

# Razzy's Daycare & Nursery



Razzy's Daycare & Nursery  
Est. 2025

## Administration of Medication Policy

Date of Issue: December 2025

Review Date: December 2026

### Introduction

At Razzy's Daycare & Nursery, we recognise that children may occasionally require prescribed medication while attending the setting. We are committed to administering medication safely, responsibly, and in accordance with statutory requirements, safeguarding guidance, and best practice. This policy ensures that medication is managed in a way that protects children's health and wellbeing while maintaining clear communication between staff and parents. It should be read alongside the Safeguarding & Child Protection Policy and our Sickness and Illness Policy.

### Legal and Regulatory Framework

This policy is informed by the following:

- Early Years Foundation Stage (EYFS) Statutory Framework 2025
- The Children Act 1989 and 2004
- The Health and Safety at Work Act 1974
- The Control of Substances Hazardous to Health Regulations (COSHH) 2002
- The Human Medicines Regulations 2012
- Department of Health Guidance: *Managing Medicines in Schools and Early Years Settings* (2015)
- UK GDPR and the Data Protection Act 2018
- Ofsted requirements for health, safety, and welfare

### Acceptance of Medication

Medication will only be administered if it has been prescribed by a GP, dentist, nurse prescriber, or hospital doctor and is supplied in its original labelled container. Labels

must clearly display the child's name, the date of issue, the prescribed dosage, instructions for administration, and the expiry date. Over-the-counter medication is not routinely administered unless specifically approved by senior management and accompanied by appropriate medical advice.

Parents must give the first dose of any new medication at home at least twenty-four hours before their child attends nursery. This ensures that any allergic reaction or adverse effect can be identified by the parent before the medication is given in the setting.

### **Consent and Record Keeping**

Before medication can be administered, parents must complete and sign an Administration of Medication Form. This form must include the reason for the medication, the time the last dose was given, and the exact time the next dose is required. The manager, deputy manager, or person in charge must be notified that medication is being handed in and must agree that it is appropriate for the nursery to administer it.

Medication records are completed accurately each time a dose is given. These records form part of the child's individual profile and are retained for a minimum of one year in accordance with regulatory requirements. If a dose is not given for any reason, such as a child being collected early, this is recorded as "not given" and signed by the staff member responsible.

### **Administration Procedure**

Medication is always administered by a qualified practitioner or trained first aider and must be witnessed by another member of staff to ensure accuracy, safety, and accountability. Before giving medication, both staff members check that it is in date, prescribed for the correct child, and suitable for the time it is due. Staff also check the method of administration, any special instructions, and ensure they clearly understand how the medicine must be given.

Liquid medication is administered carefully, with staff ensuring that labels remain visible and intact by keeping the printed side of the bottle facing upward. Medication must be measured using an appropriate syringe or medicine spoon to ensure accuracy. Good hygiene practices are followed at all times to prevent contamination or infection.

If a child refuses medication, they will never be forced. Staff may gently encourage the child or ask another familiar adult to try, but medication will not be hidden in food or drink under any circumstances. If a child spits out medication, vomits, or does not retain it, the dose will not be repeated, and parents will be informed immediately.

### **Storage and Safety**

All medication handed into the nursery is stored securely and out of children's reach. Where required, medication is kept in a locked fridge to ensure it is stored at the correct temperature. Medication is checked regularly to ensure it remains in date and suitable for use. Any unused or expired medication is returned to parents for disposal, and medication is always returned at the end of each day unless a long-term arrangement has been agreed for ongoing treatment.

### **Errors, Incidents, and Emergencies**

If an error occurs or medication is given incorrectly, staff will treat the situation as an emergency. The manager or person in charge will be informed immediately, parents will be contacted, and emergency services will be called for medical advice or assistance. A full incident report will be completed, and the event will be reviewed as part of our safeguarding and quality assurance procedures.

### **Review**

This policy is reviewed annually or sooner if changes in legislation, guidance, or internal practice require amendments. Razzy's Daycare & Nursery remains committed to ensuring that the administration of medication is handled safely, transparently, and in partnership with parents at all times.