



LANGLEY MOOR NURSERY SCHOOL

Promoting Health and Hygiene Policy

Administering medicines

Policy statement

This policy is in line with the Statutory Framework of the EYFS 2012 (3.43, 3.44)

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. Some children may require long term medication to manage an on-going or a specific medical condition.

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. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings; the headteacher is responsible for ensuring all staff understand and follow these procedures.

The headteacher or assistant headteacher is responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of both headteacher and assistant headteacher, the child's key person will be responsible for the overseeing of administering medication.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Health and well-being	Parents as partners Key person	Supporting every child	Knowledge of the World

Procedures

- Children taking prescribed medication must be well enough to attend the setting.

- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents are required to give prior written permission for the administration of medication. The headteacher or the assistant headteacher receiving the medication will oversee the parent completing a consent form stating the following information. No medication may be given without these details being provided:
 - full name of child;
 - name of medication;
 - dosage to be given in the setting;
 - signature of parent and date.
- The administration is recorded accurately each time it is given and is signed by the member of staff and also by the parent on the reverse of the medication form

Storage of medicines

- All medication is stored safely in a cupboard in the office or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The headteacher, assistant headteacher or key worker (in their absence) 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 setting. The headteacher or assistant headteacher check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- Medicines are stored in the wall cabinet in the office or in the top of the large fridge in the Meeting Room.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant members of staff by a health professional.
- If rectal diazepam is given another member of staff must be present and co-sign the record.
- 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 person 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 may require on ongoing medication

- A health care plan is required for each child with long term medical conditions that require ongoing medication. This is the responsibility of the headteacher alongside the key person or all staff (depending on the condition). Other medical or social care personnel may also need to be involved.
- Parents will also contribute to the plan. 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 or all 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 staff is part of the health care plan.
- The health care plan includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
- The health care plan will include what to do in an emergency and who to contact.
- The health care plan includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- The headteacher will discuss arrangements for taking medicines on outings with parents.
- Staff will liaise with parents on the general health of the pupil.
- Where a condition requires it, a health care plan for a child is drawn up either by the health care service or with the parent; outlining what information must be shared with other staff who care for the child.
- The health care plan includes 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.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for the child, or another member of staff who is fully informed about the child's needs and/or medication.
- If a child on medication has to be taken to hospital, the child's medication 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 signed by the parent.
- As a precaution, children should not eat when travelling in vehicles.
- This procedure is read alongside the outings procedure.

This policy will be regularly reviewed and updated as part of the School's overall INSET plan.