

Administering Medication Policy – Carly’s Angels

Policy Statement

At Carly’s Angels, we are committed to ensuring the health, safety, and wellbeing of all children in our care. We recognise that children may require medication during attendance and will ensure this is administered safely, in line with the Early Years Foundation Stage (EYFS) statutory framework (2024).

EYFS Requirements

This policy complies with EYFS requirements (3.45–3.47 and 3.61), which state that childminders must have and implement clear procedures for administering medicines. Systems must be in place to obtain, record, and regularly update information about children’s medical needs.

Parental Permission

Written permission must be obtained from a parent or carer before any medication is administered. Permission must be specific to the medicine and include dosage, frequency, and method of administration. Verbal permission is not sufficient.

Prescription Medication

Prescription medicines will only be administered if they have been prescribed for the individual child by a doctor, dentist, nurse, or pharmacist. Medicines containing aspirin will only be administered if prescribed by a doctor.

Non-Prescription Medication

Non-prescription medication (such as Calpol) may only be administered with written parental consent and where appropriate. Parents must provide clear written instructions.

Storage of Medication

All medication will be stored safely, out of children’s reach. Refrigerated medication will be stored appropriately. Medication will always be clearly labelled with the child’s name.

Administration Procedures

Before administering medication, the childminder will check the child’s name, the medication label, dosage instructions, and expiry date. Medication will be administered strictly according to instructions.

Record Keeping

A written record will be kept each time medication is administered. This will include the child's name, medication name, dosage, time, date, and the name of the person administering it.

Informing Parents

Parents and/or carers will be informed on the same day that medication has been administered, or as soon as reasonably practicable.

Training

Where medication requires medical or technical knowledge (e.g., EpiPens, inhalers), appropriate training will be undertaken by the childminder or assistant before administration.

Refusal of Medication

If a child refuses medication, this will be recorded and parents will be informed immediately.

Review

This policy will be reviewed annually or sooner if legislation changes.