



Administration of Medicine Policy

Introduction

Houghton and Wyton Pre-school is committed to supporting the health and well-being of all children, including those who require medication during the day. This policy sets out the procedures for the safe administration, storage, and recording of prescribed medicines, in line with the **Statutory Framework for the EYFS (2023)** and relevant health and safety legislation.

Aim

To ensure that all medication is administered safely and effectively, with full parental consent, by trained staff, and in accordance with individual needs and legal requirements.

Objectives

We will:

- Administer only prescribed medication with written parental consent
- Ensure all staff understand and follow safe medication procedures
- Keep clear records of medication administration and storage
- Maintain confidentiality and share medical information only with relevant staff

Roles and Responsibilities

- **Manager:** Oversees implementation of medication procedures and staff training
- **Key Persons:** Administers medication as authorised and ensures forms are signed
- **Parents/Carers:** Provide written consent, supply medication in original packaging, and inform the setting of changes
- **Health and Safety Officer:** Supports storage and risk assessment of medicines on site

Implementation Procedures

1. Parental Consent and Prescription Requirements

- We only administer medication that has been prescribed by a healthcare professional
- Medication must be:
 - In the original container or packaging
 - Clearly labelled with the child's name, dosage, and instructions
- Parents must complete a medication consent form (for short- or long-term needs)

2. Long-Term or Complex Needs

- A full individual healthcare plan will be developed for children requiring regular or complex medication (e.g. asthma, epilepsy, diabetes)
- This is created with input from parents and healthcare professionals and reviewed regularly

3. Administration Procedures

- Medication is administered by a designated member of staff and witnessed by a second adult
- Details of administration are recorded immediately, including:
 - Name of child
 - Medication and dosage
 - Date and time given
 - Name and signature of staff and witness

4. Invasive Medication and Life-Saving Treatment

- For medication such as rectal diazepam or EpiPens:
 - Specific consent is obtained using **Form 09.7b**
 - Only trained staff may administer
 - A second adult must be present



- A signed healthcare plan and emergency procedure must be on file In the event of a severe reaction or medical emergency, emergency services will be contacted immediately

5. Storage of Medication

- Medication is stored securely in a labelled, child-inaccessible container
- Emergency medication (e.g. inhalers, EpiPens) is kept in a clearly marked, accessible location
- Fridge-stored medication is labelled and kept in a secure container in the kitchen fridge
- All medication is checked regularly for expiry dates and condition

6. Outings and Off-Site Activities

- Medication is taken on outings if a child's health needs require it
- It is kept with the lead staff member in a secure, labelled bag
- A trained member of staff remains responsible for its administration

7. Physiotherapy and Other Medical Interventions

- If children require physiotherapy or medical procedures during the day:
 - Staff will receive appropriate training from medical professionals
 - Instructions will be documented and signed by the trainer and parent

8. Staff Medication

- Staff who take medication must inform the Manager and store it securely out of reach of children
- Risk assessments are completed where there is a potential for side effects or impairment

9. Confidentiality and Record Keeping

- All medical records and forms are stored securely in line with the **Data Protection Act 2018** and **UK GDPR**
- Medication information is shared only with staff working directly with the child, on a need-to-know basis

Monitoring and Review

See also: Health Policy for our wider approach to promoting children's medical and emotional wellbeing. This policy is reviewed annually by the Manager and Board of Trustees or sooner if legislation, guidance, or medical procedures change.

Legislation and Guidance

- Statutory Framework for the EYFS (2023) – Section 3.45
- Medicines Act 1968
- Control of Substances Hazardous to Health (COSHH) Regulations 2004
- Data Protection Act 2018 and UK GDPR
- Department for Education: Supporting Pupils at School with Medical Conditions (2015)

Acknowledgment

All staff and volunteers must read and follow this policy. By doing so, they commit to supporting the safe, sensitive, and professional administration of medication to children in our care.