



Administration of Medicine (EYFS)

Diversity, Equality & Inclusivity Statement:

The commitment to diversity, equality, and inclusivity is at the heart of our values at Austin Friars. Equality means creating an environment where pupils have the chance to achieve their full potential, free from barriers, prejudice, and discrimination. Inclusion is about recognising that each pupil is unique and that their needs can be met in different ways. Diversity means recognising, respecting, and celebrating the added value that differences bring. Our unwavering dedication to our school values – Truth, Love and Unity - is how we fulfil our mission at Austin Friars. It is through our commitment to diversity, equality, and inclusivity that our pupils are empowered to be authentic and succeed.

Medication

Should a child require any prescribed medication during the school day then a parent should, on arrival, pass the medication to the School's First aid and health co Ordinator Mrs Carla Brockbank or Junior School Reception. The JS reception will inform the First Aid and health Co -Ordinator usually by email, who will administer it providing it is clearly marked with the child's name, medication name, dose and frequency of administration. Parents must sign a consent form when handing over the medication to the school and countersign the form when the medicine is returned at the point of collection. (See below)

All medicines and treatment administered in the School and Pre-School are recorded in the appropriate register by the School's First Aid and health co-Ordinator. If prescribed medication does need to be given, in the absence of the School's First Aid and health co -Ordinator, an alternative first aider will administer the required dose. (Any medication that is prescribed three times a day or less frequently does not have to be administered during School hours). The Paediatric First Aid Course covers the administration of medicines requiring medical and technical knowledge. Where medicines are administered, parents are informed the same day.

If there are any queries about a child's health a parent may seek the advice of the School's First Aid and health Co-Ordinator Mrs Carla Brockbank.

EARLY YEARS FOUNDATION STAGE PARENTAL CONSENT TO ADMINISTER MEDICATION 2025/26

Date.....

Name of Pupil..... Form

Name/Type of Medication.....

Parental Request.....

Time medicine last administered by Parent.....

Signature of Parent.....

Name.....

(PLEASE PRINT)



Time medicine administered by School's First aid and health Co -Ordinator

Signature of School's First Aid and health Co -Ordinator

Medication returned to Parent Yes/No

Signature of Parent.....

Name.....

(PLEASE PRINT)

First Aid and Health Co-Ordinator Mrs Carla Brockbank October 2025

EYFS Staff Medicine Declaration

Staff taking medication/other substances

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, they should seek medical advice. The School will ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly. Staff will be required to complete a confirmation form signed by their medical practitioner.

Staff medication on the premises must be securely stored, and out of reach of children, at all times.



Austin Friars Staff Medicine Declaration Form 2025/26

Name

Position

Medication

Prescribed from



Duration

Confirmation from your medical practitioner that the above medication is unlikely to impair
your ability to look after children properly

Signed (medical practitioner)

Print Name

Professional Status

First aid and Health Co -Ordinator
September 2025