



# Medication Policy

Bijou Day Nursery & Crèche, Cowbridge

**Policy owner:** Nursery Manager / Rheolwr y Feithrinfa

**Version:** 2.0

**Last reviewed:** June 2026 / Mehefin 2026

**Next review:** June 2027 / Mehefin 2027

**Approved by:** Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

## 1. Policy Statement

Bijou Day Nursery & Crèche will only administer medication to children where parents have given prior written consent and clear instructions. We will ensure that all medication is stored safely, administered correctly, and recorded thoroughly.

This policy complies with the Child Minding and Day Care (Wales) Regulations 2010 (as amended), the National Minimum Standards for Regulated Childcare (2016), and CIW guidance. Staff also follow the Human Medicines Regulations 2012.

## 2. Prescribed Medication

- We will only administer medication that has been **prescribed by a doctor, dentist, or nurse prescriber** for the named child
- The medication must be in its original container, clearly labelled by the pharmacist with the child's name, dosage, and administration instructions
- Parents must complete a medication consent form **before** medication is administered — including the child's name, name of medication, dosage, time(s) to be given, and any known side effects
- Medication must be within its expiry date

## 3. Non-Prescribed Medication

- Non-prescribed medication (e.g., paracetamol, ibuprofen, teething gel) will **only** be administered with prior written parental consent
- It must be in its original packaging with clear dosage instructions for the child's age
- A maximum of one dose of non-prescribed medication may be given in any 24-hour period unless a second dose is specifically authorised in writing by the parent
- If a child requires non-prescribed medication regularly, parents may be advised to seek medical advice

## 4. Storage

- All medication is stored in a locked cabinet or container, out of children's reach
- Medication requiring refrigeration is stored in a clearly labelled container in the nursery refrigerator

- Emergency medication (inhalers, EpiPens, insulin) is stored securely but accessibly so it can be administered quickly — its location is known to all relevant staff
- Medication is returned to parents at the end of each day or at the end of the course of treatment

## 5. Administration

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- Medication is administered by trained staff only
- Two members of staff are involved in administering any medication — one to administer and one to witness and verify the dosage
- Both staff members sign the medication record immediately after administration
- The record includes: child's name, name of medication, dose given, time given, administered by (signature), witnessed by (signature)
- Parents sign the medication record at the end of the day to acknowledge medication has been given

## 6. Emergency Medication & Health Care Plans

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- Children with known medical conditions (asthma, severe allergies, epilepsy, diabetes) have an individual Health Care Plan agreed between parents, the nursery, and relevant health professionals
- Health Care Plans are reviewed at least every 6 months or when the child's condition changes
- All relevant staff are trained in administering emergency medication (e.g., EpiPen training, asthma inhaler technique)
- Emergency medication accompanies the child on all outings

## 7. Refusal or Error

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- If a child refuses medication, staff will not force administration — parents are contacted immediately
- In the event of a medication error (wrong dose, wrong time, wrong child), parents are contacted immediately, medical advice is sought, and the incident is recorded and reported to the Nursery Manager and CIW if required

## 8. Long-Term Medication

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If a child requires medication on an ongoing basis, a new consent form is completed at the start of each half-term. Parents are responsible for ensuring supplies are maintained and medication is in date.

## 9. Staff Training

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- All staff are trained in medication administration during induction
- Specific training is provided for emergency medication (EpiPen, inhalers) and updated as needed
- Training records are maintained

## 10. Related Policies

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- Health & Safety Policy
- Allergy & Intolerance Policy

- Accident & Incident Policy

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