

## **The Early Years Foundation Stage (EYFS)**

The EYFS is the statutory framework in England. The latest version is here:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

The requirements of the EYFS in relation to medication state:

- Childminders must promote the good health, including the oral health, of the children they look after.
- They must have a procedure, which must be discussed with parents and/or carers, for taking appropriate action if children are ill or infectious.
- This procedure must also cover the necessary steps to prevent the spread of infection.
- Childminders must have and implement a policy, and procedures, for administering medicines to children. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up to date.
- Childminders and assistants must have training if the administration of medicine requires medical or technical knowledge.
- Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).
- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.
- Childminders must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day the medicine has been taken, or as soon as reasonably practicable. Note that records must be kept in English.

Footnote - Non-prescription medicines can include those that can be purchased from pharmacies (including some over the counter medicines which can only be purchased from a pharmacy), health shops and supermarkets. See also BMA advice:

<https://www.bma.org.uk/advice-and-support/gp-practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools>

- All medication on the premises must be stored securely, and out of reach of children at all times.

□

### **The Childcare Register**

The register for children over the age of 5 years is the Childcare Register. There are 2 parts – the compulsory register and the voluntary register. The Childcare Register is here:

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted-registration-requirements>

The requirements of the compulsory Childcare Register in relation to medication state:

You must also record, as soon as reasonably possible:

- Any medicine given to a child, or that a child takes themselves, including the date, circumstances, person who gave it and the parents' consent.



□ Medication policy

**Written by:** A. Abeysekera

**Date:** 16/2/25

The statutory framework for children under the age of 5 years in England is the Early Years Foundation Stage (EYFS). I must also comply with the Childcare Register requirements for children over the age of 5.

I am committed to ensuring your child's medical needs are met and to promoting the good health of all the children in the setting. Training will be accessed as necessary to keep children safe.

Prescription medication must include a pharmacy label with your child's name and dosage instructions. You should hand all medication over its original container, with spoon or syringe (if required) and the information leaflet should be inside the box (if provided).

Some medications are not prescribed by the doctor, dentist or nurse and might, for example, be advised by a pharmacist. I must have written permission, in advance, to administer these medications or treatments, possibly as part of a Care Plan for your child which includes an Ongoing Medication Permission form. You will be informed when the medication or treatment has been given. Non-prescription medication might include, for example, eczema

emollient purchased over the counter, teething gel, hand cream for sore hands after outside play or excessive hand washing, nappy rash cream, hay fever tablets or spray, homeopathic or natural remedies etc; note that I cannot give aspirin unless it has been prescribed by a doctor.

I have information about oral health to share with you and the curriculum includes teaching your child about dental hygiene. When your child is first registered in the setting, I ask you for details about your child's dentist – please keep this updated if there are any changes. Also, please let me know about dentist appointments, so I can help your child prepare. Also see Health and Safety Policy and Illness and Infection Control Policy.

Medication cannot be administered without prior written permission. This might mean you drop your child off early to complete the form before leaving for work – please confirm this with me first. It is a requirement of the EYFS that all medication administration requests are recorded.

□

I will ask you to complete a medication administration form. The form asks for details about the last dose of medication and how much – this is so I do not overdose your child. At the end of each session, you will be asked to sign to confirm the medication has been given. To comply with the EYFS and my Information Commissioner's Office registration:

- Medication information will be recorded in English.
- Records will be retained in a secure location in your child's file.
- Records will be retained for 'a reasonable period of time' to comply with the EYFS and data protection legislation; 2-year retention period for children on the Childcare Register (compulsory register).
- Records relating to serious injuries or death of a child will be retained for longer, as advised.
- At the end of the required retention period records will be shredded and any information stored on computer safely destroyed.

Parents must inform me where the medication should be stored – for example, in the fridge. If medication is needed on outings, I will keep it secure and store it in a cool bag if necessary. If medication is found in your child's bag, I cannot give it to your child – it will be stored in a safe place until your child is collected. To ensure health and safety:

- Medication must be clearly labelled and stored out of sight and reach

of children.

- Expiry dates for stored medication are checked regularly.
- Medication will be returned to you for replacement and safe disposal when no longer needed.
- Medication will be stored in its original container.
- Medication will be stored out of sight and reach of children but, where necessary, immediately accessible in case of a medical emergency.

As part of an ongoing risk assessment, the following procedures are followed when medication is administered to your child:

- Medication is checked – is it in the correct container? Does it include the name of your child? Is the dose correct? Does the medication treat the condition?
- The permission form will be checked – is signed permission in place to administer the medication?
- Hands are washed, medication is prepared and offered to your child – if your child refuses to take or spits up the medication, you will be contacted to come and administer it to them.
- The medication administration form is completed on the same day.

Notes: if I am unsure about any procedures I will take medical advice and you will be informed if there is a delay while advice was sought; I cannot give aspirin unless it has been prescribed by a doctor.

□

In an emergency, if your child falls ill during the day, I will:

- Make every effort to contact you and ask for written permission to administer medication.
- Contact NHS Direct or your child's doctor if I am unable to contact you and follow their advice.
- Make every effort to contact you or your child's emergency contacts to collect, unless your child needs urgent hospitalisation, in which case I will follow Emergency Procedures.
- Inform you about what has happened and complete documentation for you to sign as soon as possible.

In an emergency, I might be advised to give your child medication after consultation with a medical practitioner. I will follow medical advice and make every attempt to contact you as quickly as possible. If medication is administered, I will record it for you to sign.

Sometimes, older children carry medication if it is needed at school. I

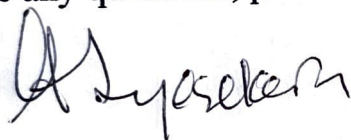
will discuss this you and your child during induction and regularly review records to ensure all children are safe. I need to be aware of any medication on the premises and I must be confident it is stored safely. Medication use will be supervised when your child is on the premises.

If your child has long-term medical needs, I will work with you to complete a Care Plan which will detail their care needs. As part of the Care Plan, you will be asked to give me permission to administer medication or treatment long-term or medication in an emergency. I will record any medication given to your child and ask you to sign.  
**Note:** information about your child's ongoing medical needs must be updated regularly.

I will not normally give the first days' dose of a new medication in case of an allergic reaction and ask that your child stays at home during this time. If your child has a reaction to any medication or treatment, I will stop administering it immediately and request medical advice. I will make every effort to inform you as soon as practical.

If you have any questions, please ask. Thank you.

**Signed:**



**Review date:**

16/2/26



Policy updates

**Updated 08.2021:** wording reviewed and adapted where relevant to comply with the changes to the Early Years Foundation Stage (EYFS).

**Updated 08.2023** – general wording check to ensure policy is current and valid.

**Updated 01.2025** - general wording check to ensure policy is current and valid.

© Childcare.co.uk, 01.2025