



Administration of Medicine Policy

This policy will be reviewed on an annual basis

Aim: To promote the good health of children by administering medicine when children are ill.

This policy is written in accordance to the Early Years Foundation Stage .60 and 3.61 page 35-36.

The parent is asked to keep Kidz Star Club up to date with any changes to the child's prescription or in the support needed.

- Medicines should only be taken to Kidz Star Club when it is essential. Kidz Star Club will only accept medicines that are in date, have been prescribed to the child by a Doctor, Dentist, Nurse or Pharmacist or over the counter medication in accordance with Ofsted's 'Giving medication to children in registered childcare No 080290' guidance.
- No medicine will be given to any child without prior consent being obtained from the parent/carer, this maybe verbally for non-prescription medicine.
- The playleader/playworker will check the name and date on the medicine (if applicable) before it is administered. Only medicines that are in date will be administered.
- All medicines will be stored in the original container and clearly labelled with the child's name, dosage and any instructions. They will be stored strictly in accordance with product instructions, either in the fridge or in KSC cupboard in the hall.
- The medicine will be administered by a qualified First Aid playleader/playworker and witnessed by a second playleader/playworker; this is then recorded on a medical form.
- The medication form will be used to record:
 - name of child receiving medication;
 - times that the medication should be administered;
 - date and time when medicine is administered;
 - amount of medication that was administered; and
 - if a child refuses administration of the medicine.
- The parent/carer will be asked to sign the medication form when collecting their child.
- Each child will have their own medication record to ensure confidentiality.

Life saving medicine:

- If the prescribed medicine needs technical or medical knowledge then training will be provided for staff from a health professional. Training should be specific to the child concerned.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Thursday 9th October 2025

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chair etc.)

Chair