



Medication Policy

At Cherish Childcare we promote the good health of children attending the nursery and take reasonable steps to prevent the spread of infection. Where a child requires medication, we obtain the information and consent needed to administer it safely and keep that information up to date.

This policy sets out how prescription medicines, non-prescription medicines, specialist medication and emergency medicines are managed, recorded and stored.

General principles

- Medication will only be administered where it is necessary to support the child's health and wellbeing while attending the nursery.
- Written parental or carer consent must be in place before any medication is administered, except where emergency treatment is required and delaying treatment would place the child at risk.
- Medication must be suitable for the child, in date and supplied or held in accordance with the arrangements set out in this policy.
- Staff will check the child's name, medicine, dose, route, time, expiry date and any specific instructions before administration.
- The person administering medication will complete the medication record at the time of administration. A second appropriate member of staff will check the medication details and administration wherever practicable.
- Parents and carers must inform the nursery immediately of any change to medication, dosage, strength, timing, medical advice or the child's condition.
- Parents and carers must tell staff if medication has already been given before the child arrives, including the name of the medicine, dose and time given.
- Parents and carers will be informed of all medication administered during the nursery day, including the time and dose.

Prescription medication

Prescription medicine will only be administered when it has been prescribed for the child by an appropriate health professional, including a doctor, dentist, nurse or pharmacist, and where the medication is required for the child's current health need.

- The medicine must be in its original container with a clear, legible pharmacy or dispensing label where applicable.

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- The label must show the child's name, medicine name, dosage and relevant instructions.
- The medicine must be within its expiry date and suitable for the current episode or ongoing medical need.
- Medicines containing aspirin will only be administered where prescribed by a doctor.
- Written permission applies only to the named child and the specific medicine, brand, dose and current medical need stated on the consent form.
- If the medicine, brand, strength, dose or instructions change, a new consent form must be completed.
- Cherish Childcare will not administer a dose that exceeds the instructions on the medication label unless there is written direction from an appropriate health professional.

Administration and recording

Before administering prescription medication, staff will confirm when the child last received a dose and record this on the medication form. The medication will then be administered at the prescribed time and in the prescribed form.

The staff member who administers the medicine will complete and sign the medication record immediately after administration. Where a second staff member checks the medicine and dose, they will also sign the record. Medication records are stored securely with the child's confidential health/medication information.

If a child refuses medication, staff will not force them. The refusal will be recorded and the parent or carer will be informed. Where the medication is essential, emergency or time-critical, staff will follow the child's health care plan and seek appropriate medical advice where necessary.

Non-prescription medication

Non-prescription medication will not routinely be administered. Where it is used, it will be for a clear, limited purpose and with prior written parental or carer consent.

- Non-prescription medication containing aspirin will not be administered.
- Non-prescription medication will only be used for a short period where this is appropriate. If symptoms persist, worsen or cause concern, parents/carers will be asked to seek medical advice.
- If staff believe a child requires medical assessment rather than symptom relief, the nursery may ask the parent/carers to collect the child and seek medical advice.
- Any non-prescription medicine supplied by a parent/carers must be clearly labelled with the child's name and must be in its original container and within its expiry date.

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Nursery-held emergency fever relief and antihistamine

Cherish Childcare may keep a nursery supply of one agreed brand of children's fever relief medicine and one agreed non-prescription antihistamine for use in limited circumstances. These medicines are stored securely, checked regularly for expiry and storage requirements, and are only administered where the appropriate written parental consent is in place.

On registration, parents/carers may be asked whether they consent to the use of the named nursery-held medicine in the specific circumstances stated on the consent form. The form will identify the medicine, brand, permitted dose and the circumstances in which it may be used.

If a child develops symptoms for which prior consent exists, staff will make every reasonable attempt to contact the parent or carer before administering the medicine. If the parent/carers cannot be contacted, the manager, in consultation with an appropriately qualified paediatric first aider where available, will decide whether the medicine can be administered safely based on the written consent, the child's medical information, the child's age, the time the child has been in nursery and whether any medicine may already have been given.

