The Lloyd Williamson Nurseries

Administration of Medication Policy

2026-2027

Updated by Ramona Cristea and Lucy Meyer
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Introduction

Children with medical needs have the same rights of admission to Lloyd Williamson Nurseries as other children (See Supporting children with Medical Needs Policy). Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

Aims of this policy

- To explain our procedures for managing prescription medicines which may need to be taken during the day
- To explain our procedures for managing prescription medicines on trips
- To outline the roles and responsibilities for the administration of prescription medicines

Legal requirements

There is no legal duty that requires any member of staff to administer medicines.

Prescribed Medicine for short-term conditions

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 or carer. Every attempt where clinically possible should be made for the medications to be provide by parents / carers at home.

The nurseries will only accept prescribed medicines if these are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will be available inside an insulin pen/pump, rather than in its original container.

Prescription medicines must only be prescribed by a doctor with a recognised pharmacy label on the medication.

Over the counter medicines – the member of staff administering the medicine must check that it is in date, how long the medicine can be taken for and what the storage requirements are. Staff will find out when the child started to take the medication and ensure that medication is not given for longer than the number of days on the label. Should a parent/carer wish to give the medicine for longer, they will require a prescription from a doctor to do so, and then the medication will have a pharmacy label with instructions.

Staff should check that written details include:

- Name of the child
- Name of the medicine
- Dose
- Method of administration
- Time and frequency of administration
- Any side effects
- Expiry date

Sharing of Medication

Medication must not be shared with any other child or member of staff under any circumstances.

Children with Asthma
Children who have inhalers should have them available where necessary. Inhalers should be kept in a safe but accessible place. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labelled and include guidelines on administration. It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged. Some inhalers are available in nursery. Should a child use a nursery inhaler, it must be returned or replaced.

Storage of Medicines
All medicines should be delivered to the office by the parent or carer. In no circumstances should medicines be left in a child's possession. All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medications will normally be kept in the office in a cupboard or drawer or in the fridge. Those children requiring an adrenalin pen will have one stored in their room and a second emergency pen stored in the office, must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration.
All emergency medicines, such as asthma inhalers and adrenalin pens, should be readily available to children and staff and kept in an agreed place in the classroom or office.

Disposal of Medicines
Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines before expiry and replace with a new prescription where applicable. A letter, text or e-mail will be sent home to parents when a staff member notes a medicine is about to expire, wherever possible.

Trips and Outings
Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. One member of staff will be nominated as having responsibility for the administration of all medication. Roles and responsibilities of parents/carers as outlined will apply.
An adrenalin pen should also be carried in the first aid bag on trips.

Refusal of medicines
If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

Record Keeping
A parental agreement form must be completed and signed by the parent, before medicines can be administered. At the time of administering medicines, the member of staff must complete the medicines record sheet. No medication should be given unless a second adult has checked it.

Children with Long Term Medical needs
It is important that the nursery has sufficient information about the medical condition of any child with long term medical needs (see Supporting Children with Medical Needs Policy).

A health care plan will be written for children with long term medical needs, involving the parents and relevant health professionals.

Confidentiality
The staff should always treat medical information confidentially. The director should agree with the child/parent who else should have access to records and other information about a child.

Staff Training
Training opportunities are identified for staff with responsibilities for administering medicines.

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Lucy Meyer
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