EYFS ADMINISTRATION OF MEDICINES POLICY

Queen's College Preparatory School

(including Early Years Foundation Stage)

Due for review Michaelmas 2027

Administration of Medicines in the Early Years Foundation Stage (EYFS) Policy

Queen's College Preparatory School is committed to implementing and maintaining an effective system for managing the administration of medicines, ensuring pupils with medical needs receive appropriate support. This Policy meets the requirements of the Early Years Foundation Stage Statutory Framework, effective September 2026, paragraph 3.61.

The School promotes ongoing communication with parents to ensure the specific medical needs of all pupils are known and met. Parents must inform the School if their daughter develops a medical condition which will require medication to be taken at School and of any changes to the medication required. The School requests that parents administer any medication before and after the School day. However, it is understood that this might not be practicable and in such cases, parents can request for medication to be administered at School. Similarly, it is appreciated that some medication requires more frequent administration to follow the prescriber's instructions. Parents can again request for this medication to be administered in School.

Medication will not be administered to a pupil without obtaining prior written permission from parents.

Where a pupil has long-term or complex health needs, the School Nurse will liaise with the parents to produce a health care plan. The health care plan will be implemented and reviewed at least annually. Parents are responsible for communication of any changes to the health care plan through the School Nurse Once the health care plan is implemented, the School Nurse will be responsible for making sure the plan is adhered to.

The School Nurse has overall responsibility for the administration of medicine within the Preparatory School. The School Nurse will provide guidance on the administration of medicine during school trips and off-site activities. Where it is identified that the administration of prescription medication to a pupil requires technical, medical or other specialist knowledge, training tailored to the individual pupil will be sought and undertaken by appropriate staff from a qualified health professional, in order to enable this.

All Early Years staff are trained in the Administration of Medicines and in the event of the School Nurse being unavailable, will ensure medication is administered in line with this policy and best practice.

Non-Prescription Medication

Parents of all pupils are required to give consent to the administration of specific non-prescription medication, via the School's MIS system, SchoolBase. Parents will be asked to confirm that the pupil has not suffered an adverse reaction to the denoted non-prescription medication in the past.

The School Nurse will attempt to contact a parent prior to administering non-prescription medicines to a pupil. If contact is not possible, and it is deemed necessary for the pupil's wellbeing, the School Nurse may administer the medication, provided prior parental consent has been given. In all cases, following the administration of any non-prescription medication, the School Nurse will inform parents by email or telephone, detailing the name of the medication, dosage, time of administration, and the staff member responsible.

Prescription Medication
The School will not administer any prescription medication unless it has been prescribed for that particular pupil. Parents must complete and sign an Administration of Medicines Consent Form for prescription medication to be administered. All medicines supplied to the School by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects, and the written instructions on the container before providing the medicine to the pupils. If any staff member is in any doubt over the procedure to be followed, parents will be contacted before any action is taken.

In case of any reaction, where antibiotics are prescribed the pupil should have received at least two doses prior to asking the school to administer the medication. Alternatively, parents are asked to stipulate that the pupil has previously taken the antibiotic, with no adverse effect.

No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.

A treatment record is kept on the School's MIS system, SchoolBase of all medicines administered to pupils.

Managing Pupil Refusal of Medication
If a pupil refuses to take medicine, staff will not **insist** that they do so but will record this and follow the agreed procedures. These procedures may be outlined in the individual child's health care plan. Parents should be informed of the refusal on the same day. If a refusal to take medicine results in an emergency, the School should contact the emergency services.

Storage
Medicines are always securely stored in accordance with individual product instructions. The School ensures that identified risks are managed and that medicines are stored safely. All medicines are stored in the original container from which they were dispensed, together with the prescriber's instructions for administration.

Pupils are not allowed to carry their own medication during the school day.

Individual asthma inhalers for pupils in Reception and Little Corgis are stored in their classroom medical box. The School holds an emergency asthma inhaler kit containing medication and administration devices, which can be used if a pupil's own inhaler cannot be located and if a parent has given prior consent.

All pupils prescribed an Epipen/Jext must have 2 auto injectors in school at all times. Auto injectors are stored in a named zip lock bag in the School office.

Medication to be administered during the School day must be handed directly to the School Nurse. Medication should be collected from the School Nurse at the close of the School day.

Emergencies
In the event of an emergency related to the administration of medicine, the School Nurse should be called as soon as possible, if not already present. If the School Nurse does not consider they are able to deal with the presenting condition, then any first aid or medical procedures being provided should be continued, whilst another person organises emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff members should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this policy and make clear arrangements for liaison with the ambulance services on the School site.

If the event the School Nurse is off-site or absent, a named member of staff trained in Administration of Medicines should assume responsibility for immediate care and follow the School's emergency procedures until professional medical support arrives.

Off Site Provision
All Early Years Foundation Stage staff hold a full paediatric first aid qualification and certification in the administration of medicines.

Whilst off site a member of staff, with the full paediatric first aid qualification and certification in the administration of medicines will carry any prescription medication, individually labelled, along with a medication record sheet. Medication will be dispensed in the usual way and recorded. The class teacher will take responsibility for collecting and returning any medication to the School Nurse.

This Policy and its procedures will be reviewed and updated by the Council on an annual basis.

Related documents

- First Aid Policy
- Early Years Foundation Stage Policy
- Intimate Care Policy
- Safeguarding and Child Protection Policy

Policy Information

Policy Title	EYFS Administration of Medicines Policy
Version	v. Approved
School	Queen's College Preparatory
Category	EYFS
Statutory policy	Yes
Policy owner 1	Head of EYFS
Policy owner 2	
Approval	Council
Submission to Council	Required
Publish on website	Required
Date of last review	Summer 2026
Approved by SLT	Approved
Staff notified	In progress
Review date	Michaelmas 2027