



Administration of Medication Policy

Lymestone Preschool staff will only administer medication when absolutely necessary and have procedures in place stated in this policy that will always be adhered to.

A signed permission form will always be required before any medication will be given, with the only exception of administering in an emergency, in this case staff will always try make contact via phone.

All designated staff responsible for administering medication to children must ensure consent forms are completed, medicines stored as stated, and records kept correctly and management are aware.

Parents/Carers are responsible for informing management email or phone of any medication that children are taking and following the procedures stated.

Children who have been prescribed antibiotics will have a 24-hour exclusion period from their first dose. This is to ensure there are no side effects and allows time for the antibiotics to start working.

Consent for administering medication

- Only a person with parental responsibility (PR), or a foster carer may give consent and complete an administration form. A childminder, grandparent, parent's partner who does not have PR, cannot give consent.
- When bringing in medicine, the parent must inform staff on arrival and hand medication directly to the member of staff.
- Staff who receive the medication, check it is in date and prescribed specifically for the child and their current condition. 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.
- 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 and record the circumstance of the events and hospital instructions as relayed to them by the parents.
- Members of staff who receive the medication will ask the PR person to sign a parental agreement to administer medication. No medication will be given without these details.

Storage of medicines

All medicines within the setting will be stored according to the stated instructions. Children's medication is stored in a designated medication box in the preschool kitchen that is out of reach of children. Any refrigerated medication is stored in the fridge in the kitchen (Top shelf)

Administering medication

Staff administering medication will always have a witness present, both will check the medication, and amount is correct for the child before administering. Medication will then be stored back in original packaging stored correctly until collection.

After the medication is administered staff will record the following information:

- Date and time of dose
- Dose given and method

- Signed by staff member who administered, and counter signed by witness (manager where possible)
- On collection parent to sign to confirm medication is back in their possession and information of administered medication is passed across.

No child may self-administer. If children can understand 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.

Record of administering medicines

A record of medicines administered is kept in the Kitchen next to the medication box. Children with regularly taken medication will have a designated section which will include their care plan as well as a routinely taken medication form.

Medication consent forms will include:

- Name of child
- Childs DOB
- Medical condition or Illness
- Name of medication
- Date dispensed
- Expiry date
- Review date (for regularly taken medication)
- Dose and method of administration
- Time to take
- Special precautions
- Potential side effects
- Procedures to take in an emergency
- Signature of Parent

Children with long term medical conditions requiring ongoing medication

A Care plan form is completed fully with the parent; outlining the condition, signs to look out for, actions to take and the medication prescribed.

Parents will be asked to complete a parent agreement to administer medication for each prescribed medication.

For some medical conditions, key staff will receive basic training to understand it and know how medication is administered.

A record of routine medication will be completed after each administration of medication and a signature from parents at the end of the day will be collected.

The care 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

Children are accompanied by their key person, or another staff member who is fully informed about their needs and medication.

Medication is taken in a plastic box or zip lock bag labelled with the child's name and name of medication

If a child on medication must be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled as above.

Staff medication

Staff taking medication must inform their manager, this information is stored securely in the office alongside the personnel files. The medication is stored on the office away from the children in a locked cupboard. The manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.

Agreed by Lympstone Preschool Committee

Date: 24/08/2023

Last Reviewed

Date: 05/08/2025