



Foresteers Outdoor Preschool Administration of Medicine Policy

Reviewed January 2026

Reviewed by Hayley Smith - Preschool Manager

Introduction

At Foresteers Outdoor Preschool we promote the good health of children attending the setting and take necessary steps to prevent the spread of infection (see Sickness and Emergency Treatment Policy and Health and Safety Policy). While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting.

Aim

The purpose of this policy is to ensure that any and all medication administered to children has been authorised in writing by the child's parent/carer. It is also to ensure that Foresteers Outdoor Preschool staff correctly administer medication, that medication is appropriately stored, and that accurate records of permissions and administration are kept.

Only medication which has been prescribed to the child by a doctor, dentist, nurse or pharmacist will be administered, unless Piriton (antihistamine) is required, for an allergic reaction or hayfever.

Only authorised staff members will be allowed to administer medication.

No temperature masking medication will be given.

Procedure

- Children taking prescribed medication must be well enough to attend school.
- Medication must be in-date and prescribed for the current condition and for the named child. The child's name and dosage must be on the medication container. -
- The medication must be in its original container;
- Parents must give prior written permission for the administration of medication by completing a Medication Form blank copies can be found hut the register. No medication may be given without the form being fully completed.
- The administration is recorded accurately each time it is given and is signed by two members of staff, one who administered and one who witnessed. Parents sign the form to acknowledge the administration of a medicine on collection at the end of the session.
- Staff members will not administer the first dose of medicine to the child. Parent/carers must have previously administered at least one dose to ensure no allergic reaction is caused. Parents/carers will declare this in signing the Medication Form;
- Hayfever medication must be provided by the family, brought in each day in a labelled box with measuring equipment and returned home at the end of each day.

-If a child receives a bee/wasp sting for the first time we will call for collection to ensure they are monitored for an allergic reaction.

- Medication containing Aspirin will only be administered if it has been prescribed by a doctor.
- Before medicine is administered, the designated member of staff will check the Medication Consent form for any changes and check the identity of the child;
- Medication must will be handed to a staff member. No medication will be left in children's bags. Parent/carers are responsible for providing a medical dosing spoon or syringe if required.

Medication is stored at the setting overnight in the middle hut,, only inhalers and piriton. All medication will be returned to parent/carers at the end of each day.

- If the child refuses to take medication or “wastes” the dose, parent/carer will be contacted to advise and this will be noted on medication form.

Storage

- All medication is stored securely in accordance with product instructions. Medicines are stored in their original containers and are clearly labelled with the child's name;
- Emergency medicine such as asthma inhalers or Epi-pens will be stored safely and will be accessible to staff at all times. If a child requires emergency medicine it must be on the premises with the child otherwise the child will be unable to attend the session.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant members of staff by a health

Children who have specific long term medical conditions and/or require ongoing medication

Individual Health Care Plans

For children who have specific long term medical conditions and/or require ongoing medication an Individual Health Care Plan will be drawn up with preschool staff and the parent/carer(s), it will include information provided by the parent and any other health professionals involved, as well as the measures to be taken in an emergency. The health care plan is reviewed annually or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc. Any changes to the health care plan are discussed with parents.

Risk Assessment

A risk assessment is carried out for each child as part of the Health Care Plan to identify anything within the setting that may cause a problem or concern for the child and how we can overcome the problem to meet the child's needs or individual requirements. This is done with the involvement of parent/carers at the setting and takes into account the daily routines and activities within the outdoor environment.

Staff training

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. Staff training needs forms part of the risk assessment. The preschool will do all it can to make any reasonable adjustments including working with parent/carers and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Staff medication

All preschool staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to

meet children's needs. This includes circumstances where any medication taken affects their ability to care for children. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the preschool manager and seek medical advice. The preschool manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual.

Where staff may occasionally or regularly need medication, it must be stored securely in line with policy. It must not be kept in the first aid box and should be clearly labelled with the name of the member of staff.

This policy was adopted on	Signed on behalf of the preschool	Date for review
<i>1st January 2026</i>	<i>Hayley Smith</i>	<i>December 2026</i>