

Medicines

EYFS overarching legal requirement:

“The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill”

Every Child Matters Outcome: Being Healthy

EYFS Requirement: Safeguarding and Promoting Children’s Welfare (EYFS Statutory Framework pg26)

EYFS principles into practice: A Unique Child
- Health & Well-Being (Card 1.4)

This policy applies to

1. Early Years register (EYR)
2. Childcare Register (CR) both parts

Policy

A policy is a description of the setting’s aim / commitment. Consider the following information when detailing your policy,

- How does your setting plan to promote good health?
- How would you effectively deal with medication on your premises?
- What are the setting’s views on medication and sick children?
- What is your setting’s commitment to supporting individual children with medical needs?

Procedure

A procedure is a description of the way in which a setting goes about a particular activity or process. Consider the following information when detailing your procedures.

General Medication

- State how you will inform parents of your policy regarding the administration of medication.

- Detail the types of medication the staff will be able to administer. Outline the setting's policy on giving only prescribed medication (and what you will do in the case of non-prescription medication eg teething gel, pain relief etc).
- Describe the procedures for obtaining prior written consent. (Please note that blanket consent should not be used by the setting to cover all non-prescription medication).
- State the methods for finding out when, how much and why a child has had medicine before attending the setting.
- State how staff should record information about medicines, i.e. where forms are stored. Medicine forms should contain information about the type of medication, what it is for, the dosage, the last administration time and consent from the parent. There should be space for staff to record when they administer medicine and for two staff signatures. Detail where and how medication will be stored and who has access.
- Describe how the setting will ensure that the expiry date for medicine has not elapsed.
- State which staff member has responsibility for administering medicines. (Are only key workers or senior staff to administer in your setting? Will you have a witness member of staff? Do you need to include this in staffs' contract of employment?)
- State the setting's procedure for managing self-held medication
- State the setting's procedure for making sure children's individual medication is available at all times.
- State how the setting will store information about the medication administered.
- Describe the setting's procedure on the use of ointments such as sun creams, lotions and nappy creams. Define how the setting will meet the needs and preferences of children and their parents.
- State where staff medication is to be stored.
- Confirm that procedures comply with any insurance requirements regarding administering medicines.

Specialist or Long Term Medication

- State how the setting will ensure that staff have sufficient training and information about any children's' or staffs' specialist or ongoing health issues. E.g. training, partnership working with specialist services or health professionals to train practically etc.
- Describe the documentation and recording systems that staff will use for long term medication outlining how often this is reviewed with parents.
- State who would prescribe the first dose of prescribed medicine – administer setting or the parent.

Date created:

Date Update:

Related policies: Health & Safety

For more information ...

EYFS Statutory Framework

EYFS CD ROM

Document '*Managing Medicines in Schools and Early Years Settings*' DfES
1998

Requirements for the Childcare Register: Childminders and home child carers
- - Ofsted ref 080161

Requirements for the Childcare Register: Childcare providers on non
domestic or domestic premises – Ofsted ref 080143

Additional duties under national legislation: Children's Act regulation –
you must keep a record of all medicines administered to children.

Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein. Therefore, any information provided by Children & Young People's Services (CYPS) should be used as a guide only.