



## Administering Medication Policy

EYFS: 3.44, 3.45, 3.46

This policy has been written in order to promote the good health of the children in our care, in line with the safeguarding and welfare requirements of the Statutory Framework for the Early Years Foundation Stage.

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

### 1. AIMS OF THIS POLICY

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell to the extent that they should not be in nursery, and where they are suffering from an infection or virus which may be passed to others, children should remain at home to be cared for and looked after. Even if they have improved, children should not return to school until at least 48 hours into a course of antibiotics to ensure there are no adverse effects as well as to give time for the medication to take effect. Similarly, with cases of sickness or diarrhea, children should be kept away from nursery for 48 hours from the last occurrence.

Ronald Tree Nursery is committed to ensuring that children return to nursery as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at nursery. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in nursery.

These procedures are written in line with 'Managing Medicines in Schools and Early Years Settings'. Whilst these guidelines have been superseded to some degree by 'Supporting Pupils at School with Medical Conditions' (December 2015) this latest guideline does not apply to maintained nursery schools. The Head Teacher is responsible for ensuring all staff understand and follow these procedures.

### 2. PRESCRIPTION MEDICINES

- Ronald Tree Nursery School can only administer medication that has been prescribed by a doctor. The school will not administer non-prescription medicines, such as paracetamol. Parents may come into nursery to administer non-prescription medicines.
- Medicines should only be brought to nursery when essential (In many cases it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening). Ideally the nursery will only administer medicines where it could be detrimental to the child's health if the medicine were not administered during the nursery day);

- All medicines should be given directly to nursery staff by a responsible adult and will be placed in a locked cupboard or fridge;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's name ;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded by the designated staff member in the Medication File in the Nursery;
- Medicines will only be accepted for administration in nursery on completion of the **Parental Agreement to Administer Medicine** form (Appendix 1) and the initial section of the **Record of Medicine Administered to An Individual Child** form (Appendix 2) by a parent or carer in advance.
- Administration of Medication Forms are securely stored at all times.

### 3. ROLES AND RESPONSIBILITIES OF SCHOOL STAFF

- Staff at Ronald Tree Nursery are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so;
- All medicines are stored securely in the Nursery with access only for staff;
- Asthma reliever inhalers may be kept in nursery within easy access of staff but out of reach of children. Epi pens are kept in the medicine cabinet in the kitchen;
- Staff must complete the form kept in the Medication File each time medicine is administered;
- Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the Head teacher will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication;
- A designated staff member will be responsible for administering medication. This will usually be the child's key worker. The designated person must ensure that the medication is properly labelled and safely stored during the session. Before any medication can be given, the designated person must ensure that:
  - The Nursery has received written consent
  - Another member of staff acts as a witness to ensure that the correct dosage is given
- When the medication has been administered, the designated person must:
  - Record all relevant details on the **Record of Medication to an Individual Child** form (Appendix 2) and on the **Record of Medicine Administered to All Children** form (Appendix 3).
  - Ensure that the child's parent or carer signs the form to acknowledge that they have been informed the medication has been given.
- If a child refuses to take their medication, staff will not attempt to force them to do so. The Head teacher and the child's parent or carer will be notified, and the incident recorded on the **Record of Medication to an Individual Child** and on the **Record of Medicine Administered to All Children** form.
- Due to the age of the children in nursery 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 their key worker what they need. However, this does not replace staff vigilance in knowing and responding to when a child requires medication.

### 4. PARENTS' RESPONSIBILITY

- In most cases, parents will administer medicines to their children themselves out of nursery hours, but where this is not possible, parents of children in need of medication must ensure that the nursery is accurately advised about the medication, its usage and administration.

Parents must complete the parental agreement form kept in the office before a medicine can be administered by staff;

- children may be able to manage their own medication e.g. asthma inhalers, under adult supervision but again, only with parental agreement given through the appropriate paperwork as above;
- Parents are responsible for ensuring that all medication kept in school is up to date and physical equipment is in working order;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.
- A child's parent or carer must complete a new **Permission to Administer Medication** form if there are *any* changes to a child's medication (including dosage or frequency).

## **5. LONG-TERM AND COMPLEX NEEDS**

Where a child has significant or complex health needs parents should give full details to the school as soon as possible and prior to entry to nursery or as the child first develops a medical need. Where appropriate, a health care plan (Appendix 4) may be put in place involving the parents and relevant health care professionals.

- A Risk Assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Head Teacher alongside the key worker. 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 their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. Training needs for staff form part of the Risk Assessment.
- The Risk Assessment includes vigorous activities and any other nursery 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's 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 worker's role and what information must be shared with other staff who care for the child.
- The Health Care Plan should include the measures to be taken in an emergency.
- The Health Care Plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the Health Care Plan and each contributor, including the parent, signs it.

## **6. SAFE STORAGE OF MEDICINES**

- All medication should be in their original container or they cannot be given.
- All medication for children must have the child's name clearly written on the original container and kept in the locked medicine cabinet, which is out of reach of all children and in an area inaccessible to children under adult supervision.
- All prescription medications should have the pharmacist details and notes attached to show the dosage needed and the date the prescription was issued. This will be checked, along with expiry dates, before staff agree to administer medication.
- Emergency medication, such as inhalers and epi-pens, may be kept within easy reach of staff in case of an immediate need, but will remain out of children's reach and under adult supervision.
- Any antibiotics requiring refrigeration will be kept on a designated shelf in the kitchen fridge (in an area inaccessible to children).

## **8. MANAGING MEDICINES ON NURSERY TRIPS**

On out of nursery visits the teacher is responsible for taking the class medicines e.g. asthma inhalers, EpiPen, enzymes, eczema cream with them. They may agree to take temporary responsibility for administering medicine e.g. antibiotics following the above procedure.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>18/04/2018</i>	<i>Karen Sharman</i>	<i>April 2019</i>

## Appendix 1: Parental Agreement to Administer Medicine

Ronald Tree Nursery School will not give your child medicine unless you complete and sign this form.

Medication to be given until (date)	
Name of school/setting	Ronald Tree Nursery School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	Not permitted
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 2: Record of Medicine Administered to an Individual Child

Name of school/setting  
 Name of child  
 Date medicine provided by parent  
 Key worker Group  
 Quantity received  
 Name and strength of medicine  
 Expiry date  
 Quantity returned  
 Dose and frequency of medicine

Ronald Tree Nursery School

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

**Record of medicine administered to an individual child**

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
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Staff initials			



