Medicines Policy

Policy Statement

While it is not our policy to care for children who are unwell and should remain at home until they are fit to return, we will administer medication where it is necessary to support a child's health and well-being or during recovery from illness.

Where possible, parents/carers are encouraged to request medication from their child's GP that can be administered outside of preschool hours. Medication will only be administered within the setting where it would be detrimental to the child's health if it were not given.

If a child is taking medication for the first time, parents/carers are advised to keep the child at home for the first 48 hours to monitor for any adverse reactions and to allow the medication to take effect.
These procedures follow the guidance set out in the EYFS Statutory Framework and Managing Medicines in Schools and Early Years Settings. The preschool leads are responsible for ensuring all staff understand and adhere to these procedures.

All staff hold a relevant paediatric first aid qualification and are responsible for administering medication to children in their care, usually the child's key person. In the absence of the key person, one of the leads or deputy leads will administer the medication.
All administering of medication is witnessed and signed for by 2 members of staff, usually the leads or deputy leads.

Procedures

• Children receiving medication must be well enough to attend the setting.
• Wherever possible, the child's key person will administer and record all medication, this will be witnessed and signed off by a lead or deputy lead.
• Prescription medication will only be administered if it has been prescribed for that child by a doctor, dentist, nurse, or pharmacist.
• Non-prescribed paracetamol will only be administered with prior written parental consent and in cases of a high temperature, verbal consent, where a parent/carer or emergency contact has been informed and is on their way to collect the child. (In this case the medicine is administered at the time the child needs it, but all procedures are followed and duel controlled.)
• All medication must be in its original container, clearly labelled, and stored safely out of children's reach in a locked in the green locker labelled Medical and the key is hung out of the children's reach, by the door.
•A child should be kept home for **24 hours** after starting their first dose of antibiotics. This ensures the medication has started working and the child is no longer contagious.
•A child must be kept at home for **48-hour** the very first time a child takes a specific antibiotic. This extended period serves two purposes: it ensures the child is well enough to return, and it monitors for any adverse side effects or allergic reactions

Parental Consent

Prior written consent must be obtained before administering any prescribed medication. Staff must ensure the consent form includes:

• Child's full name and date of birth
• Name and strength of the medication
• Dosage to be administered
• Storage instructions and expiry date
• Possible side effects
• When last it was taken
• Parent/carer signature, printed name, and date

No medication will be administered without this information.

Recording Administration

Each administration of medication will be accurately recorded and signed by the administering staff member and countersigning by a second staff member who will witness to the administration. No medicine will be administered without the second member of staff to witness it.

Parents/carers will be informed and asked to sign the record at the end of the session.

Records will include:

• Child's name
• Medication name and strength
• Date and time administered
• Dose and method of administration
• Two staff signatures
• Parent/carer signature

A separate medication slip is completed by staff whenever Calpol or an inhaler is administered. This is sent home with the parent or carer and records the date, time and dose of medication given. The slip is signed by two members of staff, usually the Preschool Leads or Deputy Leads.

Medication records will be stored securely and retained in accordance with the setting's data protection and record retention procedures.

Storage of Medication

• Medicine will be stored securely in the locked green locker labelled Medical or the refrigerator, where required, in a clearly labelled container.
• The key person will ensure medication is returned to parents/carers at the end of each day.
• Medication kept on-site for ongoing conditions will be regularly checked to ensure it remains in date. Expired medication will be returned to parents/carers.
• Where specialist knowledge is required to administer medication, appropriate training will be provided by a healthcare professional.
• Children will not self-administer medication. However, if they are old enough to understand their needs, they will be encouraged to communicate them (e.g. asthma), while staff remain responsible for supervision.

All medicines are stored in the locked green locker labelled Medical and the key is hung out of the children’s reach, by the door to ensure it remains out of children's reach; staff are able to access it quickly

in an emergency, including emergency medication such as inhalers, adrenaline auto-injectors, and epilepsy medication.

Long-Term Medical Conditions

• An Individual Health Care Plans are completed.

• A risk assessment will be completed for any child requiring ongoing medication. This will be led by one of the preschool leads and key person, with input from parents/carers and relevant professionals where appropriate.

• Parents/carers will contribute to the assessment and be informed of routines and potential risks.

• Staff training needs will be identified and addressed as part of the risk assessment.

• A healthcare plan will be developed with parents/carers, outlining roles, responsibilities, and emergency procedures.

• The healthcare plan will be reviewed at least every six months, or sooner if required.

• Parents/carers will receive a copy of the healthcare plan, and all contributors will sign it.

Managing Medicines on Outings and Emergencies

• A staff member knowledgeable about the child's needs will accompany them on outings.

• Medication will be carried in a clearly labelled, sealed container with a copy of the consent form and a record sheet.

• Upon return, records will be added to the main medication record and signed by parents/carers.

• If a child requires hospital treatment, their medication and consent forms will accompany them.

• As a precaution, children should not eat while travelling in vehicles.

• This procedure should be read alongside the Outings Policy.

Legal Framework

- Human Medicines Regulations 2012.
- Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers (effective from 1 September 2026).

Further Guidance

- Current Department for Education guidance and EYFS supporting materials relating to the administration of medication and supporting children with medical conditions.

This policy was adopted by the Bradpole Preschool Committee

During the Autumn Term 2026

Date to be reviewed Autumn Term 2027