



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
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MEDICATION POLICY

Policy Statement

Oakbridge Little Learners Ltd is committed to promoting the health and wellbeing of all children. This policy outlines how medication is managed safely, responsibly and in line with the **Early Years Foundation Stage (EYFS)** requirements.

Children who are unwell or infectious are required to observe recommended exclusion periods before returning to nursery.

This policy should be read alongside the **First Aid Policy, Health, Safety & Hygiene Policy, Anaphylaxis Policy, Calpol Policy, Safeguarding Policy**, and the **Parent Handbook**.

General Principles

- Medication is administered only when essential
 - Written parental consent is required before any medication is administered
 - Medication is never given to a child without clear instructions
 - The nursery reserves the right to refuse to administer medication if it cannot be done safely
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Prescribed Medication

- Prescribed medication will only be administered if:
 - It is prescribed for the child by a medical professional
 - It is provided in the original container with the child's name, dosage and instructions clearly labelled
- Parents/carers must complete a Medication Consent Form



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- Medication is administered by a trained member of staff
 - A written record is completed for each administration and signed by staff and parent/carer
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Antibiotics

- Children prescribed antibiotics may return to nursery once they are well enough to attend
 - Where a child has not previously taken the medication, parents/carers are encouraged to administer the first dose at home
 - The nursery may request a child remains at home if the child is unwell or experiencing side effects
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Non-Prescription Medication

- Non-prescription medication, including paracetamol, is administered only in line with the Calpol Policy
- Medication is never used to mask illness in order for a child to attend nursery

Paracetamol is only administered in exceptional circumstances and is not routinely given.

Long-Term and Ongoing Medication

- Where a child requires long-term medication, arrangements are agreed in partnership with parents/carers
- A written care plan is in place
- Administration is recorded clearly each time medication is given
- Records are shared with parents/carers regularly



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Complex Medical Needs

- Children with complex medical needs have an Individual Health Care Plan
- Staff receive appropriate training before administering medication
- Emergency medication (e.g. inhalers, EpiPens) is readily accessible but stored safely
- The Nursery Manager oversees arrangements to ensure continuity of care

Storage of Medication

- Medication is stored securely and out of children's reach
- Emergency medication is accessible at all times
- Medication is stored in accordance with manufacturer's instructions
- Expiry dates are checked regularly

Refusal or Errors

- If a child refuses medication, parents/carers are informed immediately
- Any errors or concerns are reported to the Nursery Manager and recorded
- Appropriate action is taken to safeguard the child

Roles and Responsibilities

- The Nursery Manager has overall responsibility for medication procedures



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- The Deputy Manager assumes responsibility in their absence
 - All staff administering medication do so in line with training and nursery procedures
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Monitoring and Review

- Medication records are monitored regularly
 - Procedures are reviewed following any incident
 - This policy is reviewed in line with current guidance and legislation
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Policy Review

Created: August 2015

Reviewed: January 2026