

MEDICINE PROCEDURE

1. Medicine is to be given to a child only by senior members of staff, i.e., a Room Senior or Manager, and must be witnessed by an additional member of staff (this is to ensure that the medication matches the description written by parents on the Eylog Medication Form).
2. Prescription medicine will only be given to the person named on the bottle at the stated dosage. All medications must be in their original containers, legible and not tampered with or we will be unable to administer them. All prescriptions should include the pharmacist's details and notes to show the required dosage and the date the prescription was issued. This will be checked along with the expiry dates before staff agree to administer medication. The nursery will not administer a dosage that exceeds the recommended dose on the bottle. Over-the-counter medicines from the pharmacy can be given on receipt of a signed medicine form from the parents/carers as long as they are in date and in their original container.
3. When a parent/carer requests that their child be given any medicine, check that the child is well enough to be in the Nursery. (When in doubt, adhere to Nursery Policy.) Parents must complete an Eylog medicine form
4. If a child develops a high temperature whilst at Nursery, contact the parent/carer and ask permission to administer Calpol.
5. Store all medicines in the locked first aid cupboards, or a refrigerator, as appropriate.
6. Check what time the last dosage was administered before administering more medication.
7. For medications such as Piriton or Ibuprofen, an *unopened* bottle must be presented to the nursery. The responsibility for ensuring these medications are in date (along with medications such as EPI-Pens and asthma inhalers) is with the parent.

For the giving of any medicine, whether prescribed or not, always remember the following rule:

The right medicine For the
right child At the right dosage
At the right time.

Reviewed by Sandra Stedeford, May
2026