



Administration of Medication Policy

Lymestone Preschool is committed to supporting children's health and wellbeing while ensuring medicines are administered safely and appropriately. Medication will only be administered when absolutely necessary and in accordance with this policy.

All designated staff responsible for administering medication must ensure that parental consent has been obtained, medicines are stored safely, records are maintained accurately, and management is informed of all medication administered within the setting.

Parents/carers are responsible for informing the preschool of any medication their child is taking and for following the procedures outlined in this policy.

Consent for Administering Medication

Lymestone Preschool will only administer prescription medicines that have been prescribed for the individual child by a doctor, dentist, nurse, or pharmacist.

Only a person with parental responsibility (PR), or a foster carer, may give consent for medication to be administered and complete the relevant medication forms. A childminder, grandparent, or a parent's partner who does not hold parental responsibility cannot provide consent.

When bringing medication into the setting

parents/carers must:

- Inform a member of staff on arrival.
- Hand the medication directly to a member of staff.
- Complete and sign the required medication consent form.

Staff receiving medication

will:

- Check that the medication is in date.
- Confirm that it has been prescribed specifically for the child and their current condition.
- Ensure that it is supplied in its original container and has not been transferred into another bottle or container.
- Check that the original dispensing label is present and clearly identifies the child.
- Medication dispensed by a hospital pharmacy may not always display the child's details on the label. In these circumstances, staff will verify the medication with the parent/carer and record any instructions provided by the hospital.

No medication will be administered without appropriate written consent.

Storage of Medicines

All medicines will be stored in accordance with the manufacturer's instructions.

Children's medication will be stored in a designated medication box in the preschool kitchen, out of the reach of children.

Medication requiring refrigeration will be stored on the top shelf of the kitchen refrigerator.

Emergency medication, such as asthma inhalers or adrenaline auto-injectors (for example, EpiPens), will be stored in an agreed accessible location known to all relevant staff while remaining inaccessible to children.

Administering Medication

Medication will only be administered by authorised members of staff.

Whenever medication is administered:

- Two members of staff will be present.
- Both staff members will check the child's identity, medication, dosage, method of administration, and expiry date before administration.
- The medication will be returned to its original packaging and stored appropriately following administration.

Following administration, staff will record:

- The child's name.
- The date and time of administration.
- The name of the medication.
- The dose administered and method of administration.
- The signature of the staff member administering the medication.
- The signature of the witnessing staff member.

Parents/carers will be informed on the same day that medication has been administered, or as soon as reasonably practicable. On collection, parents/carers will sign to confirm that they have been informed and that any medication has been returned to their possession.

Children will not self-administer medication. However, children who are able to recognise when they require medication, such as an inhaler for asthma, will be encouraged to inform a member of staff. This does not replace staff responsibility for monitoring and responding appropriately to children's medical needs.

Non-Prescribed Medicines

The preschool does not routinely administer non-prescribed medicines.

Non-prescribed medicines, including paracetamol, ibuprofen, cough medicines, teething gels, and similar products, will only be administered where this forms part of an individual healthcare plan or in exceptional circumstances authorised by the manager and supported by parental consent.

Record Keeping

A record of all medication administered will be maintained and stored securely alongside medication records.

Children who require regular or ongoing medication will have an individual healthcare plan and a designated medication record.

Medication consent forms will include:

- Child's name.

- Child's date of birth.
- Medical condition or illness.
- Name of medication.
- Date dispensed.
- Expiry date.
- Review date, where applicable.
- Dose and method of administration.
- Time medication should be administered.
- Any special precautions.
- Potential side effects.
- Procedures to follow in an emergency.
- Signature of the parent/carer.

Medication Errors

Any medication error, including a missed dose, incorrect dose, incorrect medication, or administration to the wrong child, will be reported immediately to the manager.

Parents/carers will be informed without delay, appropriate medical advice will be sought where necessary, and an incident record will be completed and retained in accordance with the preschool's record-keeping procedures.

Children with Long-Term Medical Conditions

Children who require ongoing medication or emergency medication will have an individual healthcare plan completed in partnership with parents/carers.

The healthcare plan will include:

- Details of the child's medical condition.
- Signs and symptoms to be aware of.
- Actions staff should take.
- Details of prescribed medication.
- Emergency procedures, where applicable.

Children requiring emergency medication, such as asthma inhalers or adrenaline auto-injectors, will have medication readily accessible to staff at all times while remaining inaccessible to children.

Only staff who have received appropriate information, instruction, and training, where required, will administer medication.

A record will be completed each time routine medication is administered, and parents/carers will be asked to sign the record at the end of the day.

Healthcare plans will be reviewed every six months, or sooner if there is a change in the child's condition, treatment, or medication requirements.

Monitoring Medication

The manager will ensure that medication held within the setting is checked regularly to ensure it remains in date and suitable for use.

Parents/carers will be informed when replacement medication is required.

Managing Medicines on Trips and Outings

Children requiring medication during outings will be accompanied by their key person or another member of staff who is fully informed of the child's needs and medication requirements.

Medication will be transported in a clearly labelled container displaying the child's name and the name of the medication.

Where a child requiring medication needs hospital treatment during an outing, their medication and relevant healthcare information will accompany them.

Staff Medication

Staff taking medication that may affect their ability to carry out their role safely must inform the manager.

Information regarding staff medication will be stored securely alongside personnel records.

Any medication brought into the setting by staff will be stored safely in a locked cupboard within the office and out of the reach of children.

The manager will undertake a risk assessment where necessary and take appropriate action if medication may affect a staff member's ability to perform their duties safely.

This policy was approved by Lympstone Preschool Committee, and will be reviewed annually, or sooner if legislation, guidance or operational requirements change.

Reviewed: 05/06/2026