

Administration of Medications for Illness Policy

Aim

Our provision is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for promoting health and hygiene and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare requirements.

This policy should be read in conjunction with the following policies: Accidents and Emergency Treatments; Poorly Children; Allergies and Food Intolerance.

Objectives

We promote health through:

- ensuring emergency and first aid treatment is given where necessary
- ensuring that medicine necessary to maintain health is given correctly and in accordance with legal requirements.

Key principles

Key persons are responsible for administering medication (where possible) to their key children; ensuring consent forms are completed, medicines stored correctly and records kept.

Administering medicines during the child's session will only be done if absolutely necessary.

If a child has not been given a prescription medicine before parents/carers must keep them at home for 48 hours to ensure no adverse effect, and to give it time to take effect. The setting manager must check the insurance policy document to be clear about what conditions must be reported to the insurance provider.

Where children have been prescribed antibiotics for an infectious illness or complaint, parents/carers must keep them at home for 48 hours.

Woodland Corner reserves the right not to administer antibiotics; if any such medication is required during the setting's opening hours it must be given by a parent/carer with agreement from the Manager.

Consent for administering prescribed medication

- Only a person with parental responsibility or Foster Carer may give consent.
- All medication must be signed on receipt, using the "Healthcare Plan for a Person with Medical Needs" form, clearly stating the correct dosage amount and time to be administered. All medication must be given to a member of staff to be stored correctly, and away from children not left in children's bags.
- Staff who receive the medication must check it is in date and prescribed specifically for the current condition. It must be in the original container. It must be labelled with the child's name and original pharmacist's label if prescribed.
- For medication dispensed by a hospital pharmacy, where the child's details are not on the dispensing label, we will record the circumstances of the event and hospital instructions as relayed by the parents/carers.

- Members of staff who receive the medication ask the parent/carer to sign a consent form stating the following information. No medication is given without these details:
 - Full name of child and date of birth
 - Name of medication and strength
 - Who prescribed it (if applicable)
 - Dosage to be given
 - How the medication should be stored and expiry date
 - A note of any possible side effects that may be expected
 - Signature and printed name of parent/carer and date.

A witness signs the medicine record book to verify that they have witnessed medication being given correctly according to the procedures here.

- A record of all medication administered will be kept; parents/carers will be required to sign and acknowledge this each day.

Storage of medicines

- All medication is stored safely in a first aid cabinet or refrigerated as required. Medication should be stored in its original containers and clearly labelled.
- The key person is responsible for ensuring medicine is handed back at the end of the day to the parent/carer.
- For some conditions, medication may be kept in the setting. Our Health and Safety Officer checks that any medication held in the setting is in date and will return any out-of-date medication back to the parent/carer.

Children with long term medical conditions requiring ongoing medication

- Risk assessment is carried out for children that require ongoing medication. This is the responsibility of the setting manager and key person. Other medical or social care personnel may be involved in the risk assessment.
- Parents/Carers contribute to risk assessment. They are shown around the setting, understand routines and activities and discuss any risk factor for their child.
- For some medical conditions, key staff will require basic training to understand it and know how medication is administered. Training needs is part of the risk assessment.
- Risk assessment includes any activity that may give cause for concern regarding an individual child's health needs.
- Risk assessment also includes arrangements for medicines on outings; advice from the child's GP's is sought if necessary, where there are concerns.
- A **health care plan form** is completed fully with the parent/carer; outlining the key person's role and what information is shared with other staff who care for the child. The care plan should include the measures to be taken in an emergency. Parents/Carers receive a copy of the care plan and each contributor, including the parent/carer, signs it.

- The plan is reviewed every six months (more if needed). This includes reviewing the medication, for example, changes to the medication or the dosage, any side effects noted etc.

Managing medicines on trips and outings

- Children are accompanied by their key person, or other staff member who is fully informed about their needs and medication.
- Medication is taken in a plastic box labelled with the child's name, name of medication, copy of the consent form and a card to record administration, with details as above.
- The card is later stapled to the medicine record book and the parent/carer signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled as above.

Staff taking medication

Staff taking medication must inform their manager. The medication must be stored securely in staff lockers or a secure area away from the children. The manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.

This policy was adopted at a meeting of

Woodland Corner

Held on (date) 11th March 2026

Signed on behalf of the Management Committee

Jess Brown

Role of signatory (e.g. chairperson etc.)

Chairperson

Review date

March 2027