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Administering Medicine

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 agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for the children's GP to prescribe medication that can be taken at home in the morning or evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had the medication before, it is advised that the parent keeps the child home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

These procedures are written in line with Guidance in Managing Medicines in Schools and Early Years Settings; the preschool leader is responsible for ensuring all staff understand and follow these procedures.

All staff hold relevant paediatric First Aid qualification and are responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parental consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the child's keyperson, a team member will administer the medicine.

Procedures

- Children taking medication must be well enough to attend the setting.
- Keypersons to record and administer all medicines where possible.
Children's paracetamol (un-prescribed) is administered only for children with written consent from the parents/carer in the case of a high temperature. This is to prevent febrile convulsion and where a parent or named person has been contacted and is on their way to collect the child
- Children's medicines are stored in their original containers, are clearly labelled and are inaccessible to the children in a locked cupboard.

Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication must be given without these details being provided:

- The full name of child and date of birth
- The name of medication and strength
- The dosage to be given in the setting
- How the medication should be stored and its expiry date
- Any possible side effects that may be expected
- The signature of the parent/carer, their printed name and the date

The administration of medicine is recorded accurately in our medication record sheets each time it is given and is signed by the First Aider /counter signer. Parents/carers are



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shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine. The medication record book records the following:

- Name of child
- Name and strength of medication
- Date and time of dose
- Dose given and method
- Signature of the key person/counter signer
- Parent's signature.

Storage of medicines

- All medication is stored safely in a locked cupboard or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medication, they are kept in a marked plastic box. The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent
- For some conditions, medication may be kept in the setting to be administered on a regular or as and when required basis. Key persons checks that any medication held in the setting, is in date and should return any out-of-date medication back to the parent
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional
- If rectal diazepam is given, another member of staff must be present and co-sign the record book
- No child may self-administer. Where children are capable of understanding when they need medication, for example asthma, they should be encouraged to tell they key person 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 is carried out for each child with a long-term medical condition who require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment
- Parents will also contribute to a 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 should be administered correctly. The training needs for staff form part of the risk assessment
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs
- The risk assessment includes arrangements for taking medication on outings and advice is sought from the child's GP if necessary, where there are concerns
- A health 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 health care plan should include the measures to be taken in an emergency. The health care plan is reviewed every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or dosage or any side effects noted etc.



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- Parents receive a copy of the health care plan and each contributor, including the parent, signs it

Managing medicines

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed of the child's needs and/or medication
- Medication for a child is taken in a sealed box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, including all the details that need to be recorded in the medication record outlined above
- On returning to the setting, the card must be stapled to the medicine record book and the parent must sign it
- If a child on medication has to be taken to hospital, the child's medication 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 consent form signed by the parent/carer
- As a precaution, children should not eat when travelling in vehicles
- This procedure is read alongside the outings procedure

Legal Framework

- The Human Medicines Regulations (2012)

Further Guidance

- Managing Medicines in Schools and Early Years Settings (DfES 2005)

This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2025

Date to be reviewed: Autumn Term 2026