Medications & Administration Policy

We recognise that there may be times when children require medication to be administered during their time in the setting. In order that this is regulated we will ensure that:

Beckside Preschool & Nursery will only administer medication that has been prescribed for that individual child.(With regard to non pre-scribed medication, it is up to individual settings. As it is stated in the EYFS Statutory Guidance:

3.46. Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

3.47. Medicine (both prescription and non-prescription55) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

Room Leads will take a child's temperature and administer medication or witness the medication (prescribed and non-prescribed) being administered by another staff member. In the Room Leads absence, a Level 3 senior member of staff will administer the medication.

• Staff will ensure that a new medication form is completed by parent/carer for each session that the medication is expected to be administered.
• On the medication form parents will give signed permission for administration of medication including
- The name of the child,
- The name of the parent,
- Date,
- Name of medication,
- The dose and time that medication was last given,
- The dose and times to be administered,
- How the medication is to be administered.
• The medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration.
• No medication will be given to a child unless provided by the parent with the exception of Calpol. Calpol is kept onsite in the event that a child has a high temperature or for mild pain relief. The parent must give their signed permission for Beckside to administer Calpol. If a child becomes unwell whilst in our care and requires Calpol, the parent is contacted by telephone to seek their consent to administer the medication, and this is noted on the medication form for the parent

to sign at pick up. The amount of Calpol administered will relate to the amount stated on the packaging and according to the child's age.
We will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.
• Aspirin or medication containing Aspirin will not be administered to any children unless it is prescribed by a doctor for a specific medical condition.

- The medication is stored in accordance with the products instructions and out of reach of children at all times.
- The administration of medication is recorded on a Medication Form and includes the signature (the administrator of the medication) and countersignature (witness to medication being given), date, time, dosage. Parents must sign this before they leave the premises, to acknowledge they know the medication has been administered.

Antibiotics – each time a child has a new prescription for antibiotics they will not be able to attend the nursery until 24 hours after the first dose. This is in case there is a reaction to the medicine.

Administration of Specialist Medication

We recognise that there may be times when children require specialist medication to be administered for, long term medical needs during their time in the setting.

In order that this is regulated we will ensure that:
Specific permission, instruction and training will be obtained before an agreement is reached with a parent to administer specialist medications (e.g. nebuliser), and life saving / emergency medications (such as adrenaline injections) and a health plan is established. This will include:

- A letter from the child's G.P./consultant stating that the child is fit enough to attend the provision and sufficient information about the child's condition.
- We will discuss with parents the medication that their child needs to take and support required, Instructions on how and when the drug/medicine is to be administered and what training is required.
- Training on the administration of the prescription medication that requires technical/medical knowledge will be arranged for staff from a qualified health professional to ensure medication is administrated safely
- Written proof of training, if required, in the administration of the medication by the child's G.P., a district nurse, specialist or community paediatric nurse.
- A health plan will be developed in partnership with parents and any health professional and will be regularly reviewed to detail the needs and support or any changes.
- Prior written consent from the parent/guardian for each and every medicine will be obtained before any medication will be administered.
- The medications consent form filled in appropriately and signed by parents/carers on the day the medicine is expected to be given before they leave the child in the care of the setting.
- On the medication form parents will give signed permission for administration of medication including the name of the child, the name of the parent, date, name of medication, what the medicine is for, the dose and time medication last given, the dose and times to be administered and how the medication is to be administered.
- The medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration and any information for the medicine which details any side effects.
- No medication will be given to the child unless provided by the parents.
- The medication is stored in accordance with the product instructions and out of reach of children at all times.

- The administration of medication is recorded on a Medications Consent Form and includes the signature (the administrator of the medication) and counter-signature (witness to medication being given), date, time, dosage. Parents must sign this before they leave the premises, to acknowledge they know the medication has been administered.

Adopted: September 2021
Last Reviewed: October 2026
Next Review Due: October 2027
Review Frequency: Annually or following changes to legislation, statutory guidance, safeguarding requirements or nursery procedures.