



AYSGARTH SCHOOL

EYFS Administration of Medicines

Reviewed: September 2026
Member of Staff responsible for this policy: Anna Brown
To be reviewed: September 2027

Administration of Medicines (EYFS)

Policy Statement

In line with the Statutory Framework for the Early Years Foundation Stage (EYFS), this policy outlines the safe storage, recording, and administration of medicines to children in the EYFS.

The School recognises that while most children will not routinely need medication during the day, there may be occasions when children are well enough to attend but still require prescribed or emergency medication. The administration of medicines forms part of the School's wider safeguarding responsibilities. Staff must ensure that children's health needs are met safely, that medication is administered only when appropriate, and that accurate records are maintained.

Recording and Documentation

A written record is completed and signed every time medicine is administered to a child using the Pre-Prep (including EYFS) Medication Administration Record.

The record includes:

- the child's name;
- the name and dosage of the medicine;
- the date and time of administration;
- the reason for administration;
- the name and signature of the person administering the medicine.

Medicine administration records are retained securely through the School's agreed medical recording systems and communicated to parents/carers through ARC Care Diary where appropriate.

Accident and first aid records are maintained separately in accordance with the School's First Aid and Medical Policy.

Parents/carers are required to provide written consent before medication can be administered.

Storage of Medicines

Prescription medicines (e.g. antibiotics): stored in their original container in the lockable cupboard or lock box in the fridge in the Pre-Prep Kitchen (locked).

Non-prescription medicines (e.g. Infant Calpol, Nurofen): stored in their original containers in a locked drugs cabinet in the Pre-Prep Kitchen.

Non-prescription medicines will only be administered where there is a specific healthcare need, parental consent has been obtained, and administration is considered appropriate by the School.

Emergency medication, including inhalers and adrenaline auto-injectors, is stored in clearly identified locations which are accessible to trained staff at all times and not locked away. Medication accompanies children when required for activities away from their usual classroom environment.

Staff responsible for supervising children are made aware of the location of emergency medication.

Staff medication: must be stored securely, out of children's reach, at all times.

All medicines must be clearly labelled with the child's name, dosage instructions and expiry date. Expired medicines will not be administered and will be returned to parents/carers or disposed of safely.

Administration of Medicines

- Medicines are administered only by appropriately trained and authorised members of staff. Within EYFS, this includes the Pre-Prep Secretary and named Full Paediatric First Aid trained staff (see staff list below). Wherever possible, two members of staff will be present when administering medicines to provide an additional checking procedure and maintain safeguarding practice.
- Parents complete and sign an authorisation form before medicine is given.
- For school-held medicines (e.g. emergency Calpol or Nurofen): Written parental permission is obtained when the child joins the setting.
- If administration is necessary (e.g. sudden high temperature), staff will contact the School Nurse and telephone the emergency contact to advise parents and seek additional verbal consent.
- This will only be used as an interim measure until the parent/carer arrives.
- Controlled Medicines - Where a child requires a controlled medicine, this will be managed in accordance with the School's Medical Policy. Storage, recording and administration will follow appropriate legal requirements and agreed procedures.

Care Plans

Children with ongoing medical conditions, allergies or healthcare needs will have an individual healthcare plan developed in consultation with parents/carers, relevant medical professionals and the School Nurse. These plans will be reviewed regularly and whenever the child's needs change.

Written parental authorisation will be obtained for the ongoing management of medication.

Administration of medicines is recorded on the medicine form and uploaded onto iSAMS and the ARC Care Diary where appropriate.

Communication with Parents/Carers

Parents are informed **on the same day** (or as soon as reasonably practicable) if their child has had an accident, injury, or received first aid treatment. Parents/carers will also be informed whenever medication has been administered.

All incidents and first aid administration are recorded in accordance with the School's procedures and communicated with parents/carers through ARC Care Diary, telephone communication or in person at collection, depending on the nature of the incident.

All EYFS staff hold a current and Full **Paediatric First Aid (PFA) qualification**.

The school nurse books all First Aid training and ensures that staff are up to date and qualifications remain valid.

A list of staff with a current Paediatric First Aider qualification is displayed on the **EY Notice Board** and in the **EY Classroom**:

Mrs Anna Brown
Miss Claire Parker
Ms Joanna Rawson

Staff Medication

Practitioners taking medication which may affect their ability to care for children must seek **medical advice**. Any staff medication brought onto the premises must be **securely stored** and kept **out of children's reach**.

Policy References:

- Care of Pupils and Boarders and Medical Policy (including Administration of Medicine)
- EYFS Policy
- Child Protection and Safeguarding Policy
- Code of Conduct for Teaching and Support Staff