Safeguarding and Welfare Requirement: The provider must promote the good health of the children, take necessary steps to prevent the spread of infection and take appropriate action when they are ill.

2.2 ADMINISTERING MEDICINES

Policy Statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting (please also see communicable diseases information), we will agree to administer prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering prescribed medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had the medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings; the chairperson/manager is responsible for ensuring all staff understand and follow these procedures.

The manager and one other member of staff will oversee the administration of prescribed medication including completing any necessary forms.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.

- Parents must give prior written permission for the administration of emergency or essential medication (e.g., asthma pumps or EpiPens). The staff receiving the medication will ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:

    - full name of child and date of birth;
    - original box with prescription label;
    - name of medication and strength;
    - who prescribed it;
    - dosage to be given in the setting;
    - how the medication should be stored and expiry date;
    - any possible side effects that may be expected should be noted; and
    - signature, printed name of parent and date.

- Prescribed medication must be in-date and prescribed for the current condition.

- Dosage and administration details of prescribed medication must be visible on the original container. ONLY these defined dosages will be given.

- The manager or staff member will receive the child's prescribed medication and ensure the parent completes a consent form. Staff will be made aware verbally of any children on medication each day.

- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of the prescribed medicine. The medication record book records:

- name of child;
- name and strength of medication;
- the date and time of dose;
- dose given and method; and is
- signed by staff member who administers the medication and is verified by parent signature at the end of the day.

- If the child refuses to take the prescribed medication or staff are unable to administer it (e.g., in the case of a seizure) the parents will be called immediately.

- All other prescribed medication may only be administered by the child's parent who on arrival, must arrange with staff to come in during the day (preferably during the lunch break period) and bring and administer the medication to their child. Parents will be asked to sign the visitor's log.

- Nappy rash ointments should not be sent in as these cannot be applied. If a child has been given prescription medication which needs to be used during nappy changing times, staff will put the cream onto the child's nappy only (not on the skin).

Storage of medicines

- Children's emergency or essential medicines are stored in their original containers and are inaccessible to the children. Parents are asked to provide the prescribed medication to leave at the setting whilst the child is registered with us.

- All medication is stored safely in a named cupboard in the back room or refrigerated (in the kitchen) if necessary.

- For some conditions, prescribed medication may be kept at the setting. We have a staff member (EMMA RICHENS) who checks that any medication held - to be administered regularly or on an as and when required basis - is in date and returns any out-of-date medication back to the parent.

Regular medication

- A 'Regular Medication Form' (1/2 form) - available from the manager or a member of staff - must be completed by the parents for each prescribed medication.

- Prescribed regular medication that needs to be administered during Playgroup hours must be kept in their original containers which should show clearly the name and surgery of the prescribing doctor.

- All prescribed medication should be labelled with the child's name and must have written instructions, dosage and method of administration.

- If the administration of prescription medicines requires technical / medical knowledge and staff do not feel that advice and a demonstration from a parent is sufficient then individual training will be sought from a qualified health professional.

- If medication is administered it should be recorded on the medication record and the parent informed and asked to sign.

- All prescribed medication is given with two members of staff present - one to administer and one to witness.

- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

- If a child on medication has to be taken to hospital, the child's medication is also taken along with a copy of the consent form signed by the parent.

Children who have long term medical conditions and who may require ongoing medication

- A health care plan for the child will be drawn up with the parent outlining the staff's role.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g., changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. If this is the case advice will be sought from a health professional.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must be fully informed about each child's needs and/or medication.
- There will be one designated member of staff responsible for any prescribed medication that might be needed and the transport of it.
- Medication that needs to be taken on any trip is clearly labelled with the child's name. A copy of the consent form and medication record log - to record when it has been given - will also be kept with the medication.
- On returning to the setting and collection of the child, the parent will be asked to sign the medicine record log.

Legal framework

- Medicines Act (1968)

This policy was adopted by	Feltwell Playgroup
On	20.01.2026
Date to be reviewed	(on or before) 20.01.2027
Signed on behalf of the provider	J.I.
Name of signatory	Jonathan Irving
Role of signatory (e.g., chair, director or owner)	Committee Chairperson