



# Administering Medication Policy

**Date of last review: November 2025**

**Date of next review: November 2026**

If a child needs to take medication prescribed by a doctor, please discuss this with us. We will need an additional permission form signed before we can administer medication to a child.

It is vital that you inform us of any medication you may have given your child before they arrive at our care. We need to know what medicine they have had, the dose and time given.

We will ensure that all medication given will be stored correctly and we will check that it is still within its expiry date.

If your child has acute allergies and carries/needs an auto injector or your child takes regular medication, please discuss the matter with us. We may need additional training to administer these forms of medication before we can look after your child.

In some cases, a child on antibiotics may be asked not to attend for 2-3 days in case they react to the medication and to prevent the spread of an infection to others.

We will follow the guidance set out by the HPA (Health Protection Agency) where they detail the most common infectious diseases and the recommended periods for which children should be kept away from school or nursery. <https://www.publichealth.hscni.net>

All medicine given to us to administer must be in its original bottle/container and not decanted. It must have the manufacturer's guidelines on it and if a prescription medication the details from the Doctor / Pharmacy / Dentist or Health Professional.

We will record the course of medication along with the date and time each dose was administered to your child and will request a parental digital signature at the end of the course of medication.