



Medication Procedure

Parents to bring medication (must be on the medication for 24 hours before the child can return to nursery)

Record the medication on medicine form, we must follow what the label says only.

Place medicine in kitchen cabinet or fridge if necessary.

Procedure to administer medication

Collect the medicine

Check the label for the correct name date and dosage

Make the child comfortable

Administer the medicine by a member of management and witnessed by a staff member.

Return the medicine to the cupboard or fridge

Wash and sterilize spoon

Record on medicine form details of name, date, dosage, time given and staff signature

This policy was adapted on:	Signed on behalf of the nursery:	Date for review
April 2021	Claire Smith	April 2022
April 2022	Vicky Sheard	April 2023
April 2023	Vicky Sheard	April 2024
January 2024	Rebecca Barron	January 2025
January 2025	Rebecca Barron	January 2026
March 2026	Zoe Goodchild	March 2027
May 2026	Rachel Strong	May 2027