



Administration of Medication Policy

Department of Health (DoH) guide to medicines for children and young people found at :

[10 Medicines.qxd](#)

We are happy to administer medicine to your child where it has been prescribed by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin will only be administered when prescribed by a doctor. Parents will be asked to sign a form showing the name of the medicine, dosage and times the medicine is to be given and any subsequent side effects known with the education

Antibiotics have to be trialed at home 24 hours before returning to nursery with them.

For non-prescription medication e.g., pain and fever relief or teething gel we require prior written consent of the parent and managers will only administer this when there is a health reason to do so.

Parents must not leave any medication in children's bags and must be handed over to staff, and signed for on the medication form and will be then stored appropriately according to instructions.

When medicines are administered it is administered by a manager and an extra member of staff (Level 3) will be present to ensure the correct amount is given at the correct time. Both members of staff will sign a form giving details and this will be passed to the parent/career at the end of each day. All staff are in Pediatric First Aid trained

All parents should provide a sachet of emergency paracetamol as we are not permitted to keep nursery medication, if your child develops a temperature of 38*c we will administer this whilst awaiting your child's collection. If you do not provide the sachet of paracetamol we will have to contact, you as soon as possible to come and collect your child as we will not be able to offer any other emergency medication as we are not permitted to keep nursery Calpol or paracetamol.

If we have reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 1988 we will inform OFSTED
We will act on any advice given by the Health Protection Agency and inform OFSTED of any action taken.

Revised March 2026 by Lindsey Williams

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