BICKLEY PARK SCHOOL

EYFS Administrations of Medicine Policy

Policy Review & Update Process			
Member(s) of SLT responsible for update		Jonathan Poole	
Sub-Committee responsible for review		Buildings, Health and Safety	
ISBA template policy?		No	
Last Updated	**May 2026**	Updated by	**TQ**
Last review	**September 2025**	Next review	**September 2026**

Bickley Park School *(DfE number 305/6002) is a member of the Sevenoaks Family of Schools and legally part of Sevenoaks School, a company limited by guarantee (4908949) and a registered charity (1101358) with a registered office at Sevenoaks School, High Street, Sevenoaks, Kent TN13 1HU. Any reference to governors, the governing body or the chair of governors refers to the governing body of Sevenoaks School. Any reference to local governors refers to the non-executive members of the Bickley Park School Local Advisory Board.*

Contents

Administration of Medicine 3

Appendix A 5

Administration of Medicine

In accordance with the Statutory Requirements for EYFS pupils the School keeps written records each time medicines are given. Staff complete and sign a record each time they give medicine to a child. A file is kept in the Pre-Prep Matron's office for this purpose.

There may be occasions when a child is well enough to attend school but still requires medication.

Medicines are stored in their original containers out of reach of the children in a locked drugs cabinet in the Pre-Prep Matron's office. Antibiotics are stored in the lockable fridge in the Pre-Prep Matron's office and administered by her. All medicines must be named.

Parents are required to detail and authorise the administration of medicines on the 'Request for School to Administer Medication' form held in the Record of Treatment and Administration of First Aid and Medicines. The school supplies Calpol and Piriton, which are kept in a locked cabinet in the Pre-Prep Matron's office, for use in an emergency e.g. sudden surge in temperature, and after permission is gained from a parent/guardian.

Prior written permission for administration of school held medicine is sought on joining the setting. Forms are completed online and all information is updated onto Engage by the administration staff. Any future allergy, dietary needs or changes in medication are emailed directly to the Pre-Prep Matron and updated onto Engage.

If it is considered necessary to administer Calpol to a pupil, a telephone call will be made to the designated emergency contact number to advise them that their child is unwell and seek additional verbal consent. This is likely to be an interim measure, in the unlikely event that a parent/carer is delayed in collecting their child. School medicines will only be administered by the Pre-Prep Matron, or by named Paediatric First Aiders if they are unavailable. Once medication has been administered this will be logged on Engage alerting the parent to the time medication was given.

Emergency medicines, such as asthma inhalers and adrenaline pens, are kept in the Pre-Prep Matron's office and are readily available to pupils and not locked away. They are kept on a high shelf, organised by classes, and are clearly labelled. Any child who has been prescribed an epipen will have an additional epipen in their classroom, stored in a high cupboard, along with their care plan. The school holds an inhaler and epipen in the event of an emergency, when a pupils own medication has failed.

There may be some children who require continual support with the administration of medicines: for the treatment of Diabetes, for example. In this situation, a care plan will be discussed, in conjunction with the parents and the Pre-Prep Matron. Authorisation for the on-going management and administration of medicine(s) will be sought and a specific treatment book created for the individual child, recording each time the medication is administered.

Parents and/or carers are informed of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given ands recorded on Engage.

Key staff in the EYFS have a Paediatric First Aid qualification and a diary system is in place to ensure qualifications are kept up-to date and current.

A list of staff who currently have a PFA qualification is displayed in multiple points around the Pre-Prep school.

The current EYFS Paediatric First Aiders are Jonathan Poole, Christine Boulton (First Aid at Work, Paediatrics Level 3), Beverley Wilkinson, Zoe Adams (Outdoor First Aid), Tia Edmunds, Sarah Spiteri, Kim Bryan-Isaacs, Kath Arnell, Karen Webb, Kerry Davis, Lisa Quilter, Helen Jacobs and Lucinda Stocks.

All staff on site have received Basic First Aid Training.

If at any time practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Staff medication on the premises must be securely stored, and out of the reach of children at all times.

Appendix A

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medication unless you complete and sign this form and return it to matron

Name Of Child:		***Class:***	
Reason for medication:		***DOB:***	

Name / Type of Medication as per container:	
Directions for Use ***Timing:*** ***Dosage:***	
Contact Details ***Name:***	

Relationship to Child:	
Contact Number:	

I understand that I must deliver the medicine personally to the adult responsible and accept that this is a service which the school in not obliged to undertake.

Signature: Date:

(Please print name if completed online)