



Laugh and Learn Pre-School

Administration of Prescribed Drugs or Medicines and sickness Policy

(To be read in conjunction with our Covid-19 Policy)

General Welfare Requirements in accordance with the EYFS

Providers must take all necessary steps to keep children safe and well. Providers must promote the good health of children attending the setting

Policy Statement

At Laugh and Learn Pre-School it is not our policy to care of sick children and they should be kept at home until they are well enough to return to pre-school. We will however agree to administer drugs/medication in order to assist in maintaining their health and well-being when they are recovering from an illness or suffering from an ongoing medical condition.

In many cases, it is possible for the child's Medical Practitioner to prescribe drugs/medicine that can be taken at home in the morning and evening, and this should be requested as far as possible. Administering drugs/medicines will only be done where it would be detrimental to the child's health if not given in pre-school. If a child has been prescribed a drug/ medication that they have not taken before it is strongly advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse side effects and to allow time for the medication to become effective.

Sickness

Children must be kept at home at home for a **full** 48 hours after a last bout of sickness and diarrhoea and if they have had a temperature, they must be free from the temperature for 24 hours before returning. therefore, if your child has a temperature overnight, please do not send them in until 24 hours has passed with them being temperature free.

If your child needs calpol please do not send them as this means they are not well enough to attend.

We will also always maintain high hygiene levels, washing hands and toys regularly to try to minimise the spread of bugs as much as possible.

Procedures

Requirements before the administration of drugs/medication can take place

- ❖ Children taking prescribed drugs/medication must be well enough to attend pre-school.
- ❖ Only drugs/medication prescribed by the child's own Medical Practitioner can be administered, and it must be in-date and prescribed specifically for the child in respect of the current condition.
- ❖ The prescribed drugs/medicines must be stored in their original containers, clearly labelled by the pharmacy and will be stored in such a manner so they are inaccessible to the children.
- ❖ An authorisation form must be completed by the Parent giving consent for us to administer the drugs/medication and providing the following information:
 - full name of child and date of birth;
 - name of drug/medication and expiry date;
 - who prescribed it;

dosage to be given in the pre-school;
how the drug/medication should be administered/stored;
any possible side effects that may be expected that should be noted;
a signature, printed name of parent and date.

Persons who can administer drugs/medication

Only a trained nurse or qualified first aider may administer the drug/medication and it must be witnessed by another qualified first aider or qualified Supervisor.

Requirements following the administration of medication

The administration of any drug/medication must be recorded accurately on the medication register each time it is given, signed by the member of staff who administers it, and signed by the member of staff who witnessed it. Parents will be required to sign the medication register at collection time to acknowledge the administration of a medicine. The medication register records the following details:

- ❖ Child's name and DOB
- ❖ name of prescribed drug/medicine
- ❖ dosage given;
- ❖ date and time of administration;
- ❖ name/signature of person administering the drug/medicine;
- ❖ name/signature of person witnessing the administration;
- ❖ time parent informed;
- ❖ signature of parent;
- ❖ confirmation of when drug/medicine returned to parent.

Storage of medicines

- ❖ All medication is stored safely in a clearly marked box and kept out of reach of children in the kitchen area. Medication which requires refrigeration will be stored in the fridge which is also inaccessible to children. All medication must be clearly labelled with the child's full name.
- ❖ If the administration of prescribed medication requires medical knowledge, individual training will need to be provided for a relevant member of staff by a health professional.
- ❖ No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they are encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires such medication.

Children who have long term medical conditions and who may require on ongoing medication

- ❖ A risk assessment will be carried out for each child with long term medical conditions or that require ongoing medication. This is the responsibility of the Owner/Manager or Qualified Supervisor alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- ❖ Parents will also be asked to contribute to the risk assessment and will be shown around the pre-school, understand the routines and activities and so they can point out anything which they think may be a risk factor for their child.
- ❖ For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The potential training needs for staff will form part of the risk assessment.
- ❖ The risk assessment includes arrangements for taking medicines on outings and the child's Medical Practitioners advice will be sought if necessary where there are concerns.

- ❖ A health care plan for the child will be drawn up with the parent outlining the role of the Staff and the information that must be shared with all of those who provide care for the child.
- ❖ The health care plan will include the measures to be taken in an emergency.
- ❖ The health care plan will be reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- ❖ Parents will receive a copy of the health care plan for approval.

Managing medicines on trips and outings

- ❖ If the children are going on outings, the staff accompanying them must include a member of staff who is fully informed about their individual medical needs and a risk assessment must be completed.
- ❖ Medication for each child must be clearly labelled with the child's name, name of the medication, a copy of the consent form and the medicines register on which to record (as above) when it has been given.
- ❖ If a child on medication has to be taken to hospital, the child's medication, consent form and administration register must accompany them.
- ❖ This procedure is to be read alongside the Outings Policy.

Monitoring and Review

These procedures are written in line with the EYFS guidelines and the Owner/Manager is responsible for ensuring all staff understand and follow these procedures. The Owner/Manager, Qualified Supervisor or trained First Aider is responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

This policy links in with the following EYFS key themes and commitments:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child	

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the Spring term of 2026.

Signed: *Sharon Bennett*

Dated: February 2026

This policy will be reviewed in the Spring Term of 2028

**Laugh and Learn Pre-school, West Tarring Young Peoples` Hub, 9b High Street,
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Permission to Administer Medicines

I give permission for Sharon Bennett, Owner/Manager Laugh and Laugh Pre-School or one of her First Aid Qualified Staff, to administer the following medication as details below to my child:

Child's Name And DOB	Name of Drug /medication	Prescribe by:	how to be stored, expiry date	Possible side effects
Dosage, time/frequency	How to be administered	Parents Signature	Printed Name	Date

Medication Register

[illegible]

Medication Register Continued

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