



Early Years Administration of Medication Policy	
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# The Elms Early Years & Pre Prep Administration of Medication Policy

## Introduction

At The Elms School we ensure that the wellbeing and individual needs of the children in our care are met. This means if a child requires medication as part of maintaining their health and wellbeing we will gather information as to why the child needs the medication and follow our procedure for administering the medication.

## Types of Medication

Providing that all relevant information has been gathered and permission has been given by parents/carers we can administer most common medication if necessary. All medication must be provided in its original packaging, accompanied by the full instruction leaflet and must be in date. We require parents/carers to give details about the medication dosage frequency and the duration the child requires the medication. This information must be obtained via our written permission form, verbal consent alone is never sufficient. Under no circumstances will staff alter the dosage, medication will only be administered in line with the dosage instruction on the label or prescription.

### The written permission form must show:

- Child's full name and date of birth
- Name of the medication
- Whether the medicine is prescription or non-prescription
- Dosage amount and frequency (must match label)
- Today's date
- Reason for requiring the medication
- Details of any special storage
- Time of the previous dose
- Signature of parent/carer
- Doses are given by the setting (date, time, dosage, signature of practitioner and parent/carer)

Written permission will be accepted once for a whole course of medication or general ongoing use of a medication. The school keeps all medication records securely and retains them in line with our Data Protection and Retention Policy.

***Parents/carers must notify The Elms School if any of this information changes whilst the child requires the medication. We will then require a new written permission form to be filled out.***

## Prescription Medicines

- Prescription medications can only be given if they are prescribed specifically for that child by a doctor, dentist, nurse or pharmacist.
- Prescription medicines must have the child's name and date of birth on the pharmacy label and be provided with full instructions.

## Non-Prescription Medicines

- Non-prescription medicines, such as pain relief, will only be administered when there is a health reason to do so.
- The Elms School will give parents/carers a permission form when their child is enrolled at the setting asking if they give consent for their child to receive medication such as paracetamol during certain circumstances. For example, if a child's temperature exceeds 38°C.
- The Elms School will always contact the child's parent/carer before administering medication.

- Non-prescription medication will not be administered on a long-term basis without written medical advice from a healthcare professional.

#### **Antibiotics**

- If a child is on antibiotics, they can attend if well enough. However, new reactions can occur even if the child has had the same medication before. Therefore, antibiotics must be taken for at least 24 hours at home before attending the setting.

#### **Medicines that the Elms School cannot administer**

- We will never administer medicines containing aspirin to a child unless prescribed by a doctor.
- We will never administer any medication that requires specialist training, unless fully trained.
- We will not give medication to a child with incorrect details on the pharmacy label, or if the medication is out of date.

#### **Administration of Medicine Procedure**

The staff member administering medication will be the School Matron and medically trained or be level 3 qualified and paediatric first aid trained.

They will check the medication permission form for the child's name, dosage, time due and expiry date. The member of staff who administers the medication will be witnessed by another member of staff. The staff member will fill out the dosage given and time on the record form and sign the form along with the witness.

#### **Medication storage**

All essential medications (inhalers, antihistamines, allergy pens etc.) will be taken with the member of staff responsible if the child leaves the setting. Other medications will be kept at the setting unless they need administering whilst away from the setting.

#### **Adverse reactions to medication**

New allergies and reactions can develop over time and each course of medicine should be treated as a new medication.

If a child is given a new medication, they are required to take it for at least 24 hours at home before attending the setting, even if they have had it previously.

The Elms School will call for immediate medical help and have the medication and its Instruction leaflet ready to show the medical professional.

When we receive medication we will always read the information leaflet so we are aware of the side effects. If a milder reaction occurs, believed to be medication side effects, The Elms School will contact the parents/carers and the child may need to be taken home and/or seek medical advice.