



Longacre School EYFS Medication Policy

Policy reviewed: November 2025
Policy to be reviewed: November 2026

This policy sits in conjunction with the whole school Medical Conditions Policy

Policy Statement

We promote the good health of children in the Early Years Foundation Stage. We have a procedure outlined below that is discussed with parents and carers. Staff will only administer medicine prescribed by a child's GP or other medical professional (see exclusion).

Exclusion:

If a child has a high/rising temperature, and parents are unavoidably held up, provided we have consent from parents, we may decide to administer a dose of liquid paracetamol in order to reduce fever and risk of convulsion. If we are unable to contact the parents, in extreme cases, we may administer a dose of liquid paracetamol.

Procedures:

- Parents must complete a Pupil Medication request form in the School Office to permit staff to administer medication. The exact dosage to be given for medicine prescribed by the child's GP must be clearly marked on the container with the date and child's name. These are the only instructions that staff will follow. After administering the medication, the staff member will complete a medical tracker form and the parents will receive an email notification. This is in keeping with the School Medical Conditions Policy.
- If a child has been given any type of medication at home prior to attending school, (e.g. Tixilyx or Calpol) the staff must be informed.
- In the case of prescribed medication, a period of 24 hours must pass between the first dose being given and the child's return to the Early Years. This is to ensure that there is no adverse reaction to the prescribed medicine and because the staff cannot cater for children who are unwell.
- Parents must inform staff if bringing medication onto the Early Years site, so that it may be stored safely out of reach of the children in the lockable medicine cabinet or in a lockable fridge if necessary in the Medical Room behind the school office.
- Medication must not be left in the child's bag.
- Specialist training in use of epipens will be provided for staff and other specialised training would be sought if required.
- All parents issued with Public Health England guidelines on infectious diseases along with the relevant exclusion times. If we administer any medication we complete on Medical Tracker which then sends an email out to parents confirming medication has been given.

If a child becomes unwell during the day

- The teacher or practitioner will assess the child and seek support from the First Aid Coordinator or a First Aid at Work qualified member of staff.
- If required, the parent/carer will be telephoned.
- Staff informs management who will provide support in rooms if necessary.
- The child is kept away from the other children under the constant care of an adult wherever possible (within the medical room).
- The child will be made comfortable while awaiting collection by the parents/carers.
- In cases of sickness and diarrhoea we follow infection control measures as advised by Public Health England, which include disinfecting surfaces and door handles and washing absorbent materials.
- Children and staff are not permitted to return to School for 48 hours after the last incidence of sickness or diarrhoea.
- All staff and children show extra vigilance with hand washing.