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**Administering Medicines Policy and Procedures**

We ensure the safe and appropriate management of children's health and well-being.

**Purpose:**  
The purpose of this policy is to ensure that medicines are administered safely and appropriately to children while at the preschool, in accordance with their individual health needs, and in compliance with relevant legislation.

**Scope:**  
This policy applies to all staff, children, and parents at Fledglings Montessori Preschool.

**1. Policy Statement**

At Fledglings, we are committed to promoting the health and safety of the children in our care. This policy outlines how we will ensure the safe administration of medicines, and the procedures that staff will follow when administering any medication to children.

**2. Aims**

* To ensure that staff are aware of their responsibilities when administering medication.
* To ensure that all medicines are given in accordance with written consent from parents/carers.
* To ensure that any child who requires medication during preschool hours receives it as prescribed.
* To ensure that any health conditions, such as allergies or long-term illnesses, are appropriately managed.

**3. Administration of Medicines**

* **Parental Consent:** No medication will be administered to a child without written consent from the parent or carer. Consent forms will be completed and signed by the parent for any prescription or non-prescription medication.
* **Medication Storage:** All medicines must be stored safely and securely, out of the reach of children. Some medications may need to be stored in a locked cabinet or fridge (e.g., insulin). A clear system of recording medicine storage will be maintained.
* **Administration of Medicine:** Only staff who have received appropriate training will administer medication to children. Staff will follow the instructions on the medication label and only administer medication that is prescribed for the child.
* **Record Keeping:** A medication administration record will be maintained for each child on My Montessori Child under Need to know, Medication, which will include the name of the child, the name of the medicine, dosage, time and date of administration, and the name of the staff member who administered the medication. Parents must sign and acknowledge this record.

**4. Emergency Procedures**

In the case of an emergency, where the child has an adverse reaction to the medication, the following steps will be taken:

* The child will be immediately observed for any signs of an allergic reaction.
* Emergency medical assistance will be sought if necessary, and parents will be contacted as soon as possible.
* A record will be made on My Montessori Child in Need to know/ accident or incident record will be completed, and OFSTED will be notified if required.

**5. Types of Medication Administered**

* **Prescription Medication:** All prescription medication will only be administered according to the instructions provided by the prescribing doctor. This includes inhalers for asthma, EpiPens for allergies, and other prescribed treatments.
* **Non-Prescription Medication:** Over-the-counter medications (e.g., pain relief, teething gels, etc.) will only be administered with written consent from the parent or carer and in accordance with the manufacturer’s instructions. However, we believe that children who are sick should be at home until they are well enough to return to the preschool.

**6. Special Health Conditions**

* **Allergies:** A list of children’s allergies will be maintained, and staff will be informed of any special dietary or medical needs. This will be documented on My Montessori Child under Child details, Allergies and intolerances/Health conditions.
* **Asthma/Anaphylaxis:** Any children with asthma or a history of anaphylactic reactions will have an Individual Health Care Plan (IHCP), which will be reviewed regularly. This is recorded on My Montessori Child under Child details: Health conditions.
* **Long term medical conditions:** A full risk assessment will be carried out for any child with a long term medical condition that might require ongoing medication.

**7. Staff Training and Qualifications**

* Staff members who are involved in the administration of medication will receive training in the safe handling and administration of medication.
* Staff will be regularly updated on first aid and emergency procedures, including the use of an EpiPen and inhalers.

**8. Parental Responsibilities**

Parents are responsible for:

* Providing accurate information regarding their child’s medical needs.
* Ensuring that medications are in their original packaging, with clear instructions for dosage.
* Informing preschool staff of any changes to their child’s health status or medication.

**9. Policy Review**

This policy will be reviewed annually or sooner if there are any significant changes to regulations or practices. Parents, staff, and any other relevant persons will be consulted during this process.

**Legal Requirements and References:**

* **The Early Years Foundation Stage (EYFS) Statutory Framework:** Specific requirements for the administration of medication are outlined in the EYFS framework, which is a statutory document for all early years providers in the UK.
* **Health and Safety Executive (HSE):** Guidelines on managing medication in schools and early years settings.
* **The Medicines Act 1968:** Defines the legal responsibilities for medication administration.
* **Data Protection Act 2018 (GDPR):** Ensures that medical information about children is handled securely and in accordance with data protection laws.