

Date: July 2024

Review date: July 2025

Responsibility: AP

Bishop Challoner School



Administering Medication EYFS Policy



Bishop Challoner School

Administering Medication Policy EYFS

Whilst we understand that children often become unwell, it is in the best interests of the child and in the interests of limiting cross-infection if the child stays at home until they are completely well, especially in the presence of Pyrexia (elevated temperature.)

Antibiotics should be administered outside of school hours and you can speak to your prescribing doctor about this. You are welcome, should you wish, to come to the setting and administer a lunch-time dose, should the child attend all day. However, it is best that the child receives any *new* medications for at least 48 hours before returning them to Pre-Preparatory School to minimise the risk of adverse reaction. Pre-Preparatory School staff will not administer antibiotics during the school day.

It is not our policy to administer medications, (apart from life-saving medication) and as such, staff will only administer lifesaving medications or those as part of a chronic type illness such as the administration of oral medication or asthma inhalers etc. to treat a chronic or allergic type illness.

We will only administer medications that are prescribed by a doctor, or appear as part of a protocol i.e. in the presence of a known allergy, under the recommendation of a doctor.

If, as a parent, you wish us to administer these types of medications; i.e. antihistamines, Epi-pen or other oral medications, then the following procedure should be followed:

Written permission is required and a consent form should be signed and completed by the child's parent. The consent form contains the following information:

- Child's name
- Date of Birth
- Name of medication & what it is used for
- Name of prescribing doctor
- Dosage to be given and when
- How the medication should be stored and expiry date
- What symptoms may be seen to assess need for emergency administration i.e. swelling to lips, itching to tongue (in the case of allergic reaction)

Consent forms must be signed and dated.

Parents/Carers are responsible for monitoring expiry dates; this is not the duty of the setting.

Only medicines that are labelled with a pharmacy label demonstrating it is a prescription from a doctor will be administered, not over the counter alternatives. Antihistamines which are purchased over the counter but act as part of an allergic protocol will be accepted as the only exception to this rule.

Once consent is received, the child's medicine will be stored securely in a locked cupboard. All staff will be briefed on the child's needs and any emergency protocols.

Medicines should be handed to the setting in a clear plastic box, with the child's photograph and name on the top. A copy of the consent form and any other care plan/protocol will be kept inside the box. All emergency phone numbers should be clearly marked on the box. Parents must keep the Head of EYFS and child's designated Key Worker informed regarding changes to contact telephone numbers/email addresses.

Where medication is administered to a child, this will be recorded by the administering practitioner, and parents/carers will be informed on the same day. The parent/carer will be asked to sign a medication administration sheet on collection to clearly highlight that medication has been given during the school day. Staff members should inform the Head of EYFS, or Assistant Head of EYFS prior to the administration of a medication, if possible. Staff will exercise good judgement when off site i.e. on trips or at Forest School.

The child's Key Worker is responsible for administering routine medications and in the case of emergency, staff on duty will administer. Staff members should inform another first aider, preferably, the Head of EYFS or Assistant Head of EYFS, prior to the administration of a medication, if possible. *No child will be allowed to self-medicate.* Should staff require any specific training for specific needs or medications, this will be arranged as soon as possible. In providing for the best needs and safety of the child, training may need to be completed prior to the child starting at the setting. Copies will be required if any child is using a care plan as part of a long-term treatment plan or condition.

Paracetamol or Ibuprofen will not be administered to children within the setting, unless it is part of a treatment plan as recommended by a doctor. Any protocol for this should clearly indicate the dosage of Ibuprofen/Paracetamol and when this should be administered.

If medicines are required to be administered *regularly*, then the Head of EYFS will discuss this with the parents and seek advice directly for the child's GP, specialist consultant, Health visitor or other professional, with permission from the parents, if felt necessary.

Date: July 2024

Review date: July 2025

Responsibility: AP