

**Administration of
Medicines Policy
(Prep School/EYFS)**
Dover College



Owner: TM Date: Nov 25 Approved By: CSM Date: Nov 25

Review Frequency 3 yearly

Last reviewed on: November 2025

Next review due by: November 2028

SCOPE

This policy aims to set out arrangements for the school when children within the Prep School are sick or in need of medication. The term 'parents' also relates to carers and those with legal guardianship of children.

INFECTION CONTROL

In order to control the spread of infection it is necessary to exclude sick children

with an infectious illness from the Prep School. It is also our belief that sick children need to be at home, where they are more comfortable, in order to recover from sickness. If a child becomes infectious at school. In that case, they will be isolated from other pupils in the Prep School Medical Room or the Medical Centre whilst they await collection.

In cases of contagious illnesses a deep clean of the premises will be completed to stop the spread for child to child or staff member.

IF A CHILD BECOMES UNWELL WHILST AT SCHOOL

When completing the registration forms, parents will have the opportunity to give permission for the school to administer paracetamol or ibuprofen if it is considered necessary. If a child becomes ill whilst at school, staff will make every effort to make the child comfortable. The Prep School administrator or class teacher will contact parents in order to arrange for the child to be collected and to ask permission to administer medicine (infant paracetamol or ibuprofen) in the case of a high temperature or localised pain. If parents cannot be contacted, the Deputy Head will liaise with the school medical centre and will make the decision whether to administer medicine for a high temperature or as pain relief.

Staff will not administer medicines to children who are unwell and need to recover at home. If parents cannot be contacted, then the child will be taken to the school medical centre. It is imperative that parents notify staff in writing if they have administered/need to administer medicine or if they suspect their child is unwell. They should also complete the Administration of Medicine form.

IF A CHILD IS RECEIVING A COURSE OF MEDICATION

As already stated, we believe that sick children need to be at home to recover from sickness. However, there may be occasions where a child is considered by parents as being ready to return to school but might still be on a course of medication. They may also be on medication for a condition that does not stop them from being at school. On these occasions, staff will only administer medicines when:

- An administration of medicine form has been signed, giving clear instruction about how and when to administer these and if medicine has been prescribed from a doctor/GP
- Staff will keep medicines in a refrigerator located in the staff room behind a coded door or locked cupboard in the medical room away from children
- Every time medicine is administered, staff will check the Administration of Medicine form which has been previously completed by the parent.
- The member of staff administering the medicine will complete the Administration of Medicines book detailing the amount administered, the time, date, dosage and name of medicine.

- The staff member will sign the form and have it countersigned by another member of staff, who will have checked the details and witnessed the administration.
- Staff will always check the child's file and parents' written instructions to make sure when the next dose is due, how much to administer and whether or not the child may have any allergies.

If staff are in any doubt about administering medicine, they will check with the Prep School Deputy Head or Medical Centre staff.

