Health & wellbeing

Medicines

Written permission, appropriate competence and an accurate medication record.

Draft for centre review | Prepared 16 November 2026

Operational review required

This is a centre-specific draft. It must be reviewed, completed and approved before adoption. It does not confirm staff appointments, registration or arrangements that have not been supplied.

Agree arrangements first

Discuss a child's medical needs privately before attendance. A suitable care plan and staff competence must be confirmed for any medicine or emergency treatment the child may need.

Medication must be provided in its original packaging with clear instructions, the child's name where appropriate, expiry date and the required written parent or carer authorisation. Staff must clarify uncertainty rather than guess.

Administration and storage

Only an authorised, appropriately competent staff member may give medication according to the agreed instructions and applicable guidance. Check the child, medicine, dose, route, timing and consent.

Store medicines according to product requirements and away from unauthorised access. Keep emergency medicines accessible to the responsible adult during sessions and outings without leaving them accessible to other children.

Record the medicine, dose, time, reason where relevant and staff member. Inform the parent or carer and obtain acknowledgement. Record refusals, omissions or errors and seek appropriate advice promptly.

Changes and emergencies

Families should notify the team of changes, recent doses or adverse reactions. Staff must not recommend or change a prescribed treatment.

Where an emergency occurs, contact emergency services and follow the child's approved emergency plan and professional advice.

Centre review before adoption

Confirm consent forms, trained staff, storage, record keeping and any individual care plans.