



Penguin Preschool Illness and Medication Administration Policy

1. Purpose

At Penguin Preschool, the health, safety, and wellbeing of all children are of paramount importance. This policy outlines our approach to managing childhood illness, administering medication, and responding to medical conditions in line with the Early Years Foundation Stage (EYFS) statutory requirements, public health guidance, and relevant health and safety legislation.

2. Parental Responsibility: Medical Conditions & Illness Notification

To support each child's individual needs:

- Parents/carers must notify the preschool during registration or as soon as a condition develops, of any medical condition, allergy, or health concern (e.g., asthma, epilepsy, diabetes, severe allergies, or long-term prescribed medication).
- Where necessary, an Individual Healthcare Plan (IHP) will be created in partnership with parents and relevant health professionals.
- Parents must inform the preschool on the same day if their child is absent due to illness.
- In the case of notifiable illnesses, parents must notify the preschool immediately. We will then:
 - Follow public health protocols.
 - Inform other families as appropriate.
 - Cooperate with relevant authorities.

Failure to disclose medical information may compromise your child's safety in an emergency.

3. General Illness Policy

3.1 48-Hour Rule for Sickness and Diarrhoea

Children must remain at home for **at least 48 hours** after the last episode of vomiting or diarrhoea. This reduces the risk of spreading infections.

3.2 Conjunctivitis

Children diagnosed with conjunctivitis must stay home until they have used prescribed eye drops for **at least 24 hours** or until all discharge has cleared.

3.3 Return to Preschool

Children may return once they are:

- Symptom-free and **well enough to fully participate** in daily activities.
- Have completed the **48-hour exclusion** (if applicable).
- Have used prescribed medication for **24 hours** (e.g., antibiotics or eye drops) with no adverse reaction.

3.4 Notifiable Illnesses

We follow guidance on notifiable illnesses from public health authorities (e.g., UKHSA). Common examples include:

- Chickenpox
- Measles
- Mumps
- Rubella
- Hepatitis (A, B, C)
- Meningitis (bacterial or viral)
- Tuberculosis
- Scarlet Fever
- Pertussis (Whooping Cough)
- Salmonella/Shigellosis
- Diphtheria
- COVID-19 (as applicable)

Note: This list may change based on current public health guidance.

4. Medication Administration

Medication will only be administered if it is essential for a child's health during preschool hours. We do not administer children's calpol or ibuprofen unless a doctor's prescription has been issued for this.

4.1 Prescription Medication

- Must be prescribed by a doctor, dentist, nurse, or pharmacist.
- Must be clearly labelled with the child's name, dosage, and date.
- Must be provided in original packaging with pharmacy label intact.
- Requires written parental consent via a Medication Consent Form.
- Will be administered only as directed on the label.

4.2 Non-Prescription Medication

- May be given only with prior written consent.
- Only permitted for short-term use (e.g., teething gel, antihistamines).
- Paracetamol or ibuprofen will not be given unless prescribed or included in a care plan.

- If a child requires such medication to stay comfortable, we believe they are better cared for at home until well enough to return.

4.3 Antibiotics

- May be administered at preschool if the child is well enough to attend.
- Must be supplied in a pharmacy-labelled bottle.
- A completed Medication Consent Form is required.

4.4 Specialist or Emergency Medication

- Includes EpiPens, inhalers, epilepsy medication, etc.
 - Parents must supply:
 - The medication in its original container.
 - An up-to-date care plan from medical professionals.
 - Emergency medication is:
 - Stored securely but easily accessible to staff.
 - Checked regularly for expiry dates and storage requirements.
 - Staff will receive training in administration where needed.
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5. Consent and Record Keeping

To ensure accountability and safety:

- A Medication Consent Form must be completed for each new course of treatment.
 - A Medication Record will be kept, detailing:
 - Child's name
 - Name, time, and dose of medication administered
 - Name and signature of administering staff and witness
 - Date and parental notification
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6. Storage of Medication

- All medication is stored safely and securely in a locked cupboard or fridge (as required).
 - Emergency medication is clearly labelled, accessible, and known to all staff.
 - Medications are routinely checked for expiry and safe storage.
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7. Staff Training and Responsibilities

- Only trained and authorised staff will administer medication.
- Staff receive regular training in:

- EYFS welfare requirements
 - Supporting children with medical conditions
 - Safeguarding protocols
 - Administering emergency medication (if applicable)
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8. Policy Communication

- This policy is:
 - Shared with parents during enrolment.
 - Available on our website and in paper form upon request.
 - Reviewed annually, or sooner if guidance changes.
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9. Relevant Legislation and Guidance

This policy is informed by the following:

- **EYFS Statutory Framework (2024)** – Section 3: Safeguarding and Welfare Requirements
 - **Children and Families Act 2014** – Supporting pupils with medical conditions
 - **Health and Safety at Work Act 1974**
 - **Equality Act 2010**
 - **Public Health England (or UKHSA) guidance** on infection control in schools and childcare settings
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10. Conclusion

At Penguin Preschool, we are committed to creating a safe, nurturing environment where children's health needs are met with care, diligence, and professionalism. We appreciate the support and cooperation of parents in helping us uphold this policy to protect all children and staff

Reviewed 17/8/2026 Sarah Fielding