**Medication Policy (EYFS September 2025)**

**Policy Statement:**  
At Little Acorns preschool, we prioritise the health and safety of all children in our care. This policy outlines our procedures for administering medication to children when necessary, ensuring medication is managed safely, responsibly, and in alignment with EYFS 2025 guidance.

**Administering Medication:**

* Only medically prescribed medication will be administered to children in our care.
* Non-prescription medication (e.g., over-the-counter medicines) will be administered only with written consent from the child's parent or legal guardian.
* Staff members administering medication will be trained in medication administration and will adhere to dosage and timing instructions provided by parents or legal guardians.

**Medication Authorisation:**

* Parents or legal guardians must provide written consent and complete a medication authorisation form for each medication that requires administration.
* The medication authorisation form must include the child's name, medication name, dosage, administration instructions, possible side effects, and parental signature.
* Medication authorisation forms must be updated whenever there are changes to the child's medication or dosage.

**Medication Storage:**

* All medication will be securely stored in a designated area out of reach of children.
* Medications requiring refrigeration will be stored in a clearly labelled, separate container or fridge.
* Medication will remain in its original packaging with the original label intact, clearly indicating the child's name and dosage.

**Medication Administration Record (MAR):**

* A Medication Administration Record (MAR) will be maintained for each child receiving medication.
* The MAR will record the date and time medication is administered, dosage given, and initials of the administering staff member.

**Medication Expiry and Disposal:**

* Expired or unnecessary medications will be returned to the parent or legal guardian for proper disposal.
* Medication past its expiration date or damaged medication will not be administered.

**Emergency Medications:**

* Parents or legal guardians must provide written authorisation for administering emergency medication (e.g., EpiPen for severe allergies).
* Emergency medications will be stored in an easily accessible, labelled container in a secure location, and staff members will receive appropriate training.

**Alignment with EYFS 2025 Changes:**

* This policy aligns with EYFS 2025 by emphasising clear communication with parents, rigorous medication management, and ensuring ongoing staff training to uphold high standards in health and safety practices.

Signed: Chairperson  
Date: September 2025