

Nursery School

The Safeguarding and Welfare Requirements

Administering Medicines Policy

Policy Statement

While it is not our policy to care for sick children, who should stay at home until they are well enough to return to school, we will agree to administer medication as part of maintaining their health and well-being.

In many cases it is possible for the children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done for children who receive full day care - where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before especially a baby /child under 2, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

Calpol for babies who are teething will be administered but with parents consent and using the same procedure for prescribed medicines.

Asthma inhalers will also be administered and as with other medicines staff will ask parents for written permission and instructions on how much is given and what to do.

In cases where an infection or illness is easily caught from one child to another the parent will be asked to keep your child at home until they have recovered. This includes slap cheek, conjunctivitis, hand foot and mouth and any virus.

We are also unable to administer eye drops or ear drops.

These procedures are written in line with current guidance in 'Managing Medicines in School and Early Years Settings; the Head Teacher / Nursery Teacher and Nursery Manager in the child care setting are responsible for ensuring all staff understand the following procedures.

Under the supervision of the Nursery Teacher and Nursery Manager ALL Nursery Staff are responsible for the correct administration of medication to children. The Nursery Teacher and Nursery Manager must ensure this has been carried out correctly and recorded on the set pro-forma. Staff must ensure that parents' consent has been completed, that medicines are clearly labelled, stored correctly and that records are kept according to procedures. Staff need to see the doctor's note for prescription medicines and not take the word of a parent or carer.

Procedures

- Children taking prescribed medication must be well enough to attend the nursery.
- Only prescribed medication is administered in the full child care.
- Parents must give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign the consent form stating the following information :- **No medication may be given without these details provided:**
 - Full name of child and date of birth
 - Name of medication and strength
 - Dosage to be given
 - Parents signature
- **Medication must not be left in a Childs bag.** Parents must ensure they hand the medication to a member of staff and that the paperwork required is filled in together with the staff. Parents must sign to confirm the information. This is required daily throughout the course of medication.
WITHOUT THIS MEDICATION WILL NOT ADMINISTERED
- Children's prescribed medicines must be stored in their original containers are clearly labelled and are inaccessible to the children.
- All paper work must be passed onto the relevant senior staff as the child moves through the nursery with their medication. Medication will be placed in the red box provided through transition with paper work. Staff must sign to confirm they have received the information on the sheet provided and parents must sign at the end of the session.
- Administration is recorded each time it is given and when it was last administered and signed for by the parent.
- Two signatures are required when administering the medication (one being the senior member of staff).

Storage of Medicines

- All medication is stored safely in a locked cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines they are kept in a marked plastic box.
- The Nursery Teacher or Nursery Manager is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the school. Nursery Teacher and Nursery Manager must check that any medication held to administer on and as and when required or on a regular basis, is in date and returns any out of date medication back to the parent.

MEDICINES ARE STORED IN: - Changing room cupboard in Under 3's or in sealed labelled container in fridge. In the utility room in Over 3's.

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions and who require on going medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility Head Teacher/ Teacher/Nursery Manager. Other medical or social care personnel may need to be involved in the risk assessment.

- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for the child.
- For some medical conditions staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staffs are part of the risk assessment.
- The risk assessment includes vigorous activities and any activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent, outlining the key person's role and what information must be shared with other staffs that care for the child.
- The health care plan should include the measures to be taken in an emergency.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children, a member of staff who is fully informed about the child's needs and/or medication.
- Medication for the child is taken in a sealed plastic box clearly labelled with the child's name; name of the medication, inside the box is a copy of the consent form and a card to record when it has been given.
- On returning the card is stapled to the medicines record and signed by the parent on collection.

Legal Framework

- Medicines Act (1968)

Information

- Infection Prevention and Communicable Disease Control Guidance for Early Years Settings - Health Protection Agency
- Giving medication to children in registered child care
- Guidance for the management of Human bite injuries

Jayne Allton Head Teacher - November 2017

Policy was adopted at a governors meeting on July 2013 & 10/09/14 & 15/11/2017

Review date - 2019/ 2020

Reviewed - February 2022

Signatory Chair of Governors - Nikki Brownbridge