Non-prescription medicine is not a substitute for medical assessment. Other appropriate comfort measures will be considered first, and the child will be monitored closely until collection.

Creams and teething gels

Non-prescription creams used for skin care or minor skin conditions, such as barrier creams, will only be used with prior written parental/carers permission. Unless otherwise agreed by management, these should be supplied by the parent/carers, clearly labelled with the child's name and stored appropriately.

Teething gels or similar oral preparations will only be administered where they are suitable for the child's age, supplied in the original container, within date, clearly labelled for the child where parent-supplied, and supported by written parental consent and the manufacturer's instructions. Staff will not exceed the stated dose or frequency.

Specialist, long-term and emergency medication

Children with long-term medical conditions, allergies or other health needs may require specialist or emergency medication. Cherish Childcare will work with parents/carers and relevant health professionals to ensure that safe arrangements are in place.

- An Individual Health Care Plan, allergy action plan or other relevant medical plan will be obtained or developed where appropriate.
- The plan will identify the child's condition, medication, dose, signs and symptoms to watch for, emergency action and who should be contacted.

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- Staff who may need to administer specialist medication will receive child-specific training from an appropriate health professional where required.
- A child will not be admitted or left in the care of staff where the setting cannot safely meet an essential medical need because required training or arrangements are not yet in place.
- Training will be refreshed where required, including when medication, equipment, dosage or the child's needs change.
- Emergency medication such as inhalers or adrenaline auto-injectors must be readily accessible to staff while remaining inaccessible to children.

Injectations, suppositories, pessaries and other intrusive medication

Where administration involves a specialist or intrusive procedure, Cherish Childcare will only undertake this where staff have received appropriate child-specific training and are competent to meet the child's needs safely. We will make reasonable adjustments and work with parents/carers and relevant health professionals to arrange any required training and health care planning.

Storage of children's medication

- All medication must be clearly identified for the child and kept securely out of children's reach.
- Medication must remain in its original container with a legible label and instructions.
- Routine medication will be kept in a designated secure medicine storage area accessible to authorised staff.
- Emergency medication will be kept in a clearly identified location that is quickly accessible to staff while remaining out of children's reach.
- Medication requiring refrigeration will be stored in a designated labelled container or area within a refrigerator that is inaccessible to children.
- Medication must not be used if the label is illegible, appears altered, the container has been tampered with, or the medicine has expired.
- Medication held at the setting will be checked regularly to confirm that it is still required, in date and supported by current consent and medical information.

Fitness to attend nursery

If a child arrives in a condition that may require medication during the day, the manager or most senior member of staff will consider whether the child is well enough to attend and whether the nursery can

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safely meet their needs. Parents/carers must provide details of any medication already given, including the time and dose, and this information will be recorded.

Staff medication

Nursery staff must only work with children when they are fit to do so. Staff must not work where illness, infection or the effects of medication prevent them from safely meeting children's needs.

Any member of staff who believes that a health condition or medication may affect their ability to care for children must inform the manager and seek appropriate medical advice. Management will consider whether adjustments, temporary alternative duties or absence from work are required.

Staff medication must be stored securely and completely out of children's reach. Where a staff member needs rapid access to emergency medication, such as an inhaler, a secure but accessible arrangement will be agreed with management. Staff medication must be clearly identified and must not be stored in the children's first aid box.

Monitoring and review

Medication arrangements and records are reviewed as part of the nursery's health and safety and safeguarding practice. Parents/carers are responsible for keeping medical information current, while management is responsible for ensuring that staff know the procedures, required training is in place and medication records are completed and stored appropriately.

This policy is reviewed annually, or sooner where there is a change in statutory guidance, medication practice, a child's medical needs, or following a medication-related incident or concern.

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