

Administration of Medication Policy

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Introduction

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Health [3.59 – 3.62] as well as legislation Equality and Human Rights Commission and United Nations Convention on the Rights of the Child (1992). To this end, we have developed a policy that sets out how we will administer record and store medicines. This policy meets the EYFS specific requirements '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. Medicines must not usually 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)'. 'Medicine (both prescription and non-prescription) 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'. 'Providers must implement an effective policy on administering medicines. The policy must include effective management systems to support individual children with medical needs'.

Policy

As childcare providers we will ensure that we implement an effective procedure to meet the individual needs of a child when administering medicines. In order to achieve this, we will do the following:

Procedure

We will keep written records of all medicines administered to children in our care. We will inform parents when a medicine has been administered including the time and dosage and ask them to sign to acknowledge this. We will also request that parents inform us of the last time the medicine was given prior to arriving at the setting and again document this information and request a parental signature to confirm the details are correct.

We will store all medicines safely either on the top shelf of the fridge or the top shelf of a cupboard in the kitchen area. They will be stored strictly in accordance with the product instructions and in the original container in which it was dispensed.

We will work in partnership with parents to ensure the correct medication, dosage is given. If the administration of prescription medicine requires technical/medical knowledge then we will request training from a qualified health professional, specific to the child in question.

We will obtain prior written permission from parents for each and every medicine to be administered before any medication is given.

We will only administer prescription medication to the child if it is prescribed for by a doctor, dentist, nurse or pharmacist, within date and clearly labelled with the child's name, dose and frequency. We will only administer non-prescription medication such as pain and fever relief with parents' previous written consent and only when there is a health reason to do so. We will never administer medicines containing aspirin to a child under the age of 16 unless they have been prescribed by a doctor.

If we have a child in our care with long-term medical needs, then we will ensure that we have sufficient information about the child's medical condition and will work in partnership with parents and any other health professionals to assist the administration of any prescribed medication and the management of any other health needs.

Non-prescription medication

If a child requires a non-prescription medication to be administered, we will consider this on a case by case basis after careful discussion with the parent or carer. We reserve the right to refuse to administer non prescription medication. Non-prescription medicine does not require a GP prescription before GUAG can administer.

Procedure for administering medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a Medication Log, will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

Check that the Club has received written consent

Take steps to check when the last dosage was given

Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

Record all relevant details on the Record of Medication Given form

Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child's parent or carer, the designated person will record this on the Medication Log.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the Record of Medication Given.

Specialist training

Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

Conclusion

We will follow the above procedure to ensure that medication is given in a safe way, and that all medicines are documented in accordance with the above policy.

Signed _____ (Director and registered person)
Date _____

Signed _____ (Director and registered person)
Date _____

