



## **St Bede's Childcare Ltd**

### **Medication Policy**

#### **EYFS Legal Requirement:**

Providers must promote the good health of children and take necessary steps to prevent the spread of infection. Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist. Providers must keep a written record each time a medicine is administered. (EYFS 2024, 3.45–3.47)

#### **Policy Statement**

St Bede's Childcare is committed to promoting the health, safety, and wellbeing of all children in our care. We will ensure that medicines are stored, administered, and recorded safely and appropriately, and that children's individual health needs are fully supported.

This policy operates in line with our **Safeguarding and Child Protection Policy**.

#### **General Principles**

- Medicines will only be administered with **prior written parental consent**
- A written record will be kept of **all medication administered**, including:
  - Child's name
  - Name of medication
  - Dosage
  - Time given
  - Name and signature of the staff member administering
- Wherever possible, medicines should be **prescribed by a healthcare professional**
- Non-prescribed medication may be administered with **written parental consent and clear dosage instructions**

#### **Administration of Medication**

- Only **trained and authorised staff** will administer medication
- Medication must:
  - Be in its original container
  - Be clearly labelled with the child's name
  - Include dosage instructions
  - Be in date
- Two members of staff will be present:
  - One to administer
  - One to witness and record



- Parents/carers will be informed of any medication administered on the same day

### **Non-Prescribed Medication (e.g. Paracetamol)**

- Will only be administered:
  - With **written parental consent**
  - When the child is showing symptoms (e.g. pain, high temperature)
  - Following clear dosage instructions
- Parents will be contacted prior to administration where possible
- The child will be monitored closely after administration
- If symptoms persist or worsen, parents will be asked to collect their child

### **Antibiotics**

- The first dose must be given at home to monitor for adverse reactions
- Children should remain at home for at least **24 hours after starting antibiotics**, where possible
- Antibiotics will only be administered with written consent and in line with prescription instructions

### **Long-Term and Specialist Medication**

For children requiring ongoing or emergency medication:

- A **care plan** will be completed with parents/carers
- Staff will receive appropriate **training** where required
- Medication will be easily accessible in case of emergency (e.g. inhalers, EpiPens)
- Regular reviews will take place with parents and professionals

### **Storage of Medication**

- Medication will be stored:
  - In a **secure, locked cabinet**, or
  - In a safe, accessible place if required for emergency use
- All medication will be clearly labelled and checked regularly for expiry dates

### **Refusal of Medication**

- If a child refuses medication:



- Staff will not force administration
- Parents/carers will be informed immediately
- The refusal will be recorded

### **Hygiene and Safety**

- Staff will follow appropriate hygiene procedures when administering medication
- Gloves will be worn where necessary
- Medication will never be left unattended

### **Staff Medication**

- Staff medication must be stored securely and away from children
- Staff must ensure their medication does not impact their ability to care for children safely

### **Safeguarding**

- Any concerns regarding a child's health, medication, or wellbeing will be treated as a **safeguarding concern**
- Concerns must be reported to the **Designated Safeguarding Lead (DSL)** immediately

### **Working with Parents/Carers**

We will:

- Work in partnership with parents to meet children's health needs
- Ensure clear communication about medication requirements
- Provide records of all medication administered