

**Twyford Playgroup - EY484175**  
**ADMINISTRATION of MEDICINES POLICY**

**Date Reviewed: February 2025**

**Manager Signature: Rachel Knott**

**Chair of Committee Signature: Pamela Lawrence**

**Review Date: September 2026**

Children with medical needs have the same right of admission to an early years setting as other children. Most children will have short term medical needs at some time, others may have longer term needs which require ongoing medication to keep them well.

**Roles and responsibilities**

The Manager will ensure that there are sufficient staff who agree to accept responsibility for administering prescribed medicines to a child. They will receive appropriate training for the role. A senior member of staff or key person and parent will jointly be responsible for drawing up the agreed health care plan and medical protocol for a child. The manager will be responsible for checking the plan and assigning responsibility for administering the medication to an appropriate member of staff.

Parents have the prime responsibility for their child's health and will need to provide Twyford Playgroup with detailed information about their child's medical needs. The parent will ensure that the medical protocol agreed with the playgroup is correct and will provide prescribed medication in the original container. The parent and manager will also ensure that medication held within the setting is within its use by date.

Emergency information will be clearly displayed within the Gilbert room Cupboard – and in the main room when the setting is open, and the child is in attendance. The protocol will be kept in a file in the playgroups first aid cupboard. If the medicine is for a life-threatening condition such as severe allergy or seizure this protocol will be displayed where the medicines are kept. All staff will be made aware of the procedures.

Wherever possible, parents must arrange for short term medication to be administered out of school hours (e.g. finishing a course of antibiotics). However, such medicines will be administered during playgroup hours where it would be detrimental to a child's health if it were not administered during the playgroup day, for example, a child attends a full session, and a medication need administering 4 times a day.

This policy is based on the document 'Supporting Pupils at School with Medical Conditions' Dec 2015, which replaces 'Managing Medicines in Schools and Early Years Settings' DfES March 2005 and guidance published in 2014. The policy also considers the Statutory Framework for the Early Years Foundation Stage January 2024, particularly in relation to 3.46, 3.47 and Annex A.

Non-prescribed medication will not be administered by staff. In exceptional circumstances, the manager or senior staff will complete the appropriate medical protocol and obtain the parent's written consent.

No medication will be administered without prior written agreement from the parent.

Parents are requested to sign on the parental agreement form that it is their responsibility to inform the setting of any emergency medication administered or any medical episodes (e.g. seizures, anaphylactic shock) within the last 24 hours before their child is brought into school.

## **Procedures**

- All forms are stored in medical folders in the cupboard in the playgroup setting
- Short term medication and long-term medication
- Parent and senior staff/key person will complete Parental agreement for Twyford playgroup to administer medicine.
- Where a child has medical needs that require action under certain circumstances, then the parent and SENDCo will complete a medical protocol.
- Recording administration of medicine
- When medication has been given to a child, the member of staff will need to complete a Record of medicine administered to child

## **Storage of medicines**

Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Staff must ensure that the container is clearly labelled with the name of the child, name and dose of medication and frequency of administration.

All medication will be stored in the first aid cupboard located in the cupboard area. This cupboard is clearly marked and will be unlocked at the start day. The only exception is an Epi-pen, which will be stored on the top shelf of the playgroup cupboard in a clearly marked container. This is because we need immediate access.

All medication will be stored clearly on one shelf for ease of identification. All emergency medication will be stored in a clearly labelled plastic wallets or boxes along with the medical protocol for that child.

A few medicines need to be refrigerated. They will be stored in an airtight container and clearly labelled (plus expiry date) in the refrigerator located in the kitchen.

Staff will not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for disposal.

A child's key person will ensure that all medicines stored within Twyford playgroup will be returned to parents at the end of each term. In date medication will need to be returned to playgroup for the start of a new term.

## **Administering medication**

Only designated staff will administer medication. Before giving the medicine, the member of staff should check:

- child's name
- written instructions provided by the prescriber on the label
- written instruction on the parental agreement and record
- prescribed dose
- expiry date
- record of administration of medicine (to check that the child has not already been given the medicine that day)

The member of staff must then complete and sign the medical record form.

The medical protocol will require a second adult to witness the dosage and administration. A file containing all parental agreements, protocols and administration records is kept in the first aid cupboard at Twyford playgroup.

If a child refuses to take medicine, the staff will not force them to do so but should note this in the records and follow the agreed procedure on the child's form. Parents will be informed the same day. If a refusal results in an emergency, then the emergency procedure will be followed (i.e. phone for an ambulance).

### **Outings and visits**

The manager will need to seek advice from parents about the individual child's needs on visits off the playgroup site. Arrangements will be made to take any necessary medication. A copy of the parental agreement and/or protocol will be taken in the event of the information being required in an emergency. If there is an emergency, then staff will follow agreed emergency procedures.

### **Staff training**

The child's key person or Manager will have responsibility for administering medicines. The community nursing team and/or relevant professionals will provide training for specific procedures relating to specific children. No member of staff will administer specific medication without undergoing appropriate training. At Twyford playgroup all management and staff are Paediatric first aid trained, and the appropriate number of trained staff will be present in the setting in line with Statutory EYS requirements.