



Sedbergh

PREP AT CASTERTON

Sedbergh Prep at Casterton Administration of Medicines Policy for EYFS (Reception)

Version	1
Effective from	May 2025
Extent of Policy	Casterton Sedbergh Prep School (EYFS)
Policy Owner	Justine Mahon
Governor	TBC
Review by	May 2026
Frequency of Audit	Annual
Circulation	Parents & Staff
Publication	Website & School Hub

Statement of Intent

Sedbergh Prep at Casterton (SPC) and EYFS take a uniformed view on the administration of medicine to pupils within the Prep School.

Aim

Good health is always promoted by the school. The aim is to administer each and every medicine in accordance with school Policy and ONLY with prior written consent from a person holding parental responsibility.

Methods

- Over the counter medication can be administered as necessary only if there is written consent from parents. For days pupils, parents must informed if medication has been administered to a child during the school day.
- Prescribed medication may be administered if absolutely necessary during the course of the school day to the child by Prep School Staff. It must be in-date and prescribed for the current condition by a doctor, dentist or pharmacist, and in the original packing with the child's details on.
- Children taking prescribed medication must be well enough to attend SPC.
- Children's prescribed drugs are stored in their original containers with instructions, they are clearly labelled and are inaccessible to the children. They must be stored in accordance with product instructions and locked cabinet in the Medical Room.

- Parents/guardian holding parental responsibility give prior written permission for the administration of prescribed medication. This states the name of the child, name/s of parent(s)/ guardian, date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration of prescribed drugs/medication is recorded accurately on iSAMS each time it is given by staff. The day pupils' parents and/or guardians are informed when any over the counter medication is given.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. Training should be specific to the individual concerned.
- Non-prescribed medication can only be administered with full parental written consent and only when there is a health reason to do so. Aspirin or any medicines containing aspirin must not be given unless it has been prescribed by the child's own doctor.
- Changes in dosage and application of long-term medication MUST be communicated to staff in writing by the Consultant or GP.
- EYFS staff must keep AHSM informed about medicines kept on the premises.

This policy must be read in conjunction with the:

- *Health and Safety Policy*
- *Whole School Administration of Medicines Policy*

Revised and updated by Justine Mahon Nurse Manager, May 2025

Review Date: May 2026