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Document.	018	Policy for Managing Medicines	
Revision	07	Approved By	Katy Taylor
		Approval Date	03/02/2026

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Preschool and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Rationale

Many children will have some medical needs during their time in the setting, which will require the taking of medicines. This policy aims to ensure that the correct procedures are taken in order to minimise the time that a child would need to be absent and to ensure that their medical needs are met.

Usually, the need to take medicines would be for only a short period of time, for example to complete a course of antibiotics. Such medicines should only be bought to the setting in cases where it would be detrimental to the child's health if it were not administered to them during session times. It is helpful, where clinically possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours, for example, medicines that need to be taken three times a day may be managed at home, e.g. can be taken in the morning, after school hours and at bedtime. Parents will be encouraged to ask the prescriber about this.

Other children may have long-term medical needs which will be provided for by means of an individual Health Care Plan following discussion with parents and any relevant Health Care professionals. This might involve Staff undertaking specific training in the administering of appropriate medicines.

If a child is unwell, they should be kept at home until well enough to return. Any child with diarrhoea and vomiting should not be brought back to the setting until 48 hours after the last episode. Please see the attached exclusion table.

Policy

There is no legal duty that requires a Setting or its Staff to administer medicine, but in order to ensure the safety of all children in their care, the Trustees of the Duchy Preschool and Playgroup have agreed the following policy statement.

Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

Medicine must only be administered to a child where written permission has been obtained from the child's parent and/or carer on Family. Preschool will keep a written record on Family each time a medicine is administered to a child and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

The administering of medicine is to be witnessed by two members of staff, including the one administering. The child's name, the date and dosage should be checked on the bottle and the medication by both staff members before administering.

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It is recognised that mistakes may occasionally happen for various reasons. Every member of staff has a duty and responsibility to report any errors to his/her manager. The Manager will encourage staff to report any errors or incidents in an open and honest way in order to prevent any potential detriment to the child.

In the event that medication has been administered incorrectly, the priority is to ensure the safety of the child, including the provision of first aid where appropriate. Contact will then be made with the child's parents/GP/pharmacist for advice.

Medicines should only be accepted if they are in date and provided in the container as originally dispensed by the pharmacist. The label on the container supplied by the pharmacist should not be altered under any circumstances. Containers should be clearly marked with the child's name, date of dispensing and the name of medication and include the prescriber's instructions for administration, dosage and storage. The exception to this is insulin which still must be in date but will be supplied in a pump rather than its original container.

It is not appropriate or acceptable for children to bring in their own medication. All medication should be handed directly to a member of staff by the parent or carer.

Medication should be stored safely and away from public areas, sources of heat, moisture, or direct sunlight, as these elements can cause the medicines to deteriorate.

Staff must inform all members of staff about the medicine and write the details on the numbers board.

Emergency Medication

For children who have a fever, (a temperature over 38 degrees), the parents/carers will be called for permission to give the child emergency Calpol, this is to lessen the risk of febrile convulsions. The parents/carers will then be required to pick the child up.

Parental Responsibilities

Parents must complete the necessary forms on Family before any medicine can be administered to their child in the setting. Preschool will refuse to administer medicine if the written permission has not been provided by the parent/carers.

Parents must provide all the necessary medical information regarding their child's medical needs, including details of medicines. They must ensure that the setting is made aware of any changes that are made.

Parents will be responsible for the safe disposal of all medicines. Any medicine should be collected by parents, at the end of each half term, as it is illegal to keep medicines on the premises during holidays. Any medicines not collected will be safely disposed of by the Health & Safety officer at a pharmacy.

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Confidentiality

The Staff will always treat medical information confidentially. Permission should be sought from the parent as to whom else is allowed have access to medical records and other information about a child. If a parent decides to withhold information from Staff, they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Physical Development

Most children with medical conditions can participate in physical activities. The setting will ensure that there is sufficient flexibility for all children to follow in ways appropriate to their abilities. (See Inclusion Policy)

We understand and promote the fact that for all children, physical activity can benefit a child's overall social, mental, and physical health and well-being.

Any restrictions on a child's ability to participate in physical activities will be recorded in their individual Health Care Plan.

All Staff within the setting will be made aware of this and will show sensitivity in dealing with particular needs, ensuring privacy and dignity in accordance with a child's individual Health Care Plan.

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Responsibility for periodic review	Facilities Sub-committee
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Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Review for AGM	15/11/11	AGM
02	Addition of scope statement.	02/01/14	PNW
03	Reviewed	30/06/19	Donna Lobb
04	Policy section added. Added appendix – Exclusion Table	10/02/20	Gosia Prout
	Reviewed	14/07/21	Justine Reed
	Reviewed	30/09/22	Justine Reed
05	Included two people need to check and witness administering medicine. Also changed written consent to written consent of Family	02/11/20 23	Katy Taylor
	Reviewed	21/01/25	
06	Amended details about prescriptions	05/01/26	Katy Taylor
07	Included emergency Calpol	03/02/26	Katy Taylor

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