



Newton Primary & Early Years Centre

POLICY FOR THE ADMINISTRATION OF MEDICINES

August 2026

RATIONALE

Article 3

All adults should always do what is best for you.

Article 24

You have a right to the best health possible and to medical care and to information that will help you to stay well.

AIMS

Our service is committed to promoting and safeguarding the health, wellbeing and safety of all children. We recognise that some children may require medication during their attendance, either for short-term illnesses, long-term health conditions or emergency situations.

We will ensure that medication is managed safely, effectively and in accordance with current legislation, Health and Social Care Standards and Care Inspectorate guidance.

OBJECTIVES

- To ensure that all staff are aware of the procedures for the administration of medicines for children whilst at Early Years Centre and school
- To ensure that all staff follow the procedures for the safe administration of medicines
- To ensure that all children, where possible, can access Early Years Centre and school provision whilst medication is being administered
- To ensure all staff have access to appropriate training for the administration of certain medicines.
- To ensure that appropriate risk assessments are carried out prior to medication being administered
- To promote a partnership with parents/carers to ensure the appropriate care plan is adhered to by all parties

ROLES AND RESPONSIBILITIES

Centre Manager/Head Teacher

The Centre Manager will:

- Ensure this policy is implemented
- Monitor medication procedures and record keeping
- Ensure staff receive appropriate training
- Ensure medicines are stored safely
- Investigate medication incidents and implement improvements
- Undertake regular audits of medication systems.

Updated: August 2026
Review Date: August 2027
(or as per updates to national guidance)

Staff

Staff will:

- Only administer medication when authorised
- Follow written parental instructions
- Complete medication records accurately
- Report concerns, mistakes or near misses immediately
- Maintain confidentiality

Parents/Carers

Parents/carers will:

- Provide accurate information about their child's health needs.
- Supply medication in the appropriate container.
- Complete all consent documentation.
- Inform the service of any changes to medicines or dosages.
- Ensure medication is within its expiry date.

IMPLEMENTATION

- Staff will be familiar with the relevant paperwork to be completed prior to administration of medicine
- Staff will ensure relevant paperwork is completed by parent/carer to gain permission for administration of medicine
- Staff will complete relevant paperwork following administration of medicines
- Staff will keep abreast of the current protocol for administering medicine
- Staff will follow the guidance printed on the medicine packaging
- Staff will take part in relevant training opportunities on administration of medicines
- Management Team will co-ordinate partnership working with relevant health professionals
- All medication will be stored safely and appropriately during Early Years Centre and school sessions

Management of Medication

If a child requires to be given medication while being cared for within Newton Early Years Centre and school, an Administration of Medicines form must be completed by the parent or carer.

All medicines must be in their original bottle/ package, clearly named and the dosage specified.

Medicines will be held in the locked first aid cupboard in the Medical Room or locked cupboard in EYC playrooms. If the medication requires to be refrigerated it will be held in the fridge in the Medical Room.

Medication will not be administered if the Administration of Medicines form has not been completed.

Medication is reviewed regularly with parents/carers. Medication is monitored for medicine expiry dates and shelf life. When medication is no longer required or is out of date, it should be returned to parent/ carers or disposed of via a community pharmacy and recorded accordingly.

Procedure for the Administration of Medicines.

In order to assist in the observation of safe practices, staff are asked to follow the procedures as follows:

Before administering medication staff will check:

1. The right child.
2. The right medication.
3. The right dose.
4. The right route.
5. The right time.
6. The expiry date.

Where possible, medication administration should be witnessed by another member of staff.

- Staff members will not administer the first dose of medicine to the child. Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication.
- Ensure that the request for administration of medicine form is completed by the parent/ carer. A new entry should be completed where there is a change of circumstance.
- Staff can only administer medication for the length of time stated on the bottle, staff will not administer medication beyond this time scale unless we have a doctor's letter.
- Ensure that the medicine container is clearly labelled with:
 - a. The name of the child
 - b. The name of the medicine
 - c. The dosage and time
- Staff should place medicine in the locked first aid cupboard in the Medical Room or EYC, or if required, in the fridge in the Medical Room. No medication should be left in the children's bags.
- Staff should ensure that the medication is returned home every day unless it is retained in School or Early Years Centre wherein the appropriate form 'Record of medication taken by pupils' should be completed.

Refusal of Medication

If a child refuses medication:

- Staff will not force administration.
- Parents/carers will be informed immediately.
- The refusal will be recorded.
- Medical advice will be sought if necessary.

Medication Errors

Any medication error, omission or near miss will:

- Receive an immediate risk assessment.
- Be reported to the Centre Manager or Headteacher
- Be communicated to parents/carers.
- Be recorded and investigated.
- Inform future learning and service improvement.

Emergency medical assistance will be sought whenever required.

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Return and Disposal of Medication

Unused, discontinued or expired medication will:

- Be returned to parents/carers whenever possible.
- Never be disposed of in general waste accessible to children.
- Be recorded when returned.

Parents/carers are responsible for replacing expired medication promptly.

Epi-pens

Where a child requires an epi-pen for allergic reactions, the child must carry one with them at all times and the school should also be issued with one if possible. All details should be recorded on our medication conditions form. While Newton Primary & Early Years Centre aims to provide required training for all members of staff, parents and carers are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Newton Primary & Early Years Centre is kept up to date.

Asthma medication

The child should have an asthma plan in place. The child should have an inhaler with them, which will be stored at the school in case of an emergency. Each child's inhaler should be kept in our locked first aid cupboard. All details should be recorded on our medication conditions form. Parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Newton Primary & Early Years Centre is kept up to date. Our First Aider reviews the dates on inhalers and communicates with parents/ carers accordingly.

REVIEW

This policy will be reviewed annually or in light of experience or any new local/ national guidelines.

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