



Medicines Administration Policy

Statement of intent; Toddington Childcare & Forest School believes that it is important to be aware of medical conditions and cater for them wherever possible. It is a fact of life that some children suffer from known medical conditions such as diabetes, asthma, allergies or other health related conditions. Occasionally a child may need medication at regular intervals just to stay healthy or may need an emergency administration of medication to prevent a reaction or to make it less severe. We intend to create an environment where medical problems do not exclude provision and at the same time, define how we respond to general illness and administration of prescribed treatments.

Aims; As part Admission procedures to Toddington Childcare & Forest School, details of health related conditions are requested and recorded at point of Registration through completion of a Registration Form by a parent/carer. Further detailed information is gathered by the Setting Manager/DSL and Key Person as part of our Home Visit procedures, so that all staff are well informed of individual children's health needs. In the case of staff being unfamiliar with the information provided, Toddington Childcare & Forest School will ask the parent to provide further information. The Setting Manager will also seek professional advice and guidance concerning more complex health conditions before a child starts at the setting. This ensures the continued safety and well-being of the child concerned. We aim to regulate medical situations by;

- Asking parents/carers to keep their child at home if they have a communicable infection and to inform our setting as to the nature of the illness. This will allow Toddington Childcare & Forest School to alert other parents as necessary.
- Members of staff to make careful observations of any child that seems unwell. Parents/carers to be informed if there is cause for alarm or the discomfort level suggests the child would be better being cared for at home.

- Parents/carers are asked not to bring into the setting any child who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last bout of sickness or diarrhoea.

- If children of Toddington Childcare & Forest School staff are unwell, their children will not accompany parents to work.

- Cuts or open sores, whether on adults or children, should be covered with an appropriate adhesive plaster or other dressing before arriving at the setting.

- Agreement will need to be sought by the Setting Manager for the administration of prescription medicines such as antibiotics, or other medication.

- Wherever possible the child's parent will administer the medication.

- When agreed that medication be administered then it must be prescribed by a GP, be provided in the original pharmaceutical container and clearly labelled with instructions on how to administer the dosage.

- The parent/carer must provide prior written consent before any action is taken and provide information giving precise instructions about dosage and methods of administration. An Administering Medicines Form must be completed and signed by a parent before administering medication.

- Asthma inhalers are considered by most Insurers to be oral medication and therefore must be included in the guidelines of this Policy as if they are prescription medicines.

a) The parent must provide prior written consent.

b) Information must be provided by the parent giving clear instructions about the dosage, administration and permission for a member of staff to follow the instructions.

- All medications will be kept safely, out of reach of children, but accessible when required.

- A medication book will be available to log the name of the child receiving medication, the date, the time(s) that the medication is to be administered, and the signature of the person who has administered each dose. A minimum of 2 First Aid trained staff will administer medication, one administering and one witnessing.

First Aid

- Toddington Childcare & Forest School will ensure that the first aid equipment is kept clean, replenished and replaced as necessary and regular audits are carried out. Sterile items will be kept sealed in their packages until needed.

All staff hold relevant Paediatric First Aid training certificates that meet the requirements set out in the Statutory Framework for the Early Years Foundation Stage with training lasting a minimum of 12 hours and meets Ofsted requirements. There will always be a trained First Aider on our premises to administer first aid to our children.

Special Medical Circumstances

The following relates to the case of the administration of life saving medication such as insulin or adrenalin injections, use of nebulisers and EpiPens for anaphylaxis shock reactions to allergies of nuts, eggs or similar. It also relates to children requiring specialised equipment to help with everyday life. In all such cases specialist advice will be sought from the settings insurance company and the Local Authority. If agreement is provided the following conditions will apply;

- All medication must be prescribed by a General Practitioner and have clear instructions in how to administer any medication.
- The parent must provide prior written consent.
- Information will be obtained from the parent, giving clear instructions about the dosage, administration of medicine, use of equipment and permission for a member of staff to follow the instructions.
- All medications will be kept safely, out of reach of children, but accessible when required.
- A medication book will be available to log the name of child receiving medication, the date, the time(s) that the medication is to be administered, and the signature of the person(s) who has administered and witnessed each dose.
- If specialist knowledge is required, any staff involved in administering medication or treatment will receive training from a qualified health professional. Proof of staff training in the administration of such medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse will be made available.

- A Care Plan and procedures will be put in place for each individual child for dealing with an emergency where life saving medication is required. This should be discussed and agreed with the parent/carer of the child and confirmed in writing. This could include, a list of symptoms, a procedure to call 999 and call an ambulance stating that the child has collapsed with a particular condition, an emergency contact telephone number for the parent, an emergency medication supply to be provided by the parent for the ambulance crew to administer.
- Entry into Toddington Childcare & Forest School will only be permissible if every party involved is satisfied that the continued safety of the child is not compromised in any way.

On a case by case basis, where a child in our care becomes unwell and it is deemed appropriate to administer over the counter medication (e.g paracetamol, ibuprofen) to ease their discomfort, whilst we await for their parent/carer to collect, a qualified First Aider will do so with prior permission from their parent/carer. This will be recorded on our Administering Medicines form and signed by the responsible parent/carer collecting.

- **This does not include children who arrive at the setting already unwell. Children who are unwell should not attend the setting until fully recovered.**

Any other conditions that do not fit into the remit of this Policy will be dealt with on an individual basis.

This policy was revised and accepted at a Committee Meeting of Toddington Childcare held in January 2025 and will be reviewed annually.

Reviewed and signed on behalf of Toddington Childcare & Forest School January 2026

Sarah Malcolm

Chair of Toddington Childcare Forest School