



Administration of Medication Procedure

Statutory Framework: Staff qualification, Training Support and Skills:

Health-Medicines: 3.44 & 3.45 & 3.46 (specific legal requirements)

Legislation links:

SEN & Disability Act (2001)

Human Medicines Regulations (2012)

Guidance on Infection Control in Schools and Other Childcare Settings

Special Educational Needs and Disability Code of Practise: 0-25 years

This procedure should be read in conjunction with the sickness section of our Health and Safety policy, which explains that children should be cared for at home until they are well enough to return to the setting.

- Staff at Ditton Church Pre-School will only administer prescribed medication to a child within agreed guidelines. This will commonly be overseeing self-administration of an asthma inhaler
- Children taking prescribed medication must be well enough to attend the Pre-School
- Children's prescribed drugs are stored in their original containers, are clearly labelled with the Pharmacy label and are inaccessible to the children. During the session they are stored in the kitchen, in the fridge if necessary and after hours locked away in a filing cabinet. The only exception to this is when a child requires an Epipen. In this instance, the Epipen will be kept in the child's bag, and hung next to the evacuation pack.
- Parents give prior written permission for the administration of medication. This states the name of the child, the dose and times, or how and when the medication is to be administered and is signed by the parents
- The administration is recorded accurately on an 'administration of medication' form each time it is given and is signed and countersigned by staff. Parents sign the form to acknowledge the administration of a medicine. If parents have already administered a medicine before arriving at the setting they must inform staff both verbally and in writing, stating the time and dose given, to avoid overdosing
- In respect of children with long term or complex medical needs, we will gather sufficient information about the medical condition. A health care plan will be implemented in partnership with parents and relevant health care professionals



- The care plan will be regularly reviewed and will have details of the child's condition, special requirements such as dietary needs, possible side effects of medication, what constitutes an emergency, what action to take in an emergency and who to contact in the event of an emergency.
- It will be assumed that if a child needs temperature reducing or pain relief medication that they are not well enough to be at the setting: therefore staff will not administer this kind of medication unless it is prescribed by a doctor.

This procedure was adopted by the:

Ditton Church Pre-School Management Committee

Date:

June 2025

Signed on behalf of the Management Committee:

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Role of signatory:

Chair of Management Committee

Next review date:

June 2027