Churchfield Church School and Nursery

Learn to love, Love to learn

Approved by: LGB **Date:** 28/10/25

Next review due by: October 2027 **Author:** Laura Eryilmaz

Nursery appendix A for medication administration.

Administering Medication in Nursery

Prescribed Medication: The nursery will only accept medication that has been prescribed by a GP and dispensed by pharmacy for the named child. In exceptional circumstances, and at the discretion of the Nursery Manager (e.g., post-injury pain relief), non-prescription medication may be administered during nursery hours. This is permitted only with written consent from both the parents/carers and the Nursery Manager. Where clinically possible, medication should be scheduled so that doses can be administered outside of nursery hours.

Medication Requirements: Only prescribed medicines that are in-date, clearly labelled, and provided in their original packaging will be accepted. These must include instructions for administration, dosage, and storage. The only exception is insulin, which must still be in-date but may be provided in an insulin pen or pump rather than its original container.

Medication Handover and Documentation: Medication must be handed directly to nursery staff, who will verify the details and complete the necessary documentation with the parents. This includes Templates A and B from Churchfield School's "Supporting Children with Medical Conditions" policy, as well as creating an electronic record via the Famly app.

Famly Record and Approval: Staff will input the medication details into Famly, which will then be reviewed and approved by a senior member of staff before administration. Parents must also acknowledge and approve the medication record via the app before any medication is given.

Administration Process: At the time of administration, staff will retrieve the medication and refer to the instructions stored on Famly. They will verify all details and confirm the child's identity. Medication will be administered according to the instructions, and a log will be recorded in Famly. A second staff member will verify and approve the entry, triggering a notification to the parents.

Refusal to Take Medication: If a child refuses to take their medication, they will not be forced. The medication will not be logged as administered, and parents will be informed immediately. If the medication is essential for the child's health and wellbeing, parents will be contacted to come in and administer it themselves.

Expired or Completed Medication: Medication that has expired, been opened beyond its recommended timeframe, or completed its course will be archived in the child's Famly record. Any remaining medication will be returned to the parents.

All other procedures must align with the schools "Supporting Pupils with Medical Conditions" policy.

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