



Young Friends Kindergarten

Medication Policy

Reviewed: August 2025

Next Review: August 2026

Written by: Louise Lloyd-Evans

Our Values

Our approach to medication is centred on safety, trust and partnership:

- **Sustainability** – Thoughtful systems that protect health and avoid misuse
- **Respect** – Clear communication with families and respect for individual health needs
- **Authenticity** – Honest, transparent and precise procedures
- **Supportive Leadership** – Confidence through training, delegation and supervision
- **Community** – Working together with parents, health professionals and one another

Policy Statement

We work in close partnership with families to ensure all medication is administered safely and responsibly.

Our procedures meet the legal requirements set out in the EYFS (2024), which states that:

“Providers must have and implement a policy, and procedures, for administering medicines.”

This policy covers both child and staff medication.

Aims and Purpose

- To safeguard the health of children and staff
- To manage medication according to government guidance
- To ensure all records are accurate and secure
- To train staff and build confidence in our procedures
- To promote communication and clarity with families

Applicability

- All staff
- All families and children
- Visitors with medical needs

Child Medication Procedures General

Rules

- Prescription-only medication is only given if prescribed by a doctor, nurse, pharmacist or dentist.
- Non-prescription creams (e.g. teething gel, skin balm) may be used **only with written parental consent** via a medication form.
- Non-prescription Calpol is only given for **teething or post-vaccination**, not for illness.
- If a child needs Calpol for a temperature or illness, they must stay at home.
- The setting holds a backup supply of paracetamol for **emergency use only**, such as waiting for collection during a high temperature.

Administration

- **Only First Aid trained staff** administer medication, with a second adult witnessing.
- Both staff must sign the medication form on Family.
- Parents must hand medication to a supervisor in its **original container**, with a pharmacy label and clear instructions.
- Staff will not administer the **first dose** of any new medication unless it is emergency medication (e.g. Epipen).
- Parents are encouraged to give any necessary doses before arrival and after pickup.

Medication Storage

- All child medication is kept:
 - In the **locked medical box** out of reach
 - In the **medication fridge** in the staff room (if required)
- Medication must never be left in bags or children's belongings

Emergency Plans

- Individual care plans are required for children with long-term conditions
- Parents are responsible for emailing management with condition details
- Emergency medication (e.g. Epipens, inhalers) is clearly labelled and risk-assessed
- Where medical training is required (e.g. diabetes, Epipen), staff are supported to access this in advance of admission

Staff Medication Procedures

- Staff may only work while on medication if the **Manager** has been informed
- Information is stored securely on the OneDrive
- The Manager will determine if the medication affects performance or safety
- Long-term conditions may require a doctor's declaration of fitness to work
- All medication must be stored safely and out of reach of children

Outings and Trips

- Medication follows the same procedures offsite
- One person is assigned to carry and administer any medication needed
- Emergency care plans are taken on all trips

Illness and Return After Antibiotics

- Children must remain at home for at least **48 hours after starting antibiotics**
- This ensures they are no longer contagious and helps monitor for reactions

Linked Policies

- Safeguarding Children
- Health and Safety
- Accidents and Emergencies
- Communication Policy
- Parent Code of Conduct