YMCA Stepping Stones Administering Medication Policy

Department: YSS

Owner: Head of Early Years and Childcare Development

Approval Route: YSS Board

Frequency of Revision: Annually

Linked Policies and Procedures: YSS Safeguarding Policy

Version	Date Approved	Reason for Update
1	10.12.25	New Head of Service

Policy Statement

YMCA Stepping Stones Nursery (YSS Nursery) is committed to ensuring the safety, health, and well-being of every child in our care. We recognise that children may require prescribed or non-prescribed medication while attending nursery and we will ensure that this is managed safely, consistently, and in partnership with parents/carers, in line with the Early Years Foundation Stage (EYFS) Statutory Framework 2025 Section 3: The Safeguarding and Welfare Requirements.

Legal and Statutory Framework

This policy is based on the following statutory and national guidance:
- EYFS Statutory Framework (2025) – paragraphs 3.45 to 3.48 (Medicines)
- The Children Act 2004 and Health and Safety at Work Act 1974
- The Human Medicines Regulations 2012
- NHS Managing Medicines in Schools and Early Years Settings
- Data Protection Act 2018 / UK GDPR

Roles and Responsibilities

The **Head of Early Years and Childcare Development and Nursery Manager (DSL)** has overall responsibility for ensuring the safe management of medicines within the nursery.

All staff are responsible for following this policy and reporting any medication errors or concerns immediately.

Parents/carers must provide accurate, up-to-date information about their child's medical needs and consent before medication is administered.

The **Key Person** will support the child's emotional well-being during any medical administration and ensure accurate records are kept.

Procedures for Administering Medication

Consent and Documentation

Written consent must be obtained from the child's parent/carer before any medication (prescribed or non-prescribed) is administered.

The **Medication Administration Record (MAR)** form must include:

- Child's full name and date of birth.
- Name and strength of medication.
- Date, time, and dosage to be administered.
- Time when last administered
- Expiry date and storage instructions.
- Staff and witness signatures.
- Parent/carer signature and date.

Consent forms are valid for each day of a course of treatment or a specified period.

Prescribed Medication

Only medication prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber will be accepted.

Medication must be in its **original container**, clearly labelled with:

- Child's full name
- Prescriber's instructions for administration
- Dosage and storage requirements
- Dispensing date

Staff will check expiry dates and condition of the medicine before each use.

Non-Prescribed Medication

Non-prescribed medication (e.g., paracetamol, antihistamine or teething gel) will only be administered in **exceptional cases with prior written consent.**

Medication must be age-appropriate and in original packaging.

If symptoms persist, parents will be advised to seek medical advice before further doses are given.

Storage

All medicines are stored securely in a locked cabinet or refrigerator (if required), out of children's reach.

Emergency medication (e.g., inhalers, EpiPens) is kept in an accessible, labelled location known to all staff.

A log of all medications held on site is maintained by the Nursery manager.

Administration

Only trained staff may administer medicine.

Two staff members will be present:

- One to administer the medication.
- One to witness and verify the dose.

Staff will:

- Wash and sanitise their hands
- Verify the child's identity and medication details
- Administer as prescribed
- Record details on the MAR form.

Refusal or Error

If a child refuses medication, this will be recorded, and parents informed immediately.

Any medication error will be reported to the Nursery Manager, parents and the child's GP or emergency services if required. The incident will also be recorded and retained.

Emergency Medication and Long-Term Conditions

Individual Health Care Plans (IHCPs) will be created for any child with a long-term or complex medical condition (e.g., asthma, diabetes, allergies).

Plans will be reviewed at least annually or when there is a change in the child's medical condition.

Staff will receive training on emergency procedures relevant to specific conditions (e.g., use of adrenaline auto-injectors, inhalers).

Emergency medication (EpiPen, inhaler) must be clearly labelled with the child's name and stored in an agreed, accessible location.

In a medical emergency, a qualified First Aider will respond, and emergency services will be contacted.

Disposal of Medication

Parents/carers are responsible for collecting unused or expired medication.

Uncollected medication will be returned to a pharmacy for disposal after 14 days.

Staff must not dispose of medication in general waste.

Record Keeping and Confidentiality

All medication records are kept securely for **at least three years**.

Information is shared only on a need-to-know basis and managed under UK GDPR and the Data Protection Act 2018.

Staff Training

All staff will receive annual training on administering medication and recognising allergic reactions and anaphylaxis.

Staff who administer specific or emergency medication will complete additional, child-specific training from a qualified health professional.

Training records will be maintained and reviewed annually.

Communication with Parents/Carers

Parents will be informed when medication is administered, refused, or if an error occurs.

The policy will be shared at induction and made available on the nursery website.

Monitoring and Review

This policy will be reviewed annually or following any incident or legislative update.

Monitoring will include checks on records, storage, and staff feedback.

Signed: _____   (Nursery Manager / DSL)
Date: _____

Signed: _____   (Head of Early Years and Childcare Development)
Date: _____

Signed: _____   (Trustee for Safeguarding and Compliance)
Date: _____