



Administering Medicines Policy - 2025-2026

Bedford Kindergarten

Objectives:

1. **Prioritize Child Safety:** Establish clear procedures for administering medication to ensure the health, safety, and overall well-being of every child.
2. **Promote Home-School Collaboration:** Promote open and transparent communication between parents and the kindergarten to address any medical needs.
3. **Support Learning and Development:** Allow children who need medication to continue attending school, ensuring minimal disruption to their learning and development.
4. **Maintain a Healthy Environment:** To protect all students and staff by minimizing the risk of illness spreading within the school.

Relationship to Bedford Kindergarten's Ethos:

At Bedford Kindergarten, we place great importance on positive communication between home and school, which goes beyond just the well-being of our children. It covers all aspects of school life. This commitment reflects our dedication to creating a safe, secure, and nurturing environment, while building strong, cooperative relationships with parents.

In line with this ethos, we have set clear guidelines for administering medication, whether in emergencies or when a regular plan has been agreed upon with parents or guardians. Our main focus is always on supporting the health and well-being of our pupils, ensuring they are in the best shape to fully participate in both learning and play.

OUR VISION –

Nurture the Tiny Minds; Cherish the Future.

Our vision is to create a nurturing environment where young minds are cherished, cultivated, and prepared for a promising future. We believe in the potential of every child and are committed to providing the support and opportunities they need to thrive.

While we are here to administer medication when necessary, we recommend that sick children should stay home with their parents until they are fully recovered and ready to return. Also, children who are unwell should not join school activities or field trips, as this could pose a health risk to others.

Key Guidelines for Administering Medication at Bedford Kindergarten

- Administering medical treatment is solely the responsibility of the KG nurse or a trained staff member, not the management or teaching staff.
- Children taking prescribed medications must be well enough to attend KG.
- Only doctor-prescribed medication that is in-date and intended for the current condition will be administered by the KG nurse.
non-prescribed medication may be given for common conditions such as fever, headaches, or minor injuries, under specific conditions:
 - If your child has a fever and you would like our nurse to administer any medication such as Panadol syrup or any other fever-reducing syrup, you must provide the medicine in a sealed, brand-new bottle.
 - Opened or unsealed bottles will not be accepted by our nurse.
 - If you still wish for your child to take medicine from an already opened bottle, you will need to visit the kindergarten in person to administer it yourself.
- Antibiotics and other prescription medications will not be administered by the nurse under any circumstance, even upon parental request. These must be given at home under parental supervision.
- Parents must provide written consent for any medication to be administered. No medication will be given without a completed Medical Indemnity Form, available from the secretary or KG nurse.
- Parents should not send medication in their child's school bag. All medications must be handed directly to the KG nurse.

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- In the absence of the KG nurse, parents may visit the KG in person to administer any required medication.
- Medication will be stored appropriately according to product guidelines, either in a secure cupboard or, if required, in a clearly labeled refrigerated container.
- The KG nurse is responsible for returning any unused medication to the parents at the end of the day.

Children will not be allowed to self-administer any medication.

If a child becomes ill during school hours, the nurse will contact the parents to collect the child from KG.

Long-Term Health Conditions:

For children with long-term health conditions, clear, agreed-upon arrangements for administering medication must be made between the parents or guardians and the kindergarten. This might involve parents administering the medication themselves.

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Authorization for Administration of Medication at Bedford Kindergarten

I, _____
 parent of _____
 in class, _____ hereby consent to the school
 nurse administering medication as prescribed by: _____
 (name of the doctor).

I acknowledge that every precaution will be taken to ensure my child's safety and well-being. However, I agree to release and hold the staff of Bedford Kindergarten harmless from any responsibility for any reactions or illnesses that may result from the administration of the medication listed below by the school nurse, as outlined in this document.

Names of Medications and Dosages:

Name of the Medicine	Dosage	Times

Contact details of Medical Practitioner to be contacted if necessary:

Name: _____

Tel: _____

Emergency contact telephone number(s) in case of emergency:

Telephone (work): _____

(home): _____

(mobile): _____

Signature of Parent/Guardian: _____

Date: _____

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