



Administration of Medications Policy

Last Review: 20/09/2025

Next Review: 20/09/2026

1.0 Policy Statement

Shooting Stars Nursery recognises its duty under the EYFS Statutory Framework (2025) to ensure that children's health needs are met, including the safe administration of medication where required. We will ensure children can access the full nursery experience while receiving appropriate medical support. This policy sets out how we will establish safe procedures:

2.0 Our Legal Obligations

This policy is written with reference to:

1. EYFS Statutory Framework (2025), sections 3.46–3.47.
2. Health and Safety at Work Act 1974
3. Equality Act 2010 (reasonable adjustments for medical needs)

3.0 Aims

Our aims are to:

- Ensure children's medical needs are met in a safe and supportive manner.
- Provide clear guidance to staff, parents, and carers on how medication will be managed.
- Promote equal access to the nursery curriculum by making reasonable adjustments for children with medical needs.

4.0 Procedures

Medication will only be administered where it is necessary to maintain a child's health and it would be detrimental for the child not to receive it during nursery hours.

Both prescription and non-prescription medication may be given, provided written consent has been obtained from the child's parent or carer.

All consent forms and administration records are completed and securely stored on **Famly**, our digital nursery management system. Parents provide consent electronically, and staff record each administration in real time. Parents are asked to confirm the record on collection, either through Famly or, if necessary, on paper.

Medication must be supplied in its original container, clearly labelled with the child's name, dosage, instructions, and expiry date. Medicines are stored securely in a locked cabinet or, if refrigeration is required, in a designated medical refrigerator. Emergency medication such as inhalers and adrenaline auto-injectors will be kept in an accessible but secure location known to staff.

Only designated and trained staff are permitted to administer medication. Every administration is logged in Famly, including the date, time, name of medication, dosage, and the staff member's signature. Any side effects or concerns will be reported immediately to the Nursery Manager and recorded.

Children with long-term or complex medical conditions will have an **Individual Health Care Plan**, developed in partnership with parents and relevant health professionals. This plan will set out the child's condition, treatment, and emergency procedures. Staff involved with the child will be briefed and trained accordingly.

5.0 Roles and Responsibilities

Nursery Manager: Ensures staff are trained/authorised, approves storage arrangements, checks consent/records are completed, coordinates any Individual Health Care Plans with parents/health professionals, and investigates incidents (including any Ofsted notifications if required).

Designated Safeguarding Lead (DSL): Oversees any safeguarding aspects (e.g. missed essential medication, repeated unexplained illness), advises on information sharing, and escalates to external agencies when needed.

All staff: Follow this policy and any child's care plan; administer medication only if trained and authorised; record administrations immediately; return medicines to secure storage; and report any side effects or concerns to the Manager/DSL at once.