



Francis Holland Schools

EYFS Administration of Medicines Policy

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EYFS Administration of Medicines Policy

This policy applies to:

Francis Holland Regent's Park

Francis Holland Sloane Square

Francis Holland Prep

Where there are differences between the schools these have been clearly highlighted.

Related Policies:

First Aid and Accident Reporting Policy

Related Guidance:

[Early years foundation stage \(EYFS\) statutory framework - GOV.UK](https://www.gov.uk/government/publications/early-years-foundation-stage-eysf-statutory-framework)

1. Introduction

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the Reception Class, we will agree to administer medication as part of maintaining their health and wellbeing or when they are recovering from an illness.

In many cases, it is possible for the children's GP to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done when it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance, the 'DfE Statutory Framework for EYFS', paragraphs 3.46 and 3.47.

2. Procedures

- Children taking prescribed medication must be well enough to attend school.
- Only prescribed medicines are administered. It must be in date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled, and are inaccessible to the children.
- Parents give written permission for the administration of medicines. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:-
 - Full name of child and year group;
 - Name of medication and strength;
 - Who the medication is prescribed by;
 - Dosage to be given in the setting;
 - Time of Dosage;
 - Length of treatment;
 - Whether the medication requires refrigeration;
 - How the medicine is to be administered, e.g., by mouth;
 - Signature, printed name of parent and date.

- Medication is only administered when two members of staff are present.
- The administration is recorded accurately each time it is given, and it is signed by staff.
- We keep a record of these forms in a file. Staff are informed of this procedure at their induction and shown all the forms that are required.

3. Storage of Medicines

- All medication is stored safely and is labelled. Any medication requiring refrigeration is stored in the fridge in the Prep School Office. Other Prep School medicines are kept in a locked cupboard in the Prep School Office.
- The Reception Class Teacher is responsible for ensuring medicine is handed back at the end of each session to the parent/carer.
- For some conditions, prescribed medication may be kept in the setting. The Prep School Administrator checks that any medication held to administer on an as-and-when basis, or on a regular basis, is in date and returns any out of date medication back to the parent/carer.
- Staff are informed of medication storage at their induction; any changes that are made are informed to all staff at our minuted staff meetings.
- No children may self-administer.

4. Review

Policy author/s	Prep: Head of EYFS
This review	Autumn 2025
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The Francis Holland Schools Trust is an educational charity which manages three leading independent girls' schools in central London, across three sites.

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Appendix 1: Administration of Medicines Form (EYFS)

Francis Holland Preparatory School

Administration of Medication in the EYFS

Daughter's Name _____ Year _____

Name of Medication and strength _____

Medication prescribed by _____

Dosage _____

Time of Dosage _____

Length of treatment _____

Requires refrigeration? Yes No

How the medicine is to be administered, _____
e.g., by mouth, in the ear, nasally, etc.

Today's Date _____

Parent/Guardian Name and Signature _____

For Staff Us -

For Staff Us -

Medicine administered by _____

Time _____ Date _____

Signed

Witnessed by