



Ladybirds Preschool Administering Medicines Policy (Revised 4th December 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

Ladybirds Preschool recognises that prescribed and non-prescribed medicines should be administered at home by parents/carers whenever possible. The medication must be administered for 48 hours before the child returns to the Preschool.

Procedures

If medication (including asthma inhalers) is to be administered in the setting by members of staff, the following procedures will be followed:

- The manager or senior practitioners will administer medication
- All medication must be stored in its original container, clearly labelled, and inaccessible to children, including where storage in a fridge is required
- Medication will only be administered by a member of staff if it has been prescribed by a doctor at least 48 hours previously, treatment has been started at home and if a Permission to Administer Medication Form has been completed and signed by parents (this is available from the Preschool)
- If your child has a known allergy, you will be given a Child Healthcare Plan to complete. We can administer medication such as Piriton if this has been prescribed by a Doctor/GP. A Child Healthcare Plan will need to be completed and signed by parents and the Doctor/GP. The parent will also need fill out and sign a Permission to Administer Medication Form
- When medication is administered, records will be kept which include dosage, name of medication, time of administration, name of person administering, and name of witness to procedure. The parent/carer will sign the record when the child is collected. However, there is no statutory responsibility for staff to administer medicine and that only prescribed medicines can be administered.

Prescribed and non-prescribed medicines should be administered at home by parents/carers whenever possible. The medication must be administered for 48 hours before the child returns to the Preschool.

- Medication, such as Calpol or Ibuprofen, cannot be administered by staff and it is suggested that if a child needs this, they are not well enough to be in Preschool
- A child refusing medication will not be forced to take it – parents and carers will be notified immediately if this is the case.

If an EpiPen or other medicine requiring medical/technical knowledge needs to be administered, the Preschool will need:

- a. A letter from the child's GP/Consultant, stating the child's condition, and the treatment required,
- b. Written consent from parents/carers and GP/Consultant to allow staff to administer medication.
- c. Staff trained by a qualified nurse or General Practitioner in the administration of such medication.

All medication will be returned to the parent or carer of the relevant child when that child leaves the Preschool.

[Other Related Policies & Procedures](#)

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Admissions Policy*
- *Children's Records*
- *Children's Rights & Entitlement Policy*
- *Confidentiality and Client Access Policy*
- *Data Protection Policy*
- *Diversity & Equality Policy*
- *Employment & Staffing Policy*
- *First Aid Policy*
- *Health & safety Policy*
- *Infection Control*
- *Information Sharing Policy*
- *Key person & Settling in Policy*
- *Managing Children & Staff with Allergies Policy*
- *Medicine Audit Policy*

- *Nappy Changing Policy*
- *Outing & Visits Policy*
- *Parent Involvement Policy*
- *Physical Contact & Handling Policy*
- *Recording & Reporting Accidents Policy*
- *Risk Assessments*
- *Safeguarding & Child Protection*
- *Special Needs & Inclusion Policy*
- *Staffing & Volunteers Policy*
- *Transfer of Records Policy*
- *Usage, Storage & Retention Policy*
- *Vaccination Policy*

December 2024

Review Date: December 2025

This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy

*** This Notice was adopted by the committee on**

Signed: *Jean De Zaris*_____

Reviewed Date: 12/12/25

Signature: *AL Mann-Rge*

Amendments: