

Administering Medication Policy



If a child attending Kids2Day Pre-School requires medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. Staff at the setting will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at the Pre-School. If children carry their own medication (eg asthma inhalers) it must be the prescription label clearly visible, and the Pre-School staff will offer to keep the medication safe until it is required.

Prescription medication

Kids2Day Pre-School staff will only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

Non-prescription medication

If a child requires a non-prescription medication to be administered (e.g. calpol), we will consider this on a case by case basis after careful discussion with the parent or carer. This will include if a child has a temperature of 38°C or above. After administering the parent's child must come and collect from the setting.

Procedure for administering medication

A designated staff member will be responsible for administering medication with an additional staff member for witnessing. The designated person will record receipt of the medication on a **Medication Form**, will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that the setting has received written consent
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the **Record of Medication Given** form and both designated person and witness to sign.
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child's parent or carer, the designated person will record this on the **Medication Form**.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the **Record of Medication Given**.

Specialist training

Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

Changes to medication

A child's parent or carer must complete a new **Medication Form** if there are any changes to a child's medication (including change of dosage or frequency).

Long term conditions

If a child suffers from a long term medical condition the Pre-School will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the setting has a clear statement of the child's medical requirements. The setting will then create its own care plan and individual risk assessment which will be read and acknowledged by each member of staff within the setting and stored within a care plan folder for easy access.

This policy was adopted by: Kids2Day Pre-School	Date: 09.02.26
To be reviewed: February 2027	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Health [3.58-3.61]*