

Little VIPs Administering medication Policy



Policy Statement

At Little VIPs Day Care we are committed to promoting the good health and wellbeing of all children in our care. We recognise that there may be occasions when children who are well enough to attend nursery may require medication, and we have robust procedures in place to ensure that all medication is administered safely, effectively and in line with statutory requirements.

We ensure that all medication practices comply with the Statutory Framework for the Early Years Foundation Stage (EYFS 2025), safeguarding guidance, and best practice as outlined by the National Day Nurseries Association (NDNA).

This policy applies only to children who are well enough to attend the setting and are not infectious. If a child is deemed too unwell to attend, we will follow our Sickness and Illness Policy and request that the child is collected or does not attend.

Principles

At Little VIPs we support children's health by maintaining accurate medical information, ensuring staff are appropriately trained, and following strict procedures for administering medication. We support children with both short-term and long-term medical needs, including those requiring emergency medication, while ensuring that the safety of all children is prioritised.

Administration of Medication

Medication will only be administered where it is necessary and where we have sufficient information to do so safely. All medication must be discussed with a member of staff prior to administration so that the child's needs can be clearly understood and recorded.

We use the Famly system to record all medication forms. Parents must provide written consent via Famly before any medication is administered. Consent must clearly state the medication name, dosage, timing and any relevant instructions.

Medication will only be administered by a trained member of staff and, wherever possible, checked by a second member of staff to ensure accuracy. A record of administration, including time, dosage and staff signature, will be completed on Famly, and parents will be informed.

If a child refuses medication, this will be recorded and parents will be contacted immediately. Where medication is essential, further discussion will take place to agree next steps.

Requirements for Medication

All medication brought into the nursery must meet the following requirements:

- Medication must be in its original container or packaging
- Medication must be clearly labelled with the child's name
- The label must include clear instructions for dosage and administration
- Medication must not be decanted into alternative containers under any circumstances
- Expiry dates will be checked before administration

We will not administer any medication that does not meet these requirements.

Prescription Medication

We will only administer prescription medication when it has been prescribed by a doctor, dentist, nurse or pharmacist and is clearly labelled for the named child. The medication must match the instructions provided, and we will not administer any dosage that exceeds the recommended amount unless supported by written medical advice.

Parents must inform staff of the last dose given prior to arrival, and this information will be taken into account when administering further doses.

Where a child is prescribed antibiotics for the first time, we request that they remain at home for the first 48 hours to monitor for any adverse reactions.

Non-Prescription Medication

Non-prescription medication will only be administered in exceptional circumstances and will generally be avoided. Where necessary, it will be treated with the same level of control as prescription medication, including obtaining consent via Family.

We will not administer any medication containing aspirin. The nursery may administer a single dose of paracetamol (where prior consent has been obtained) in order to manage a high temperature or discomfort, while attempting to contact parents.

Non-prescription creams, such as nappy creams, must be provided by parents, clearly labelled and supported by written consent.

Children with Medical Needs and Long-Term Conditions

We support children with long-term medical conditions and will work in partnership with parents and health professionals to ensure appropriate care is in place. Where required, an Individual Healthcare Plan will be implemented.

Staff administering specialist medication, such as EpiPens, inhalers or insulin, will receive appropriate training from a qualified professional before administering such medication.

Storage of Medication

All medication will be stored safely and securely, out of reach of children, and in accordance with storage instructions. Medication requiring refrigeration will be stored in a designated fridge area.

Emergency medication, such as inhalers or EpiPens, will be kept easily accessible to staff but always out of children's reach.

Medication will remain in its original packaging at all times and will be regularly checked to ensure it is still required and within expiry dates.

Injections and Specialist Procedures

We recognise that some forms of medication, such as injections, pessaries or suppositories, require specialist training. These will only be administered where staff have received specific training for that individual child and where appropriate care plans are in place.

Staff Responsibilities

All staff have a responsibility to ensure they are fit to work and able to meet the needs of the children in their care. Staff must inform management if they are taking medication that may affect their ability to work safely.

Staff medication must be stored securely, out of reach of children, and must not be kept in areas accessible to children.

Recording and Monitoring

All medication administered will be recorded on the Famly system, including dosage, time and staff involved. Records will be shared with parents daily.

Medication records and storage will be regularly monitored to ensure compliance with this policy and statutory requirements.

Working in Partnership with Parents

We work closely with parents to ensure children's medical needs are fully understood and met. Parents are responsible for providing accurate and up-to-date information and must inform the nursery of any changes to medication or dosage.

Policy Review

This policy will be reviewed annually or sooner if there are changes to legislation or best practice. Regular audits and staff discussions will ensure ongoing compliance and high standards of care.

This policy was adopted on	Signed on behalf of the nursery	Date for review
April 2026	Hayley Fassam – Nursery Manager	April 2027