



Play, Learn and Grow Together – Our Passion is Their Future

Address: St Helen's Pre-School, Beaumont Road, Costessey, Norwich, NR5 0HG

Email: preschool.sthelens@gmail.com
Email: sthelens.manager@gmail.com

Email: sthelens.committee@gmail.com
Website: www.sthelenspreschool.org

Phone No: 01603 749901

Ofsted No: 2548280

Charity No: 1036697

Medications Policy

Policy Statement

At St Helen's Pre-School, we are committed to promoting the health, safety and wellbeing of all children aged 6 months to 5 years in our care. In line with the Early Years Foundation Stage statutory requirements, we ensure that medicines are administered safely, responsibly and in accordance with legal and safeguarding expectations.

Whilst it is not our policy to care for children who are unwell and infectious, we recognise that some children require prescribed medication to maintain their health or manage diagnosed medical conditions. St Helen's Pre-School will only administer medication that has been prescribed by a doctor for the individual child, unless following the procedure outlined for emergency treatment or in Health Care Plan (Appendix A).

Where possible, medicines should be prescribed to be taken outside Pre-School hours. Medication will only be administered during a session where it would be detrimental to the child's health if not given. The setting will not administer the first dose of a new medication unless it is emergency medication supported by a Health Care Plan. Parents are required to keep children at home for the first 48 hours after starting a new medication to monitor for adverse reactions.

Roles and Responsibilities

The Manager or Deputy in charge is responsible for ensuring that medication procedures are followed correctly within the setting on a day-to-day basis. They oversee safe practice, ensure documentation is accurate and monitor consistency across all rooms.

All new medication consent forms (Appendix B) and all Individual Health Care Plans must be reviewed and countersigned by the Manager or Deputy in charge before medication is administered. This ensures appropriate oversight and safeguarding compliance.

All staff who hold a current Paediatric First Aid qualification are authorised to administer prescribed medication in line with this policy. Two members of staff will verify medication prior to administration to ensure accuracy and safeguarding compliance.

Medications Policy

The Manager retains overall responsibility for policy oversight, staff training and reporting to the Committee. Where the Manager is not present, the Deputy in charge assumes operational responsibility.

General Medication Requirements

St Helen's Pre-School will only administer medication that has been prescribed by a doctor for the individual child. All medication must be in its original packaging and have a clear pharmacy prescription label displaying the child's full name, dosage instructions and expiry date. Medication without a clear prescription label will not be administered.

All medication must be handed directly to a key person by the parent or carer on arrival and must never be left in a child's bag.

All medication will be stored in the designated medication cupboard located in the office. This cupboard is easily accessible to staff but securely out of reach of children. Medication requiring refrigeration will be stored appropriately in line with product instructions.

Short Term Prescribed Medication

For short-term prescribed medication, a medication consent form must be fully completed by the parent or carer at the start of the course of medication. The medication will be formally signed in once alongside the completed form. The Manager or Deputy in charge will countersign the form before medication is administered.

The consent form must clearly state the name of the medication, dosage, method of administration, frequency and the time and date of the last dose given at home. This ensures safe dosage intervals are maintained and prevents double dosing.

Although the medication is signed in once for the duration of the course, it must still be handed directly to a key person each day it is required and must not be left in a child's bag.

Each time medication is administered, the administration must be recorded on the medication form, including time given, dosage and staff signatures.

At the end of each session, medication will be returned directly to the parent or carer and must not be sent home in a child's bag.

Ongoing or Long-Term Prescribed Medication

For children requiring ongoing or long-term prescribed medication, the same handover and signing-in procedures apply. A medication consent form must be completed and countersigned by the Manager or Deputy in charge. Medication must be handed directly to a key person on arrival.

Medications Policy

In addition, an Individual Health Care Plan will be completed in partnership with parents and, where appropriate, healthcare professionals. The Health Care Plan must be reviewed and countersigned by the Manager or Deputy in charge before implementation. The plan will outline the child's condition, signs and symptoms, dosage instructions, emergency procedures and any required staff training.

Long-term medication will remain stored in the designated medication cupboard unless it is emergency medication requiring immediate accessibility.

Health Care Plans will be reviewed regularly to ensure they remain accurate and reflective of the child's needs.

Emergency Medication and Temperature Treatment

Where medication is required for emergency situations and prescribed by a doctor, such as asthma inhalers or adrenaline auto-injectors, a Health Care Plan must be in place.

In cases where a child develops a high temperature of 38°C or above whilst at Pre-School, the setting may administer paracetamol, provided prior written parental consent has been obtained. Parents will always be contacted before administration where possible. The dosage will be administered in accordance with manufacturer guidelines and recorded following the standard medication administration procedure.

Emergency medication and paracetamol will be stored appropriately in line with this policy and will accompany the child on outings together with relevant documentation where required.

Administration Procedure

Prior to administration, two members of staff will verify the medication against the completed consent form. They will check the child's identity, medication name, dosage instructions, expiry date and confirm the time and date of the last dose given at home.

Medication will be administered by a Paediatric First Aid trained member of staff and witnessed by a second staff member. Both staff members will sign the medication record to confirm administration.

The medication record will detail the time administered, dosage given and names of staff involved. Following administration, the child will be monitored for any adverse reactions, and any observations will be recorded. Parents will be contacted immediately if concerns arise.

On collection, parents or carers will be informed that medication has been administered and will sign the medication form to acknowledge that they have been notified of the time and dosage given.

Monitoring, Record Keeping and Confidentiality

All medication records form part of the child's confidential file and will be stored securely in accordance with data protection legislation. Records will be retained in line with the setting's record retention schedule.

Medications Policy

Clear documentation of medication being signed in, countersigned, administered and acknowledged by parents ensures full traceability and accountability, reflecting the setting's commitment to safeguarding and high standards of governance.

Policy Monitoring and Review

This policy will be reviewed annually or sooner if legislation changes, to ensure continued compliance and effectiveness

This policy has been adopted by St Helen's Pre-School

Signed on behalf of the setting by:

..... Chairperson

..... Manager

Date: February 2026

This policy runs in conjunction with the following policies:

- Safeguarding & Child Protection
- Parental Involvement
- Illness & Exclusion
- Accident & First Aid
- Health & Safety
- GDPR

Relevant Guidance and Legislation

- Early Years Foundation Stage (EYFS) Statutory Framework 2025

Appendices – Please note appendices are held at the Pre-School, please ask to view

- A. Health Care Plan
- B. Medication Form