



St Nicolas Playgroup

Medicine Policy

1.0 Policy statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will administer medication as part of maintaining their health and well-being or when recovering from an illness (antibiotics). It is our duty to promote the good health of children throughout the setting.

If children are on new medication, it is advised parents/carers allow enough time to see if the medication has any adverse side effects before bringing children to playgroup.

Playgroup will respond to children who are ill or infectious and take necessary steps to prevent the spread of infection. Playgroup will take appropriate action such as contacting the parents and emergency services if a child becomes ill while on site.

It is the parents/carer's responsibility to disclose at their induction any pre-existing medical condition to staff. We ask that you can be as detailed as possible, in the case of serious illness giving us your permission to talk to the child's specialist.

In the case of any new illness, staff will obtain more information about any illness, medicine, and side effects. If needed they will seek professional advice and extra training.

If a child is on prescribed medicines staff will only administer if written permission has been obtained from the parent/carer. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist. Parents will be asked to fill in a Health Care Plan. Staff must ensure that a medication sheet has been filled in, stating the name of the child receiving the medicine, name of medication, and strength of medicine dose, times that the medication was administered and details of how much was administered, this must be signed by both staff member and parent after the event.

In the case of such medicines that need special administration i.e. Inhalers, it is the parent's responsibility to ensure that at least one member of staff has been shown by them the correct dosage and administration procedure. That member of staff will then ensure that several other members of staff and the acting supervisor are trained accordingly.

If the medicine is brought into the playgroup, it must be clearly labelled with the child's name, dosage, and any instructions. No medicines other than prescribed medicines will be administered by preschool staff.

Staff are responsible to keep a written record each time medicine is administered to a child and informing the child's parents/carers on the same day or as soon as reasonably practicable. Staff must inform parents when a medicine has been administered including the time and dosage. The name of the person who



administered the medicine must be signed and dated. Playgroup will work in partnership with parents to ensure the correct medication, dosage is given.

Staff must store all medicines safely and in accordance with the product instructions and in the original container in which it was dispensed and out of children's reach. We will maintain information about a child's need for medicines, and for keeping this information up-to-date.

Parents are asked to ensure any open wounds are covered before a child is brought into playgroup. Staff will administer a non-allergic plaster to any open wound that happens on preschool premises unless any previous discussion with the parent/carer has asked for this not to happen. Preferences for plasters can be detailed on Blossom.

Any medicines held on the premises will be checked for the expiry dates and left out of reach of other children.

All staff are required to attend first aid training every 3 years. If the training lapses, they will not be left to supervise a group alone. A trained first aider will always be in the setting.

2.0 Further guidance

Medication Administration Record (Early Years Alliance 2019)

This policy was adopted on 28/02/2022

This policy was reviewed by:	The Manager	Signed
On:	Date: 21 August 2025	VE Evans
Date of next review:	Date: 21 August 2026	