

# Medication Administration Policy

## Rationale

In line with Ofsted guidance, we are instructed to follow the guidance set out in the statutory framework. This states that 'medicines must not usually be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist'. When we use the word 'prescribe' we mean medicine that is recommended. When we use the word 'prescription' we mean written instructions from a doctor or dentist. Most pharmacists cannot write prescriptions and can only prepare the medicine as instructed by a doctor or dentist. However, they can recommend (prescribe) over-the-counter medicines such as teething gels, when children are teething, or painkillers, when children have a temperature. Recent changes in the law mean that qualified nurse independent prescribers, and pharmacist independent prescribers, can prescribe any licensed medicine for any medical condition they have been trained to specialise in. For nurses, this includes some controlled drugs. So, you can give medication that is recommended by a pharmacist or nurse without a written prescription, as well as any medication prescribed by a doctor, dentist or an appropriately qualified pharmacist or nurse.

## Implementation of the policy in the settings

### The Management on behalf of the Trustees must ensure that:

- All General Practitioner prescription medication must be labelled stating the child's name, the correct dosage and the time at which it is to be administered.
- Medication prescribed or recommended by a pharmacist, such as teething gels and painkillers may be administered with written permission from parents. We will only give this medication when asked to do so by a parent and if there is an accepted health reason to do so.
- Parents must complete the medication record, stating their permission to administer the medication, the time it is to be given and the dosage.
- If it necessary to administer the medication during a session, staff will issue a written statement to inform parents of exact times and dosage given. A record of all such administrations will be kept in the Settings.

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- Parents will sign the record at the end of the day to acknowledge that they have been informed of any medication having been administered, including the time and dosage given and by whom.

## **Links, References and Regulations**

### **Links to other policies:**

- Suitable Person
- Organisation
- Care, Learning and Play
- Physical Environment
- Safety
- Food and Drink
- Equal Opportunities
- Special Needs
- Working in Partnership with Parents and Carers
- Child Protection
- Documentation

### **EYFS key themes and commitments**

1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child	
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### **Children Act Regulations relating to our policy**

A record must be kept of all medicines administered to children. OFSTED must be notified of any infectious disease that a qualified medical person considers notifiable.

### **References**

OFSTED (2008) *Early Years Foundation Stage* London, DCSF  
*Children's Act 1989 and 2004*

## Monitoring and Review

This policy will be reviewed every two years by the Trustees. The Trustees may, however, review the policy earlier than this in light of any change of circumstances due to government initiatives.

This policy was adopted by Trustees of Little Flyers Childcare

At the meeting held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management  
committee

Name of signatory \_\_\_\_\_

Role of signatory: Chair/Trustee \_\_\_\_\_