Beechoak Farm Montessori Pre-school

Promoting health and hygiene

3.15 Administering Medicines

Policy statement

We expect parents to keep children at home until they are well enough to return to Beechoak Farm, we will however administer medicines to children to maintain their health or as part of the recovery from an illness. The manager or room leaders take the responsibility for administering medication. This includes ensuring that parent consent forms have been signed and completed correctly, that medicines are stored sufficiently and that records are kept according to the procedures.

Procedures

- Children taking prescribed medicine must be well enough to attend and need to have been taking the prescribed medicine for at least 24 hours before they return to Beechoak Farm to ensure there are no adverse effects, as well as to give time for the medication to take effect.
- If a child presents with a temperature above 38°c whilst at Beechoak Farm the parents will be called and asked to collect, paracetamol will then be administered, with permission on the understanding that someone is coming to collect the child.
- Parents give consent for Paracetamol to be administered to their child when they have a temperature above 38°c at induction.

Consent for administering medication

- Staff who receive the medication, check it is in date and prescribed specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label.
- Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with parents and record the circumstance of the events and hospital instructions as relayed to them by the parents.
- Parents will be asked to complete a medication form. Medication will not be administered unless the following information is given:
    - Name of child and date of birth
    - Name of medication
    - Who prescribed it
    - Date and time of dose
    - Dose needed

- Prescription date and expiry date
- Any possible side effects
- Name and signature of parent

Storage of medicines

- All medicines are stored safely, in the office. Refrigerated medication is stored separately in the office fridge. The child's key person will be informed that the child is taking medicine and of the time that it will need to be administered.
- For some conditions, medication for an individual child may be permanently kept at the setting. The manager checks that it is in date and returns any out-of-date medication to the parent.
- Parents do not access where medication is stored, to reduce the possibility of a mix-up with medication for another child, or staff not knowing there has been a change.
- The child's key person/ manager is responsible for ensuring that the medicine is handed back at the end of the day.

Record of administering medication

- A record of medicines administered is kept in the office. A witness signs the medicine record book to verify that they have witnessed medication being given correctly according to the procedures here.
- No child may self-administer. If children are capable of understanding when they need medication, e.g. for asthma, they are encouraged to tell their key person what they need. This does not replace staff vigilance in knowing and responding.
- The medication records are monitored to look at the frequency of medication being given. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

Children with long term medical conditions requiring ongoing medication

- If the child uses an epi-pen we require two pens to be left at the nursery. A child with an epi-pen who arrives for the day without their pens will not be allowed to stay without them.
- If the child uses an inhaler we require one to be left at the nursery. A child with asthma who arrives for the day without their inhaler will not be allowed to stay without it.
- Any long term/ ongoing medication will be kept in a clear zipped wallet, labelled with the child's name/ photo, accompanied by the medication form, and stored in a basket. If the child has to be taken to hospital the basket will accompany them.
- For some medical conditions, staff will require basic training to understand it and know how medication is administered. Training needs is part of the risk assessment. If the condition is life threatening then the child will not be allowed to return to

Beechoak until we have received the necessary training this is to ensure the safety and well-being of the child.

- For children who require ongoing medication a health care plan will be completed in partnership with the parents and any agencies involved with the child. This will be made available to all staff at Beechoak Farm.
- The health care plan will include any procedures that may need to be followed in an emergency and will be reviewed every six months or sooner if required. Parents will receive a copy of the health care plan and will be requested to sign to show their agreement of the procedures.
- Risk assessment forms part of the health care plan process, parents will be involved with this.
- If any invasive medicine is required to be administered another member of staff must be present and will co-sign the record.

Staff taking medication

- Staff taking medication must inform their manager. The medication must be stored securely in staff lockers or a secure area away from the children. The manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.
- Staff requiring ongoing medication such as asthma inhalers must store one in their class box in the office at all times.

This policy was adopted by staff at Beechoak Farm Montessori preschool.
Held on 2nd December 2025
Date to be reviewed December 2026
Signed on behalf of Beechoak Farm Montessori by

Charlotte Muggleton & Hayley Majeika
Proprietor Manager