



Ballygawley Early Years Playgroup

Management of Medicines Policy

Statement of Intent

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 setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where 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 the first 48 hours to ensure no adverse effects as well as to give time for the medication to take effect. These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'; the Leader is responsible for ensuring all staff understand and follow these procedures.

Aim

The key worker is responsible for the correct administration of medication to a child. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key worker, the Leader is responsible for the overseeing of administering medication.

Administering Medicines Procedures

- Staff will only administer medication if it would endanger the life of the child not to do so, for example a child needs an Epi-pen/or other medication because she/he is known to have severe allergy to some foods/drinks.
- Parents may bring in the child who is taking prescribed medication, although they must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition.
- Child's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.



Ballygawley Early Years Playgroup

- Parents give prior written permission for the administration of medication. 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:
 1. Full name of child and date of birth;
 2. Name of medication and strength;
 3. Who prescribed it;
 4. Dosage to be given in the setting;
 5. How the medication should be stored and expiry date;
 6. Any possible side effects that may be expected should be noted; and signature, printed name of parent and date.
 7. Care plan must be in place and easily accessible.
- Should your child require any creams (including sun creams) these must be administered by the parent/guardian prior to bringing your child to the Playgroup. Our staff will assist the child to apply a further amount if required. For further information please see our Sun Care Policy.

Storage of medicines

- All medication is stored safely in a locked cupboard or refrigerated.
- The child's key worker is responsible for ensuring medicine is handed back at the end of the day to the parent/guardian.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key worker what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long-term medical conditions and who may require ongoing medication:

- A risk assessment is carried out for each child with long-term medical conditions that require ongoing medication. This is the responsibility of the Leader alongside the key worker in the setting.
- Other medical or social care personnel may need to be involved in the risk assessment.



Ballygawley Early Years Playgroup

- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff are part of the risk assessment.
- The risk assessment includes vigorous activities and any other Playgroup activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent/ guardian and health professional; outlining the key worker's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key worker for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name; name of the medication, inside the box is a copy of the medication consent form.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the medication consent form signed by the parent/guardian.

This policy was adapted at a meeting of our playgroup held on the 1st September



Ballygawley Early Years Playgroup

2026.

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2026

Signed:
(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy links with the following policies;

- Safeguarding Children and Child Protection policy
- Sickness Exclusion policy
- Emergency policy
- Infection Control policy
- Sun Care policy
- Management of the Risks Associated with the Care of Individual Service Users policy