



Administering Medicines Policy

Playhouse Pre-School

Statement of Intent

At Playhouse Pre-School, we believe that children who are unwell should remain at home until they are well enough to return to the setting. However, we recognise that some children may need medication during the day to maintain their health, manage a medical condition or support their recovery from an illness.

As a setting caring for children from 9 months to 4 years, we recognise that younger children and babies may have particular health and medication needs. We will work closely with parents/carers and, where appropriate, health professionals to ensure that medication is administered safely and in the best interests of the child.

Medication will only be administered where the setting has received written permission from the child's parent/carer for that particular medicine. This includes both prescribed and non-prescription medicines.

We will only administer medication where it is necessary for the child's health and wellbeing and where appropriate arrangements have been agreed with the parent/carer.

Consent

Parents/carers must provide prior written permission for the administration of each medicine. No medication will be administered unless the medication consent record has been completed and signed.

The record must include:

- Full name of the child
- Date of birth
- Name of the medication
- Strength of the medication, where applicable
- Dosage to be given
- Time or frequency the medication is to be given
- Instructions for administration
- Storage requirements
- Expiry date
- Name of the prescribing doctor or other relevant medical professional, where applicable
- Name and signature of the parent/carer
- Date consent was given
- Details of the member of staff receiving the medication

Written permission must relate to the specific medication being administered.

Parents/carers must keep the setting informed of any changes to their child's medication or medical needs.

Administration of Medication

Medication will only be administered by a member of staff who has been appropriately informed about the child's medication and understands the instructions for its administration.

Before administering medication, staff will check:

- The child's name
- The name and strength of the medication

- The dosage
- The time and frequency of administration
- The expiry date
- The instructions provided by the parent/carer and, where applicable, the medical professional
- That written parental consent is in place.

Medication must be administered in accordance with the instructions provided.

The administration of medication must be recorded accurately each time it is given.

The record will include:

- Date and time medication was administered
- Name/signature of the member of staff administering the medication
- Name/signature of the member of staff witnessing the administering of the medication

Parents/carers will be informed on the same day that medication has been administered, or as soon as reasonably practicable.

Staff Awareness and Confidentiality

Relevant staff will be made aware of children's medication and medical needs so that they can respond appropriately. Information about a child's medical needs will be shared only with staff who need the information to safeguard and care for the child. Information will be handled sensitively and in accordance with the setting's confidentiality and data protection procedures.

For babies and younger children, staff will ensure that medication arrangements are considered alongside the child's individual care routines and any relevant health or care plan.

Storage of medicines

All medication must:

- Be clearly labelled with the child's name
- Be in its original packaging
- Be within its expiry date
- Be stored safely and securely
- Be accessible to staff but inaccessible to children.

Medication requiring refrigeration will be stored in accordance with the manufacturer's instructions. Where medication is stored in a shared refrigerator or cupboard, it will be kept in a clearly labelled container or box.

Medication will be returned to the parent/carer when it is no longer required or when the child leaves the setting, where appropriate.

Staff will check medication regularly to ensure that it remains within its expiry date.

Long-Term Medical Conditions

Where a child has a long-term medical condition that requires ongoing medication or additional care, the setting will work with the child's parents/carers and, where appropriate, health professionals to establish safe arrangements.

An Individual Healthcare Plan or individual care plan will be developed where appropriate. This will identify the child's medical needs, medication requirements, possible symptoms or

triggers, actions to be taken and any emergency procedures. A risk assessment will be completed where necessary to ensure that the child's needs can be safely supported within the setting.

Relevant staff will be made aware of the child's needs and will receive appropriate information or training where required.

Training

Where the administration of medication requires specific medical knowledge or skills, appropriate training will be arranged with a suitably qualified health professional.

Staff will not administer medication that they have not been appropriately trained or instructed to administer where specialist knowledge or skills are required.

Where emergency medication is required, such as medication for anaphylaxis, asthma or another diagnosed medical condition, staff will follow the child's individual healthcare plan and emergency procedures.

Managing Medicines on Trips and Outings

If a child requires medication while attending an outing or trip, the medication will be taken with the child and stored safely. Medication will be clearly labelled with the child's name and will be accompanied by the relevant administration instructions and medication record.

A member of staff will be responsible for ensuring that the medication is available when required and that its administration is recorded. If a child requires emergency medical treatment while on an outing, staff will follow the setting's emergency procedures and contact the emergency services where necessary.

Staff taking medication

Staff who need to take medication during working hours must inform the Owner/Manager, where this is necessary to ensure their own safety and the safety of the children.

Staff medication must be stored securely and out of children's reach, preferably in the staff member's personal locker or another secure designated area. Staff must inform Owner/Manager of any medication that could affect their ability to safely supervise or care for children. A risk assessment will be completed where necessary.

Emergency Medication

Where a child has been prescribed emergency medication, such as an adrenaline auto-injector or inhaler, the setting will ensure that:

- Written parental consent is in place
- The medication is readily accessible to staff
- Staff know where the medication is stored
- Relevant staff understand when and how it should be administered
- The child's individual healthcare plan or emergency procedure is followed
- Parents/carers are informed following administration
- The administration is recorded.

In an emergency, staff will contact the emergency services where appropriate.

This policy was agreed by the staff of Playhouse Pre-School.

Adopted on 23rd April 2015 and will be reviewed annually.

Reviewed 16th September 2026 by Z. Munford