



Medicines Administration Policy

Statement of intent

Toddington Childcare & Forest School recognises that some children have medical conditions which require medication or treatment during the hours they attend the setting.

We aim to ensure that children with medical needs are supported appropriately and are not unnecessarily excluded from the provision because they require medication.

At the same time, we recognise that administering medication carries responsibilities and that appropriate safeguards must be in place.

This policy sets out how Toddington Childcare & Forest School will:

- obtain information about children's medical needs;
- obtain appropriate parental permission;
- administer medication safely;
- store medication securely while ensuring it is accessible when required;
- maintain accurate records;
- ensure staff are appropriately trained where specialist knowledge is required;
- manage emergency medication;
- support children with long-term medical conditions; and
- work with parents/carers and health professionals.

Statutory framework

Toddington Childcare & Forest School will comply with the current **EYFS Statutory Framework for Group and School-Based Providers**.

The EYFS requires providers to have and implement a medicines policy and procedures, obtain and maintain information about children's medicine needs, ensure staff receive training where medical or technical knowledge is required, obtain written permission for the particular medicine, keep written records each time medicine is administered and inform parents/carers on the same day or as soon as reasonably practicable.

Medical information

Parents/carers must provide accurate information about their child's medical conditions and medication.

Information will be gathered through the registration process, information forms, home visits, discussions with parents/carers and, where appropriate, liaison with healthcare professionals.

Information will be kept up to date.

Where a child has a significant or complex medical condition, the Setting Manager may seek appropriate professional advice before agreeing arrangements for the child's care.

Written parental permission

Medication will only be administered where written permission for that **particular medicine** has been obtained from the child's parent/carer.

The permission must provide sufficient information for staff to administer the medication safely.

The setting will use an **Administering Medicines Form** or equivalent written record.

Where information is incomplete, unclear or inconsistent with the medicine's label/prescription, the setting will not administer the medicine until the issue has been resolved, except where an emergency medicine is being administered under the child's agreed emergency care arrangements.

Prescription medicines

Prescription medicines must be prescribed for the individual child by an appropriately authorised healthcare professional.

For EYFS purposes, this includes a:

- doctor;
- dentist;
- nurse; or
- pharmacist.

Medicines containing aspirin will only be administered where prescribed by a doctor.

Prescription medicines must normally be supplied in their original container and be clearly labelled with the child's name and relevant administration instructions.

Non-prescription medicines

Non-prescription medicines may be administered where:

- written parental permission for the particular medicine has been obtained;
- the medicine is appropriate for the child;
- the medication is within its expiry date;
- the dosage and administration instructions are clear;
- staff are satisfied that administration is safe and appropriate; and
- administration is consistent with the child's needs and any relevant professional advice.

The setting will have regard to current professional guidance concerning the administration of over-the-counter medicines in childcare settings.

Non-prescription medication must not be used simply to enable a child who is otherwise unwell to remain at the setting.

The decision to administer medication will always be based on the child's welfare and best interests.

Paracetamol and ibuprofen

Toddington Childcare & Forest School may administer paracetamol or ibuprofen where this is permitted by the setting's procedures and appropriate written parental permission has been obtained.

Medication will not be administered merely to suppress symptoms so that a child can remain at the setting when they are otherwise too unwell to attend.

Where a child is sufficiently unwell that they need to be collected, parents/carers will be contacted, and the child will be cared for while awaiting collection.

Any administration will be recorded and parents/carers informed on the same day or as soon as reasonably practicable.

Antibiotics

Where antibiotics are required during setting hours, the setting may administer them where:

- they have been prescribed for the individual child;
- written parental permission has been obtained;
- the medicine is supplied appropriately labelled;
- the dosage and timing are clear; and
- staff are satisfied that administration is safe.

The need for a child to remain at home because of the underlying infection will be determined by the **Sickness, Infection and Exclusion Policy** and current UKHSA guidance, not simply by the fact that antibiotics have been prescribed.

Asthma inhalers

Asthma inhalers and other prescribed respiratory medication will be treated as medication for the purposes of this policy.

Parents/carers must provide:

- written permission;
- clear instructions;
- the prescribed medication;
- the child's current dosage information; and
- any relevant asthma plan or healthcare information.

Emergency inhalers must be readily accessible to appropriately trained staff and must not be stored somewhere that would delay emergency administration.

Adrenaline auto-injectors and allergies

Where a child has been prescribed an adrenaline auto-injector, the setting will work with parents/carers and relevant health professionals to establish an appropriate emergency procedure.

An individual healthcare plan/emergency plan should identify:

- known allergens where appropriate;
- symptoms of anaphylaxis;
- when the medication should be administered;
- where the medication is stored;
- who is authorised/trained to administer it;
- when 999 should be called;
- parent/carer emergency contact arrangements; and
- arrangements for replacing used or expired medication.

