortable enough to remain at nursery.

Medication is administered according to precise and carefully monitored procedures that ensure accuracy, dignity, and safety at all times.

7. Emergency Medication and Procedures

7.1 Administering Emergency Medication

Emergency medication is administered immediately when a child presents symptoms that indicate a potentially life-threatening condition, including anaphylaxis, severe asthma attacks, seizures, or acute allergic reactions. Staff follow the steps outlined in the child's Individual Healthcare Plan or emergency protocol, acting swiftly to reduce risk and preserve the child's safety. Emergency medication such as auto-injectors, inhalers, or rectal medications is administered only by trained staff who have received appropriate instruction from healthcare professionals where necessary.

7.2 Emergency Use of Calpol and Piriton

Little Lambs Nursery maintains a limited stock of emergency fever relief medication, such as Calpol, and emergency antihistamines, such as Piriton. These medications are administered only when written consent has been provided at registration and when emergency criteria apply, such as a temperature above 40°C or symptoms of an allergic reaction. Staff attempt to contact parents before administering emergency medication whenever possible. If contact cannot be made and delaying treatment would place the child at risk, the Nursery Manager may authorise administration. Parents are informed immediately after administration.

7.3 Calling Emergency Services

If a child's condition does not improve rapidly after emergency medication, or if symptoms escalate, staff call emergency services without delay. The child's Individual Healthcare Plan, emergency medication, and relevant medical records accompany the child if they are transported to hospital. A staff member remains with the child until a parent or carer arrives.

7.4 Recording and Follow-Up

Every emergency medication event is recorded in detail, including the time of onset, symptoms observed, medication given, and staff involved. Following the incident, the Nursery Manager conducts a full review of the circumstances, updates the child's healthcare plan if necessary, and ensures that any lessons learned inform staff training and future practice.

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Emergency medication procedures are designed to respond rapidly, effectively, and safely to urgent medical situations, prioritising children's immediate wellbeing and ensuring that staff are prepared to act with confidence and precision.

8. Health Care Plans for Chronic Conditions

Children with long-term or complex medical needs must have an Individual Healthcare Plan, which provides a comprehensive record of their condition, symptoms, triggers, medication needs, emergency steps, and ongoing treatment requirements. These plans guide staff in providing consistent and safe care tailored to each child's unique needs.

Healthcare plans are created collaboratively with parents and relevant health professionals such as GPs, health visitors, or paediatric specialists. Staff ensure that information is complete, clinically accurate, and aligned with current medical advice. A plan will not be activated until all required information has been obtained and reviewed.

Plans are reviewed at least termly or sooner if a child's medical condition changes, if new symptoms emerge, or if medication is adjusted. Parents are responsible for informing the nursery immediately of any changes so that the plan remains up to date and safe.

Where children require specialised medical support, such as asthma management, seizure plans, or administration of specific medicines, staff receive targeted training delivered by health professionals or accredited trainers. Staff must demonstrate competence and confidence before they are permitted to carry out specialist procedures.

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Individual Healthcare Plans ensure that children with ongoing medical needs receive consistent, informed, and safe support throughout their time at Little Lambs Nursery.

9. Seeking Medical Attention and Refusing Care

Little Lambs Nursery reserves the right to refuse care for any child who appears too unwell to participate safely in nursery activities or who requires medical intervention beyond what can reasonably be offered within the setting. This ensures the wellbeing of the child, reduces the spread of infection, and supports the health of other children and staff.

If staff believe that a child requires medical attention that cannot be met through medication permitted within nursery policies, parents may be asked to collect the child and seek medical advice. Children beginning a new course of antibiotics must remain at home for the first twenty-four hours after the initial dose so that potential side effects or allergic reactions can be observed safely under parental supervision.

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Clear guidelines for seeking medical care and excluding unwell children protect the health of the individual child and the wider nursery community.

10. Training and Competency

10.1 Induction Training

All new staff receive comprehensive induction training that includes safe medication administration, accurate record keeping, communication procedures, emergency response, and the specific requirements of this policy. Staff must understand their responsibilities before they begin administering medication.

10.2 Ongoing Professional Development

Staff receive regular refresher training to ensure they remain confident and competent in all aspects of medication administration. Training needs are identified during supervision, audits, or following any error or incident, ensuring that professional development responds directly to practice.

10.3 Paediatric First Aid

All staff responsible for administering medication must hold an up-to-date paediatric first aid qualification. This qualification enables staff to recognise and respond effectively to choking, allergic reactions, breathing difficulties, seizures, and other medical emergencies.

10.4 Specialist Training

Children with complex conditions may require specific procedures or emergency interventions. In these cases, relevant staff receive additional training delivered by healthcare professionals. Staff are not permitted to administer specialist medication or carry out complex procedures until they have demonstrated competence.

10.5 Staff Confidence and Safety

No staff member may administer medication if they feel uncertain or unprepared. Staff are encouraged to seek guidance, request clarification, and decline tasks that they feel unable to complete safely. This ensures medication is administered correctly and prevents avoidable risk.

Regular training and clear competency expectations ensure that staff can administer medication safely, confidently, and in accordance with best practice.

11. Record Keeping and Confidentiality

All medication records are stored securely and maintained in accordance with data protection requirements. Records include parental consent forms, Medication Administration Records, healthcare plans, communication logs, and incident reports. Staff ensure that records are completed accurately and promptly.

Medication information is treated as confidential. Only authorised staff, including the child's key person, relevant room staff, first aiders, and the Nursery Manager, may access medical records. Records are not shared with other parents or individuals who are not directly involved in the child's care.

Medication records are retained for a minimum of three years after the child leaves the nursery. Healthcare plans and emergency incident records may be kept for longer where required by insurance or safeguarding regulations.

Robust record keeping upholds legal requirements, supports safeguarding, and ensures that all medication procedures remain transparent and accountable.

12. Audits, Reviews, and Monitoring

The Nursery Manager conducts regular audits of medication storage, expiration dates, administration records, and healthcare plans. These audits ensure that procedures remain compliant and identify areas where practice may require improvement.

Any medication error or near miss is treated seriously. Staff report incidents immediately, parents are informed on the same day, and a full investigation is carried out. Learning points are incorporated into staff training and policy review, ensuring continuous improvement.

Observations, supervision, and feedback all contribute to monitoring the effectiveness of this policy. Staff are encouraged to reflect on their practice and raise any concerns that may influence safety or improve procedures.

Regular audits and clear incident reporting strengthen the nursery's commitment to high standards of care and support continuous development of practice.

13. Policy Review

This policy is reviewed annually and sooner if legislation changes, medical guidance evolves, or an incident highlights a need for revision. The nursery ensures that all updates reflect the latest EYFS requirements and best practice in early years health and safety.

All staff must read this policy during induction and are informed of any updates. Staff are responsible for ensuring that their practice reflects current procedures at all times.

Parents may request a copy of this policy at any time. Updated versions are made available promptly and communicated clearly where changes affect practice.

Regular review ensures that this Medication Administration Policy remains current, accurate, and reflective of Little Lambs Nursery's commitment to safeguarding and promoting children's health.

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