



EARLY YEARS FOUNDATION STAGE MEDICATION POLICY

Responsible for Policy	
Author	Nursery Manager
Approval	Compliance Committee
Review Dates	
Policy Date	Spring Term 2026
Next Review Date	Spring Term 2027
This policy applies to Hazelwood School and Hazelwood School Nursery (including EYFS)	

Policy statement

We promote the good health of children in the Early Years Foundation Stage (EYFS). We have a procedure outlined below that is discussed with parents and carers. Staff will only administer medicine prescribed by a child's GP or other medical professional (see exclusion). Only in exceptional circumstances, will other medication be administered, following discussion with healthcare professionals including the School Nurse.

Exclusion

If a child has a high/rising temperature, and parents are unavoidably held up, provided we have consent from parents, we may decide to administer a dose of liquid paracetamol in order to reduce fever and risk of convulsion. If we are unable to contact the parents, in extreme cases, we may administer a dose of liquid paracetamol if their temperature reaches 39 degrees or over.

Procedures

Parents must complete consent forms to permit staff to administer medication. The exact dosage to be given for medicine prescribed by the child's GP must be clearly marked on the container with the date and child's name. These are the only instructions that staff will follow. In exceptional circumstances, staff may administer non-prescribed medication, and this will only be applicable through consultation with health care professionals, including the School Nurse.

- If a child has been given any type of medication at home prior to attending Nursery (e.g. Tixilyx or Calpol) the staff must be informed.
- In the case of prescribed medication, a period of 24 hours must pass between the first dose being given and the child's return to the EYFS. This is to ensure that there is no adverse reaction to the prescribed medicine and because the staff cannot cater for children who are unwell.
- Children who are not well should remain at home. Nursery children are able to return if they are feeling better, their temperature has been normal for 24 hours and they have not had liquid paracetamol during that period.
- Parents must inform staff if bringing medication onto the Nursery site so that it may be stored safely out of reach of the children in the lockable medicine cabinet or in a lockable fridge if necessary.
- Medication must not be left in the child's bag.
- Medication logs are kept electronically using FAMILY across the Nursery site. They must be dated by the staff giving the medicine and include dosage and method of administration
- The parent/carer must acknowledge the medication record on collection of their child so that they are aware of when the last dose was given.
- They are checked by our first aid coordinator half termly.
- Specialist training will be sought if required.
- All parents are issued with Public Health England guidelines on infectious diseases along with

the relevant exclusion times.

If a child becomes unwell during the day (not to be followed for serious accidents or in the event child has a suspected life-threatening illness)

- An unwell child monitoring form will be completed.
- The parent/carer will be telephoned immediately.
- Staff inform management who will provide support in rooms if necessary.
- The child is kept away from the other children under the constant care of an adult wherever possible (within the room).
- The child will be made comfortable while awaiting collection by the parents/carers.
- The monitoring form will continue until the child is collected.
- If the child deteriorates rapidly, the Nursery Manager or Deputy Head Wellbeing & EYFS will be informed and if necessary, an ambulance will be called.
- In cases of sickness and diarrhoea we follow infection control measures as advised by Public Health England, which include disinfecting surfaces and door handles and washing absorbent materials.
- Children and staff are not permitted to return to the EYFS for 48 hours after the last incident of sickness or diarrhoea.
- All staff and children show extra vigilance with hand washing.