Staff who are expected to administer emergency medication will receive appropriate instruction/training.

In a suspected anaphylactic emergency, staff will follow the child's emergency plan and call 999.

Emergency medication

Emergency medication may include:

- adrenaline auto-injectors;
- asthma inhalers;
- medication for seizures;
- emergency diabetes medication;
- glucagon;
- or other medication prescribed for an identified emergency.

Emergency medication must be immediately accessible when required and must not be stored in a way that could delay treatment.

Staff must know:

- where the medication is stored;
- which child it belongs to;
- when it should be administered; and
- what emergency action should follow.

Long-term and complex medical conditions

Where a child has a significant medical condition, the setting will work with parents/carers and relevant healthcare professionals to establish appropriate arrangements.

Where necessary, an individual healthcare plan will be developed.

The plan may include:

- the child's condition;
- symptoms;
- medication;
- dosage;
- emergency procedures;
- staff responsibilities;
- equipment;
- training requirements;
- emergency contact details; and
- review arrangements.

The plan will be reviewed when the child's needs or medication change and at appropriate intervals.

Specialist medication and treatment

Some medication or treatment requires medical or technical knowledge.

Where this is the case, staff will receive appropriate training before being expected to administer it.

Training may be provided by an appropriately qualified healthcare professional, such as a nurse, specialist nurse, community paediatric nurse or other relevant professional.

Evidence of training will be retained.

The EYFS requires staff to have training where administration requires medical or technical knowledge.

Storage

Medication will be stored securely and out of children's reach while remaining readily accessible where immediate access is necessary.

The storage arrangements will reflect the nature of the medication.

Emergency medication must never be stored in a location that would delay emergency treatment.

Medication requiring refrigeration will be stored appropriately and securely.

Checking medication

Before medication is administered, staff will check:

1. the child's name;
2. the medication;
3. the expiry date;
4. the dosage;
5. the route of administration;
6. the time/dose due;
7. the parental permission;
8. the label/instructions; and
9. any relevant healthcare plan.

Medication will not be administered where staff cannot establish that it is safe and authorised to do so, except where an emergency plan specifically authorises emergency treatment.

Two-person administration/witnessing

Toddington Childcare & Forest School will normally operate a **two-person medication procedure**.

One appropriately authorised member of staff will administer the medication, and a second member of staff will witness/check the administration.

Both staff will sign the medication record.

This provides an additional safeguard against medication errors.

Medication records

A written medication record will be maintained.

The record will include:

- child's name;
- name of medication;
- dosage;
- date;
- time;
- route where relevant;
- person administering;
- witness/checking staff member;

The EYFS requires a written record each time medication is administered.

Informing parents/carers

Parents/carers will be informed on the same day that medication has been administered, or as soon as reasonably practicable.

Parents/carers will also be informed where:

- medication is refused;
- medication is accidentally omitted;
- an error occurs;
- an adverse reaction is suspected; or
- emergency medication is administered.

Emergency services will be contacted immediately where necessary.

Refusal of medication

If a child refuses medication, staff will not force the child to take it.

The incident will be recorded and parents/carers will be informed.

Where refusal could place the child at significant risk, staff will follow the child's healthcare/emergency plan and seek appropriate medical advice.

Medication errors

If a medication error occurs, the child's immediate safety will be assessed and appropriate medical advice sought. Parents/carers and the Setting Manager will be informed promptly, and the incident will be recorded. Any necessary further action or reporting will be completed.

Disposal and expired medication

Expired or no-longer-required medication will be returned to the parent/carer for appropriate disposal.

Medication must not be disposed of in a way that could present a risk to children or staff.

First aid

Toddington Childcare & Forest School will maintain appropriate first-aid provision in accordance with the current EYFS requirements.

First-aid equipment will be:

- appropriately stocked;
- regularly checked;
- clean;
- replenished when necessary; and
- readily accessible.

Staff will maintain appropriate paediatric first-aid training in accordance with current EYFS requirements.

Relationship with the Sickness and Exclusion Policy

The fact that a child has been prescribed or is receiving medication does not, by itself, determine whether they can attend Toddington Childcare & Forest School.

Whether a child should remain at home will be determined by:

- their overall health and ability to participate;
- the nature of the illness;

- current UKHSA public-health exclusion guidance;
- medical advice where relevant; and
- the child's individual needs.

The **Sickness, Infection and Exclusion Policy** must be consulted when determining whether a child should attend.

Review

This policy will be reviewed at least annually and sooner where:

- EYFS requirements change;
- medication guidance changes;
- a child's medical needs change;
- an incident identifies a need for improvement; or
- professional advice indicates that procedures should change.

Date Adopted: September 2026

Review Date: September 2027

Signed on behalf of Toddington Childcare and Forest School:

Name: Sarah Malcolm

Position: Chair of the Board of Trustees