



Our Approach

At Busy Bees Preschool, we recognise that some children may need medication during their time with us. We work in partnership with parents/carers and, where appropriate, healthcare professionals to ensure medication is managed safely and in the best interests of each child.

Providing Medication

Parents/carers must speak to a member of staff about their child's medication and provide written consent before medication can be administered.

Medication must normally:

- Be prescribed for the child, where prescription medication is required.
- Be supplied in its original, clearly labelled container.
- Be within its expiry date.
- Include clear instructions for the dose and how it should be given.

Parents/carers must provide accurate information about their child's medical needs and tell us about any changes to medication or dosage.

Antibiotics should be started at home, and children should generally have been taking them for at least 24 hours before we administer them at preschool, unless an individual arrangement has been agreed with the child's healthcare professional.

Emergency Medication

Children who need emergency medication, such as asthma inhalers or adrenaline auto-injectors for severe allergic reactions, must have their medication available whenever they attend preschool.

We will work with parents/carers and relevant healthcare professionals to agree an individual healthcare plan where appropriate. Staff will be made aware of the child's needs and the action to take in an emergency.

If a child has a serious allergic reaction, significant breathing difficulties or another medical emergency, staff will provide appropriate emergency assistance and call **999** when required. Parents/carers will be contacted as soon as appropriate.

Calpol and Paracetamol

Busy Bees keeps Calpol/paracetamol on site for situations where a child becomes unwell during a session and cannot be collected immediately. It will only be administered with prior parental consent, following the manufacturer's instructions and agreed dosage. We will check when the child was last given paracetamol and record any medication administered.

Giving Calpol does not mean a child who is too unwell to remain at preschool can continue their session. We will still contact parents/carers to arrange collection when necessary.

Safe Administration and Storage

Medication is stored safely, following the manufacturer's instructions and away from children's reach. Emergency medication remains readily accessible to authorised staff.

Medication is administered by staff who have the appropriate information and are confident to do so safely. Each administration is recorded, and parents/carers are informed.

We will never force a child to take medication. If medication is refused, cannot be given safely or an error occurs, we will inform parents/carers and take appropriate action.

Medication needed during outings will accompany the child, with the necessary instructions and consent.

Working with Parents and Carers

Please tell us about any medical conditions, allergies, medication or changes in your child's health. We will discuss any additional care arrangements with you to help ensure your child can attend safely and participate fully in preschool life.

Information about children's medical needs is treated confidentially and shared only with those who need it to care for and safeguard the child.

Our Commitment

We take children's health and safety seriously and work closely with families to ensure medication is managed appropriately. If you have any questions about medication or your child's medical needs, please speak to the Preschool Manager or Deputy Manager.

Last reviewed: September 2026 Next review due: September 2027