



## Administering Medicines

**Date: November 2025**

**Review: November 2027**

### Policy intention

This policy is in place to promote good health, including oral health, and to meet the individual needs of a child who requires medical or ongoing medical treatment and support. We have robust systems in place to obtain information about a child's medical needs and/or need for medicines and these must be kept up-to-date. We will ensure that all medication is stored securely in line with the requirements of the medication administered and recorded correctly.

Finch Nest Preschool is responsible for taking appropriate action, responding swiftly to children who are ill and/or infectious to prevent the spread of infection and/or in need of medication.

Children with long-term medical needs will be supported in partnership with parents and any other health professionals, while short-term medical needs will be addressed on a case-by-case basis.

### Procedure

- We have systems in place to ensure we have accurate and up to date information about a child's medical conditions, including: signs; symptoms; dosage; routine treatment and emergency medication.
- Parents/carers must provide information about special dietary and health requirements including food allergies and intolerances **before** a child attends the setting.
- Should a medical condition or special dietary and health requirement develop after a child has been enrolled, parents/carers must provide this information to Finch Nest Preschool at the **earliest possible time**.
- Staff and families will be made aware if a child in the setting has a severe allergy that could lead to anaphylaxis and what precautions need to be taken to keep the child safe.
- Parents/carers must hand medicine directly to a member of staff. All medication, including staff medication on the premises will be stored securely and in line with the requirements of the medication.
- Written permission is required for all medication (prescription and non-prescription) and instructions must be recorded in English.
- We will not administer prescription medicines unless prescribed for a child by a medical professional. These medicines must be provided in original container, clearly labelled with child's name and required dose.
- Non-prescription medicine will never be administered without first checking maximum dosages and when the previous dosage was given.
- We will keep a written record each time medicine is administered to a child and inform the parent/carer on the same day or as soon as reasonably practicable.
- Where administering medication requires medical or technical knowledge, we will ensure staff are competent and that training has been carried out by a healthcare professional.
- In the case of illness or infectious disease we will refer to the [Sickness Policy](#).
- An individual Health Care Plan may be required to support a child with complex medical conditions.
- All consent forms and completed records will be stored in accordance with our [Information and Records Policy](#).

**Other useful policies:**

- Sickness Policy
- Information and Records Policy