

3. Health and Safety

3.1 Administering medicines.



Policy statement

This policy is written in line with current guidance set out in the 'Health' section of the Statutory Framework for the Early Year Foundation Stage (EYFS). The manager is responsible for ensuring all staff understand and follow these procedures.

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will administer prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness or injury. Staff will not administer over the counter medications such as paracetamol or ibuprofen suspensions (e.g Calpol) unless prescribed by a health care professional for the current condition as these may mask developing symptoms. Children should be kept at home from Preschool if their illness requires the use of such over the counter medication (Calpol or similar) until they have recovered, or the medicine is no longer required (e.g.: 12 hours).

For any over the counter medication that has been recommended by a registered health care professional, the patient consultation notes (or written advice) will need to be seen, the medication needs to be clearly labelled for the child. With the consent of the parent or guardian, medication will be accommodated wherever possible at the Manager's discretion.

In many cases, it is possible for a child's GP to prescribe medication, including antibiotics that can be taken at home in the morning and evening, however, parents are to keep their child at home for the first 24 hours to ensure no adverse effect, as well as to give time for the medication to take effect. However, this may be superseded by guidance from the Health Protection in Education and Childcare Settings Guidance: Exclusion table. As far as possible, preschool staff will only administer medicines when it would be detrimental to the child's health if not given in the setting.

Any member of staff can be responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. They must also communicate with all staff through the communication book and on the whiteboard, the name of the child requiring medication and what time it is to be administered.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and wellbeing	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child.	

Procedures

- Children taking medication must be well enough to attend the setting.
- Children who have been given Calpol or similar over the counter medication up to 12 hours prior to attending are deemed not well enough to attend.
- Only healthcare professional recommended medication is administered. It must be in date, recommended for the current condition and in its original container with the child's name on the label.
- Children's medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication on a Medical Record Form and sign to say it has been administered.

The staff member receiving the medication must ask the parent to sign a Medical Record consent form stating the following information:

- ✓ Full name of child and date of birth
- ✓ Name of medication and strength
- ✓ Who recommended it (name of Healthcare Professional & Job Role)
- ✓ Illness Medication prescribed for
- ✓ Name of Medication and Strength
- ✓ Dosage to be given in the setting
- ✓ Date Medication prescribed
- ✓ Date / Time of first dose
- ✓ How the medication should be stored and expiry date
- ✓ Time at which Medication is to be administered
- ✓ Circumstances in which medication is to be administered (If for Emergency use)
- ✓ Signature and printed name of parent and date

No medication may be given without these details being provided.

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- The administration is double checked by a second member of staff at the time of administering the medication and this is recorded accurately each time it is given and is signed by both staff.
- Parents sign the Medical Record Form to acknowledge the administration of a medicine.

Storage of medicines

- All medication is stored safely in areas not accessed by children; either in a cupboard in the committee room or, when they need to be refrigerated, on the top shelf of the refrigerator in the kitchen. Because the cupboard is not used solely for storing medicines, medicines are kept in a marked plastic box (one per child).
- The Medical Record Form is kept with the medication.
- Basic information about medical conditions and any appropriate longer-term medications (for example asthma inhalers) is also kept in the "Allergies, Medical Conditions and Personal Preferences" file, which is kept in plain sight in the kitchen, open on the appropriate page for the day so that all staff and volunteers can see this information at a glance.
- Once a course of treatment is complete, or the child leaves the setting, the staff are responsible for ensuring medication is handed back to the parent.
- If the administration of recommended medication requires medical knowledge, individual training will be arranged and provided by relevant members of staff by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a staff member what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions and who may require ongoing medication.

- A risk assessment and/or Medical Care Plan will be carried out for a child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside another staff member. Other medical or social care personnel (such as the PIMS/Physical Impairment and Medical Support Team) may need to be involved in the medical plan.
- Parents may also contribute to any Medical Care Plan or risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. Training needs for staff are part of the Medical Care Plan.

- The risk assessment or Medical Care Plan includes vigorous activities and any other preschool activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings. Advice is sought from the child's GP where there are concerns.
- A Medical Care Plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The Medical Care Plan should include the measures to be taken in an emergency.
- The Medical Care Plan is reviewed every six months, or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the Medical Care Plan and each contributor, including the parent and medical professional signs it, if requested.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the child with a Medical Care Plan (or risk assessment) must be fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the Medical Record Form to record details outlined above.
- On returning to the setting the parent signs the Medical Record Form if medication is used.
- If a child on medication is taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and name of the medication. Inside the box is a copy of the Medical Record form signed by the parent.
- This procedure should be read alongside the procedures outlined in the Supervision of Children on Outings and Visits Policy.

Legal framework

- Medicines Act (1968)
- Statutory Framework for the Early Years Foundation Stage (2021)

This policy was updated at a meeting of **Comeytrowe Under Fives Preschool Management Committee**

Held on:	11th March 2025
Date to be reviewed:	March 2026
Signed on behalf of the Management Committee:	
Name of signatory:	Sarah Greenslade
Role of signatory:	Chairperson



**CHARITY COMMISSION
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