



Administration of Medicine Procedure

Aim and Purpose

The aim and purpose of this procedure is to outline what will happen when medication needs to be administered at Stockton House Pre-School (the "Pre-School"), who will administer it, specific training needs and how it will be stored.

The outline will be in three sections: one-off medication; prescribed short term medication and prescribed long term medication.

The Procedure is formed in conjunction with the Statutory Framework for the Early Years Foundation Stage 2025 and Giving Medication to Children in Registered Childcare (OfSTED, 2020), in conjunction with the Medicines Act (1968).

One-off Medication

We hold a small stock of Calpol. This is only used when we have parental consent to use it should a child's temperature suddenly increase and we have notified the parents. This consent will be given over the phone with a follow up email/text from the parent, and the medication administered with a witness present. Once administered the staff member will complete the administration of medication form and the parent/carer collecting the child will then sign it.

If it is necessary to give a child Calpol whilst at Pre-School, the parents/carers **MUST** collect their child as soon as possible.

The administration of Calpol is not a substitute for going home; it is to help with the child's temperature whilst they wait to be collected.

Aspirin will not be administered to any child unless under prescription from a doctor

Prescribed Short-Term Medication

This is medication prescribed by a doctor/dentist etc that is for a specific amount of time i.e. 5, 7, 14 days and is usually antibiotics.

Parents will be expected to complete an administration of medicine form and provide the medication in its original container with a prescription label pertaining to that child. The medication will be given to the child by their key person and witnessed by another staff member. The medication will be given back to the parent at the end of the day and the process repeated each day until such time as that course of medication is finished. The form only needs completing once for each prescription and does NOT require a care plan.

Prescribed Long-Term Medications

This is medication that is prescribed by a doctor/dentist etc that is potentially for life, i.e. EpiPens® for anaphylaxis; diabetes, asthma inhalers or other such medication that is needed to support a child's health and wellbeing.

This medication is held at the Pre-School and the parents are required to complete a care plan that outlines the condition, what happens, what needs doing and who to contact. It also holds a medicine administration form for completion each time the medicine is administered (even if the child does it themselves).

These care plans are reviewed every year and updated as necessary by the parents or when the medication has expired, whichever is sooner.

The medicine and the care plans are kept in the child's classroom, out of reach of the child but easily accessible to the staff within the room. Where possible, the medicine will be administered by the child's key person / room leader; but all staff in room will be trained to administer.

Training

Where training is necessary for long term medication i.e. diabetes injections; this training must be provided by the appropriate authority and signed off by a medical professional. This must take place prior to the child starting at the Pre-School if the condition is known about before they start. If the child develops this condition whilst attending Pre-School the parents/carers must be prepared to attend the Pre-School to administer the medication until the appropriate training has been given to the staff by a trained medical practitioner. Children needing EpiPens® and diabetes injections are normally given care plans so that everyone knows what is needed to care for the child.

Storage

The storage of the medication will be in the child's classroom along with their care plans unless the medication needs to be stored in a fridge. The fridge used will be the fridge in the Utility Room.

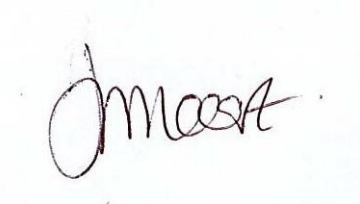
Any child with an EpiPen®, the parent must provide 2 EpiPens®, one is kept in the classroom and one kept in the classroom outside bag. This way if anything happens whilst the child is outside, the EpiPen® can be used straight away whilst someone goes to retrieve the 2nd EpiPen® and alert the office to contact 999 for an ambulance and then the parents (in this order). The administration of EpiPens® requires a call to 999.

Trips and Outings

- All medication will be taken in a sealed container along with corresponding instructions for use.
- Should a child need to be hospitalised, the medication, along with the record of administration of medications and consent, will accompany the child and staff member to the hospital. If a parent is taking the child, the record of administration goes with them.

Review

This Procedure has been reviewed and updated on 1st August 2025
by



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