



Medicine administration procedure

Care Inspectorate medicine procedure updated July 2025.

1. Only prescribed medicines will be administered to the person named on the label and in the dosage stated. The child should have been given at least one dose of the medicine by parents/carers at home to ensure there is no immediate adverse reaction to the medicine. Wherever possible parents/carers should administer medicine at home where prescribed dosage allows. Prescribed pain relief medicine will only be administered for a maximum of 48 hours unless evidence of a consultation with a Medical Professional state differently. Where medicine has been prescribed at an 'Out of Hours' facility, the parent must write their child's name and the date on to the label, then sign as confirmation. Medicine should not be left in a child's bag.
2. Parents/carers must complete the 'Parental Agreement for Nursery to Administer Medicine Form' (appendix 1) and sign confirmation that the Nursery's 'Medicine Administration Procedure' has been read and understood. This form is available for parents/carers to download for completion in advance of coming to Nursery from our website (www.clydenurseryclyde.co.uk).

The child's individual Medicine Record (appendix 2) must be completed and signed by parent/carer prior to staff administering any form of medicine. The form must clearly state the Name, Date, Specified Amount, Specific Time(s) of medicine to be administered and the approximate quantity in the bottle at the time of handing the medication to the nursery. Qualified staff receiving the medication must countersign the form to confirm the quantity on the dispensing label. The quantity of medication handed back to the parent should be recorded and signed for by the collecting carer. The Qualified staff signing the agreement with parents will be the staff administering or witnessing the medicine throughout the day.

3. Medicine will only be administered by a Qualified Nursery Practitioner who has a current First Aid Certificate. A witness, who must be over 18 years of age, have completed their probationary period of employment with the Nursery and hold a current First Aid Certificate should also be present.

The information on the child's individual medicine record form must be checked by the member of staff administering the medicine and the member of staff witnessing the procedure. Dittos should not be used when completing this form.

Expiry dates and dispensed dates must be checked and be current. Medication can only be administered in the quantity detailed on the dispensing label.

In Clyde Nursery, administering of all medicines for Teddy Bears, Bouncing Bunnies and Pussy Cats should take place in the kitchen area in the playroom. Administering of medicines for Butterflies and Busy Bees should take place beside the sink area in the playroom.

Both members of staff should sign the child's individual medicine record form immediately after the medicine has been administered, noting the child's name and write in the date, time, name of medicine and amount given.

If the child refuses to take the appropriate medication, this will be noted on the child's individual medicine record form and the parent will be contacted. In the very unlikely event that too much medication is given, or medicine is given to the wrong child, the parent will be contacted immediately.

Nursery staff are not medical professionals, and they will only act on the instruction of the parent/carer as documented on the 'Parental Agreement for Nursery to Administer Medicine' form.

4. Where 'Life Saving/Long Term/Emergency/When Required' medication is administered (appendix 3), a clear record of the symptoms witnessed will be documented and the parent/carer will be contacted as soon as is practicable.

The Nursery in line with Care Inspectorate advice will not hold communal stocks of Calpol or Piriton. Children who are likely to have an allergic reaction not requiring an EpiPen may have boxed Piriton with a dispensing label kept in a safe and secure place within the playroom. Administration details completed by parents/carers must be stored with the medicine and reviewed on the first working day of every month. Expiry dates and name on dispensing label will be checked before the Piriton can be accepted in Nursery.

5. Where a child is on long term medication, a 'Review of Current Long-Term Medication Form' (appendix 4) should be completed every 3 months, when new permissions must be sought by updating information or completing a new form.

Time or course expired medication should always be returned to parents/carers.

6. All medicine must be in their original containers with the prescription label stating the child's name and dosage. All medicine must always be stored in the dedicated medicine storage fridge or a designated medicine cupboard.

Each medicine container must be placed into a sealed container and must be clearly labelled with the child's name. Medicines should be stored at a temperature of below 25°C, although many medicines require storage between 2°C–8°C. The fridge temperature should be monitored daily, and the temperature recorded. Where the temperature is out with the recommended limit, measures should be introduced to rectify the situation, e.g., defrosting the fridge. Any action taken should be recorded on the temperature chart. The fridge temperature will be checked twice a day.

Medicine must never be left in a playroom or office with the exception of lifesaving medication i.e., EpiPens, Inhalers or Piriton authorised by the Nursery Manager and parent/carer.

Lifesaving medication held in nursery on an 'as and when' basis must be stored in a sealed plastic container labelled with the child's name using 'The Life Saving Medication Boxes Form' (appendix 5). Inside, the medicine must be accompanied by a written list of instructions from the parent with details of signs and symptoms, dosage instructions and what to do if the initial dosage is not working within a timescale. This form must also be reviewed and updated on the first working day of the month and signed by parents/carers.

EpiPens will only be administered by specifically trained personnel. Staff will be trained to use EpiPens when required.

With the exception of the above, all medicine must be sent home at the end of the child's day and not stored overnight in the Nursery. On return of the medication, an estimate of the amount left in the bottle should be noted on the medicine form which must then be signed by the parent.

7. In the event of a child developing a high temperature, a qualified Nursery Practitioner who has a current First Aid certificate will ensure the child is made comfortable, checking for signs of dehydration or serious illness, and recording the child's temperature on a regular basis until the parent/carer arrives. Medical help will be sought if there is concern about a suddenly sick child.

In line with the Infection & Illness Policy, the Nursery Manager or most Senior member of staff will request that the member of staff looking after the child will contact the parent/carer to inform them that the child is unwell, and it is the parent/carer's responsibility to ensure the child is picked up from Nursery as soon as possible.

8. In an emergency or life-threatening situation, the most Senior member of staff will take whatever action they consider to be in the best interests of the child. The child's parents/carers, together with the Company Director, will be informed as quickly as possible afterwards and a Reportable Illness Form will be completed.
9. Staff have a personal responsibility to inform their manager of any allergies, or illnesses they have and any current medication they are taking. Details will be held on a list, to be kept in the Nursery Office, which would be disclosed to appropriate medical personnel in an emergency or life-threatening situation. Staff should advise their Nursery Manager if they wish the details of their allergy, illness, or medication to be kept confidential. Staff should also advise the Nursery Manager of the appropriate action to be taken in the event that they become unwell while at work and any likely trigger points or symptoms that should be considered.
10. Each day the Nursery Manager, or most Senior Member of Staff should be provided with a summary of all medicine in the building and who is due to have medicine administered (appendix 6).

**ALL EMPLOYEES MUST APPRECIATE THE SERIOUSNESS OF THIS SUBJECT.
FAILURE TO PUT THESE GUIDELINES INTO PRACTICE WILL BE TAKEN AS A
SERIOUS BREACH OF COMPANY PROCEDURE.**

A copy of this policy is available to view in the Policy Folders held in the Nursery Office and Nursery Playrooms.

Reviewed: January 2026

Date of next review: January 2027