Happy Hoglets Multilingual Nursery

Administration of Medicines Policy & Procedures (EYFS Statutory Framework Compliant)

Policy Version:	2.0	**Effective Date:**	November 2026
Nursery Manager & DSL:	Cristina Zolde	**First Aid & Medical Lead:**	Irina Matei
Statutory Reference:	EYFS Framework (Sections 3.61–3.62)	**Next Review Date:**	November 2027

1. Policy Statement & Leadership Governance

At **Happy Hoglets Multilingual Nursery**, we promote the good health, safety, and wellbeing of all children in our care. While acutely unwell children must remain at home until fit to attend, we support children recovering from illness or managing long-term medical conditions through strict, safe medication procedures.

- **Overall Accountability: Cristina Zolde** (Nursery Manager & Designated Safeguarding Lead) holds overall operational and safeguarding accountability for compliance with this policy across all nursery premises and community sessions.
- **Operational Medical Oversight: Irina Matei** (First Aid & Medical Lead) oversees daily medicine storage, staff Paediatric First Aid currency, Individual Healthcare Plans (IHPs), and weekly medicine cabinet/grab-bag audits. In Irina Matei's absence, Cristina Zolde assumes direct medical lead oversight.

2. Obtaining & Updating Medical Information

- **Registration & Induction:** Before a child starts at Happy Hoglets, parents/carers must complete a *Child Health & Medical Information Form* detailing all allergies, chronic conditions (such as asthma, eczema, epilepsy, or diabetes), and regular medications.
- **Ongoing Reviews:** Parents must notify Cristina Zolde or Irina Matei immediately of any changes to their child's health or medication. Records are formally reviewed with parents at least termly.
- **Individual Healthcare Plans (IHPs):** For children with complex, chronic, or life-threatening conditions (e.g., severe allergies requiring an adrenaline auto-injector), Irina Matei and Cristina Zolde will develop a written **Individual Healthcare Plan (IHP)** in partnership with parents and healthcare professionals.

3. Prescribed & Non-Prescribed Medicines

A. Prescribed Medication

- Prescription medicines will **only** be administered if prescribed for that specific child by a **doctor, dentist, nurse, or pharmacist**.
- **Original Pharmacy Container:** Medicine must arrive in its original pharmacy-dispensed container with the prescriber’s label clearly showing the child’s full name, dispensing date, expiry date, and exact dosage instructions.
- **24-Hour First-Dose Rule:** When a child is prescribed a new medication (such as antibiotics), parents must keep the child at home for at least **24 hours** after the first dose to ensure there is no adverse reaction.

B. Non-Prescribed (Over-the-Counter) Medication

- Non-prescription medicines will only be administered where there is a clear health reason and **prior written parental consent** has been obtained for that specific medicine.
- **Aspirin Prohibition:** Medicines containing aspirin will **never** be administered unless explicitly prescribed by a doctor.
- **Permitted Items:** Parent-supplied, age-appropriate liquid paracetamol or ibuprofen (for acute pain/teething or sudden fever awaiting collection), teething gels, antihistamines, and nappy barrier creams in original English-labelled packaging.

4. Prior Written Parental Consent

No medicine (prescribed or non-prescribed) will be administered without a signed **Parental Medication Consent Form** stating the child's name, date of birth, medicine name and strength, exact dosage, scheduled times, time of last dose given at home, reason for medication, and duration of treatment.

5. Secure Storage & Weekly Audits

- **Locked Storage:** Routine medicines are kept in a locked, high-level **Medicine Cabinet** out of children's reach, or in a locked container inside the **Nursery Fridge** (2°C–8°C). Medicines must **never** be left in children's bags.
- **Emergency Grab-Bag:** Life-saving emergency medications (inhalers, spacers, adrenaline auto-injectors) are stored in an unlocked, clearly labelled **Emergency Medical Grab-Bag** out of children's reach for immediate access.
- **Weekly Audit:** Every Friday, **Irina Matei** (First Aid & Medical Lead) or **Cristina Zolde** (Nursery Manager & DSL) checks all stored medicines for expiry dates, intact labels, and matching consent forms.

6. Two-Person Administration & Witnessing Procedure

Every dose requires two staff members (one administrator and one witness) to complete the **"Five Rights" Safety Check** before delivery:

1. **Right Child:** Verify child's identity against the consent form and pharmacy label.
2. **Right Medicine:** Confirm the medicine name and strength match the written consent.
3. **Right Dose:** Measure accurately using an oral syringe or medicine spoon provided.
4. **Right Time:** Check the schedule and verify when the previous dose was given.
5. **In Date:** Confirm the product is within its expiry date.

Children are never forced to take medicine. If a child refuses or spits out a dose, staff record this immediately on the Medication Administration Record (MAR) and contact the parent/carer.

7. Off-Site Sessions (Wolseley Trust Garden & Hall)

> **Mandatory Off-Site Medical Protocol:** Whenever children visit the **Wolseley Trust Community Garden** or **Wolseley Trust Community Hall**, the accompanying Paediatric First Aider must carry the **Off-Site Medical Grab-Bag** containing all relevant emergency medications (inhalers, EpiPens), IHPs, emergency contacts, and MAR log sheets. Any emergency administration off-site requires two-person verification, immediate parent notification, and escalation to **Cristina Zolde** (Nursery Manager & DSL).

8. Staff Training & Same-Day Parent Notification

- **Specialist Training:** Where medication requires technical or medical knowledge (e.g., adrenaline auto-injectors, epilepsy rescue medication, blood glucose monitoring), staff must receive specific training from a qualified healthcare professional before administering it.
- **Same-Day Sign-Off:** In accordance with EYFS paragraph 3.62, parents/carers are informed **on the same day** whenever medicine is given and must counter-sign the Medication Administration Record (MAR) at collection.

Policy Approval & Leadership Sign-Off

Cristina Zolde Nursery Manager & Designated Safeguarding Lead (DSL) Signature: _____ Date: _____	**Irina Matei** First Aid & Medical Lead Signature: _____ Date: _____

This is for informational purposes only. For medical advice or diagnosis, consult a professional. AI responses may include mistakes.