Learning in Nature CIC & Beccles Forest Schools



Health and Medication Policy

Safeguarding and Welfare Requirement:
3.60 Providers must have and implement a policy, and procedures, for administering medicines to children.

This policy was adopted by:	Learning in Nature CIC & Beccles Forest Schools
Date of adoption:	27th July 2026
Date to be reviewed:	27th July 2027
Signed, on behalf of the provider:	
Name of signatory:	Rach Whitwood
Role of signatory:	Co-Director

Policy Statement

At Beccles Forest Schools we promote the good health of children attending the setting and take necessary steps to prevent the spread of infection (see our Health, Illness and Infection Control Policy (August 2026).docx). If a child requires medicine, we obtain information about the child's needs for this, and ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the setting and these are set out below.

Please see Appendices for the legal framework and definitions upon which this policy is written.

Procedures

Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist

We will only administer medication that cannot reasonably be given before or after the session times. Please bear in mind that our site is off grid and therefore doesn't have refrigeration facilities and a cool box will be required for medicines needing to be kept cold.

Prescription medicine will only be given to the person named on the bottle for the dosage stated (staff must check date, instructions and storage). Medicines containing aspirin will only be given if prescribed by a doctor.

Prescription medicine will only be administered if evidence is presented to show that this is prescribed by a doctor, nurse, dentist or pharmacist. Medicines must be in their original containers.

Those with parental responsibility for any child requiring prescription medication should complete a Medicine Form.docx and then hand this and the medication to the most appropriate member of staff who will then check the details of the administration on the form. Those with parental responsibility must give prior written permission for the administration of each and every medication but we will accept written permission once for a whole course of medication (such as eczema creams and inhalers) under the following circumstances:

- The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g., if the course of antibiotics changes, a new form will need to be completed
- The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed.

Parents must notify us IMMEDIATELY if the child's circumstances change, e.g., a dose has been given at home, or a change in strength/dose needs to be given. All records must be updated by staff.

We will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.

To avoid overdose, the parent must be asked when the child has last been given the medication before coming to the setting; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day.

At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication.)

If the child refuses to take the appropriate medication, then a note will be made on the form. The parent will be informed, and a decision made collectively. Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

Life Saving Medication

In relation to life saving medication, such as adrenaline injections for anaphylactic shock, the parent must complete a medicine form and together with the staff member a care plan and action plan will be produced. The Co-Directors oversee this process.

Typically, two adrenaline injectors will be kept in the child's main learning area in a cool place out of direct sunlight in a sealed container with their name and photograph on it. If that child is spending time away from this main area (e.g., a trip offsite), this medication is brought with them - a designated adult will be responsible for checking this. The child's medication box will be kept with other emergency kits during this excursion so as to be easily accessible to all staff if needed. All auto injectors are registered by the manager so that we are alerted via email two weeks before and the day after expiration. All senior staff must have regular training on the use of auto injectors, if a child requiring this joins our setting.

Antihistamine Medication

If any child has a known allergy, parents will be expected to supply appropriate antihistamine medication following the same procedures as prescribed medication (see above).

An emergency supply of antihistamines medicine (e.g., Piriton) and cream (to be used in the case of a previously unknown allergy) is stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.

Emergency antihistamine medicine can only usually be administered if prior written permission has been granted at booking, and parents have given immediate verbal permission over the phone, where necessary (this is to avoid overdose). Where parents cannot be contacted then the manager will make the decision as to whether it is essential or safe for the child to have this medication based on the time the child has been in the setting, the circumstances surrounding the need for this medication and the medical history of the child on their registration form.

For any non-prescription cream for skin conditions e.g., Aveeno, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.

Staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the setting, together with the times and dosage given.

Other Non-prescription Medication

This will not usually be administered.

If any child is brought to the setting in a condition in which he/she may require non-prescription medication sometime during the day, the manager will decide if the child is fit to be left at the setting. We reserve the right to refuse to give non-essential medication and may insist the child is cared for at home instead.

If the setting feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse care until the child is seen by a medical practitioner.

Injections, Pessaries and Suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The setting will do all it can to make any reasonable adjustments including working with

parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Staff medication

All staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the manager and seek medical advice. The manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may need medication, any such medication must be clearly labelled with the staff's name, be kept in a separate first aid box on a high shelf in a secure place inaccessible to children (in the locked shed). Staff must complete the medication sign-in/out sheet and inform the manager when new medication is to be kept on site. If a member of staff takes medicine before or during a session they must complete the staff medicine form and tell the manager. Staff members are responsible for checking if their own medication is within date etc.

Storage

All medication for children (and staff) must have the user's name clearly written on the original container and kept in a medicine cabinet, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach (e.g., high shelf in sheltered area in labelled waterproof bag). Any antibiotics requiring refrigeration must be kept in a cool box inaccessible to children (in the locked shed)

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Appendices

Appendix 1: Statutory Guidance and Legal Frameworks

Department for Education (2025) *Early Years Foundation Stage Statutory Framework for group and school based providers, Available at* https://assets.publishing.service.gov.uk/media/68c024cb8c6d992f23edd79c/Early_years_foundation_stage_statutory_framework_-_for_group_and_school-based_providers.pdf.pdf (Accessed 27th July 2026)