



## MEDICINES POLICY

The purpose of this policy is to identify how York Childcare (YC) will obtain information about a child's need for medicines and sets out procedures for administering them.

This policy follows the Statutory framework for the early years foundation stage (EYFS Sections 3.58 to 3.61)

If a child has been prescribed medication, their first dose **must** be administered by parents and **must** be at least 4 hours before the child attends nursery.

Prescribed medicines will only be administered by nursery staff on completion of a Medication Details Form, which must be signed by the Parent/Carer before medicine can be given.

If a child's health deteriorates during the day, parents/carers will be contacted and asked to collect their child.

If a child has a medical condition that requires medication other than antibiotics (e.g. inhalers to relieve symptoms associated with asthma) please discuss this with your Nursery Manager.

Teething gel (provided by parents/carers) may be administered providing staff have prior written consent.

Please note that nursery staff are unable to administer paediatric pain relievers such as Calpol, unless prescribed by a doctor or a pharmacist as part of the treatment for a specific condition. We will make exception to this rule only if a child's temperature is dangerously high. In this situation Calpol would be given to prevent a possible febrile convulsion whilst the parent/carer was being called to the nursery.

### PROCEDURE

When a parent/carer brings in medicine, staff must complete a Medication Detail Form and ask the parent/carer to sign it. The Medication Detail Form and any medication should be passed directly to the Room Leader.

- The Room Leader will have primary responsibility for the storage and administration of all medicines.
- Medicines should be refrigerated (if appropriate) or stored in the medicine cabinet OUT OF REACH OF CHILDREN
- Instruction on dosage and time of administration must be written on the Medication Detail Form. Only the **senior staff** i.e. Manager/Deputy/Room Leader/Deputy Room Leader will administer medicine, ensuring that the correct dosage is given and that the medicine is in date. A witness should be present when the medicine is administered and is also required to countersign the Medication Detail Form.
- Prescribed medicines will be sent home at the end of the day, with parents/carers being given verbal confirmation of times and dosages. A Returning/Receiving Medication Form must be completed each time medication is received or returned.

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- If the child is still at Nursery once the Room Leader has finished his/her shift, the remaining Nursery staff will be asked to pass on the relevant information to the parent/carer. Should the medicine be left at Nursery, a staff member will telephone the parents/carers and make arrangements for the medicine to be collected.

At the end of the day, the Medication Detail Form will be placed in the child's personal file.