

EYFS Medication Policy

Taken to Local Governing Board – Curriculum, Data and Safeguarding

On:

To be reviewed **annually** / two yearly / as required

To be reviewed on: Autumn term 2026

EYFS MEDICATION POLICY

1. If a child has long term medical needs, staff will have sufficient information so that they feel comfortable administering medication. Office and Class teacher to inform Lisa Shaw Vulnerable Pupils.
2. Staff to ask parents about the medicines that their child needs to take and to provide details of any changes to prescription or support required.
3. If administration of prescribed medicines requires technical/medical knowledge then individual training will be provided for staff from a qualified health professional. Training will be specific to the individual child concerned.
4. Medicines will only brought into the setting when this is essential.
5. Only medicines prescribed by a doctor or dentist will be administered.
6. Medicines must be handed over by an adult to a member of staff.
7. Adult to complete and sign an 'Administration of Prescribed Medicines' form via Arbor.
8. Prescribed medicines will be kept in a designated container or in a fridge if required. Only named adults will have access.
9. A green cross is displayed in the kitchen area to indicate that medicine is to be administered that day.
10. Named adult to administer the medication, checking the name corresponds to the child and the amount or medicine to give. A record is kept for audit and safety purposes.