

WOLVERHAMPTON GRAMMAR SCHOOL

ADMINISTRATION OF MEDICINES IN THE EYFS POLICY

This policy clarifies the procedure for storing and administering medication in the EYFS. It has been developed in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS) and supporting Department for Education guidance on supporting pupils with medical conditions. This policy covers specifically the Reception class in the Junior School.

Procedure

Medication/health records are obtained annually every September from parents on a form via school office. Information as to medication/medical need is shared with appropriate staff and displayed in the medical room. Usually, only medicines prescribed by a doctor or pharmacist will be administered to a child. Where a child has a long-term medical condition (for example asthma, epilepsy, severe allergies or diabetes), the school will work with parents and relevant healthcare professionals to implement an Individual Healthcare Plan where appropriate.

Medicines containing aspirin will be administered only if prescribed by a doctor. Parents are encouraged to administer medicine at home where possible. Medication generally takes three forms:

- Regular medication for an ongoing condition e.g. asthma
 - A short course of prescribed medication e.g. antibiotics
 - A one-off administration of pain or discomfort relief e.g. Piriton or Calpol
1. Parents must fill in a permission to administer form which includes times and dosage.
 2. Only staff that hold current Paediatric First Aid training and an Administration of Medicines Level 2 certificate are permitted to administer medicine to Reception children.
 3. For one-off doses of pain relief (or similar), telephone contact should be made with a parent to seek consent, who must then be asked to confirm their consent in writing (a brief email will suffice).
 4. The member of staff administering must email parents confirming dosage and time; this should be printed and then kept on file.
 5. Medicine must be in original packaging with clear instructions for dosage amounts and times. Staff can only administer the stated dosage at the stated time.
 6. If a child administers their own medication (e.g. blue inhaler) the member of staff present should fill in a medication slip.
 7. If the administering of any medication requires specific training this must be in place before any medication can be given.

Storage of Medicines

All medication will be kept in the medical room, out of pupil reach, unless it needs to be stored in the medical room fridge. All medication should be clearly labelled with the child's name and dosage information. Emergency medication such as adrenaline auto-injectors or inhalers will be readily accessible at all times and not locked away if this would delay emergency treatment.

The Junior School Secretary checks medication expiry dates each term and reports to parents where replacement is required. Medicines will not be disposed of at school but will be returned to parents for disposal. Staff with medication must store this securely out of the reach of children.

Hygiene and Infection Control

Children are taught how to minimise the risk of infection e.g. by hand washing. Staff will use gloves provided when dealing with vomit, faeces, blood and bodily fluids. Gloves and soiled matter must be disposed of in the pedal-operated medical-waste bin in the medical room. Clothing to be taken home will be secured in a sealed bag until the parent arrives.

EYFS staff who administer medication have received appropriate training (Level 2 Administration of Medicines), refreshed at suitable intervals, and records of training will be maintained. Relevant EYFS staff have also completed Safe Food Handling certificates.

Illness at School

If a child complains of feeling ill, they will be monitored by staff and given reassurance. If they appear mildly unwell but are not showing specific symptoms and are not in distress the staff will observe them closely and inform the parents at pick up time.

If a child displays specific symptoms and is ill a member of staff will stay with the child and keep them safe. Another member of staff will telephone the parents using the contact details given on the pupil information form. It is the responsibility of parents to inform us of any changes in contact details.

If any member of staff feels unsure, they should seek the advice of the Deputy Head or Head of the Junior School.

In cases of severe illness call the emergency services. If in doubt we will call 999.

Parents are expected to share any health concerns e.g. head lice, impetigo. The Junior School Head will then share this information with parents via the weekly newsletter. The confidentiality of the child will always be respected.

Record Keeping

Updates of medical details will be sought by the Junior School secretary on an annual basis.

Please also refer to the following policies and procedures:

Health & Safety - website	Generic Risk Assessments (For organisers/participants of trips)
First Aid Policy - website	EVC Policy - staff network (For staff organisers/participants of trips)

Monitoring and Evaluation of this policy

The school monitors and evaluates its supervisory procedures through the following activities:

- Junior School leadership team discussion
- Frequent scrutiny of medical records
- Frequent revision of the medical consent forms

DLP
September 2026

Next Review: September 2027