



Medicines and Health Procedures

Early Years Foundation Stage (EYFS)

Purpose

This section outlines how Westfield Community Primary School manages children's health needs and the safe administration of medicines within the EYFS. It ensures compliance with statutory EYFS welfare requirements and supports the wellbeing, safety, and inclusion of all children in Seedlings, Acorns, Oaks and Reception.

1. Principles

- Children's health, safety and dignity are central to all decisions and actions.
- Staff follow clear procedures to ensure medicines are administered safely and only when essential.
- Health needs are managed in partnership with parents/carers and relevant professionals.
- Children with medical conditions or SEND are fully included through appropriate support and reasonable adjustments.

2. Managing Medical Conditions

- Parents/carers must inform the school of any medical conditions, allergies, or health needs before a child starts.
- For ongoing or significant medical needs, a **Health Care Plan** is created in collaboration with parents/carers and relevant professionals.
- Health Care Plans include:
 - Diagnosis and medical needs
 - Signs/symptoms to monitor
 - Medication requirements
 - Emergency procedures
 - Roles and responsibilities
- Plans are reviewed at least annually or sooner if needs change.

3. Administration of Medicines

- Medicines are only administered when **essential** and when a child would be unable to attend school without them.
- Staff only administer medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Parents/carers must complete a written **Medication Consent Form** before any medicine is given.
- Medicines must be:
 - In their original packaging
 - Clearly labelled with the child's name
 - Within expiry date

- Accompanied by written dosage instructions
- Staff record each administration, including:
 - Child's name
 - Medicine given
 - Dose
 - Time
 - Staff signature
- Parents/carers are informed if a dose is missed or if any concerns arise.

4. Emergency Medication

- Emergency medicines (e.g., EpiPens, inhalers) are stored in clearly labelled, accessible locations known to all staff.
- Staff receive appropriate training to administer emergency medication safely.
- Emergency medication is taken on all educational visits and outdoor learning sessions.
- Any use of emergency medication is reported immediately to parents/carers and recorded.

5. Non-prescription Medicines

- Non-prescription medicines (e.g., Calpol, ibuprofen) are **not** administered in EYFS unless part of a Health Care Plan.
- Teething gels, barrier creams or eczema creams may be applied **only with written parental consent**.

6. Allergies and Anaphylaxis

- All allergies are recorded on the child's profile and shared with relevant staff.
- Allergy information is displayed discreetly in EYFS areas and kitchen spaces.
- Staff follow strict procedures to prevent exposure to allergens, including during snack and lunchtime.
- Children with severe allergies have an individual risk assessment and Health Care Plan.

7. Illness and Infection Control

- Children who become unwell during the day are cared for sensitively until collected.
- Parents/carers are contacted promptly if a child has:
 - A high temperature
 - Vomiting or diarrhoea
 - A rash or unexplained marks
 - Signs of infection
- Children must remain at home for **48 hours** after vomiting or diarrhoea.
- Staff follow infection-control procedures including:
 - Handwashing
 - Use of gloves/aprons
 - Cleaning and disinfecting surfaces

- Safe disposal of waste
- EYFS follows Public Health England guidance on exclusion periods for infectious illnesses.

8. Intimate Care and Hygiene

Intimate care procedures (toileting, nappy changing, cleaning after accidents) are carried out in line with the school's **Intimate Care Policy** and safeguarding requirements.

9. Staff Training

- Staff administering medicines receive appropriate training.
- Training is refreshed annually or sooner if a child's needs change.
- Only trained staff administer emergency medication.

10. Storage of Medicines

- Medicines are stored securely in locked cupboards or fridges, depending on requirements.
- Emergency medication is stored in clearly labelled, accessible locations.
- Medicines are never kept in children's bags.
- Expiry dates are checked regularly; parents/carers are informed when replacements are needed.

11. Record Keeping

Staff maintain accurate records of:

- Medication consent forms
 - Health Care Plans
 - Medicine administration logs
 - Emergency medication use
 - Any concerns or incidents
- Records are stored securely in line with GDPR.

12. Review

This section is reviewed annually or sooner if:

- EYFS statutory guidance changes
- Medical guidance changes
- A safeguarding or medical incident requires policy revision