

Administration of medicine

Updated Nov 2025

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

All medication to be administered must be prescribed by a Doctor, Consultant etc

We cannot administer unprescribed paracetamol.

If a child has not been given a prescription medicine before, it is advised that parents keep them at home for 48 hours to ensure no adverse effect, and to give it time to take effect.

Consent for administering medication

- Only a person with parental responsibility (PR), or a foster carer may give consent. A childminder, grandparent, parent/carer's partner who does not have PR, cannot give consent.
- Staff who receive the medication, check it is in date and prescribed specifically for the child. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label if prescribed.
- Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with parents/carers and record the circumstance of the events and hospital instructions as relayed to them 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 side effects that may be expected
 - signature and printed name of parent/carer and date

Storage of medicines

All medicines are stored safely and as instructed on the container.

- At the end of the day any medicines not kept overnight in preschool will be handed back to parent/carer picking the child up and signed out. then signed back in as required.
- For some conditions, medication for an individual child may be kept at the setting.
- In these cases- a Healthcare Plan form must be completed. Our SENCO checks that it is in date and return any out-of-date medication to the parent/carer.

Record of administering medicines

A record of medicines administered is kept.

The medicine record, records:

- name of child
- name and strength of medication
- the date and time of dose
- dose given and method
- signed by key person/setting manager
- verified by parent/carer signature at the end of the day

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

- No child may self-administer. If children are capable of understanding when they need medication, e.g. for asthma, they are encouraged to tell staff what they need. This does not replace staff vigilance in knowing and responding.

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 SENCO. 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 are 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.

- Our SENCO will complete a Health care plan form with the parent/carer.
- 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.

- Medication is taken in a container labelled with the child's name, name of medication, copy of the consent form and record of administration, with details as above.
- If a child on medication must be taken to hospital, the child's medication is taken with them.

This policy was adopted at a committee meeting of Addingham Pre School	Date:
Signed on behalf of the committee	
Name of signatory and role	

