

York Road Nursery School and Yorkies Daycare

(Referred to as the Setting in this document)



Administration of Medicine Policy

Approved by Governors

Signature:

Date:

INTRODUCTION

At this setting we believe that all children have a right to access our provision, ensuring that all children with medical needs receive the best possible care and support whilst in the setting. We promote the good health of the children and staff and take steps to prevent the spread of infection. We believe that working in partnership with parents and other professionals is the best way to secure a child's health and well-being.

Children's Records:

On admission of the child to the setting, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor
- special requirements (e.g. dietary).

Managing long term medical needs:

Arrangements for children with chronic (long term) conditions that require a special regime must be discussed with the Headteacher and/or the Yorkies Manager. Where a child has a long term medical need a written Individual Care Plan will be drawn up, following review, with the parents and health professionals.

This can include:

- details of a child's condition
- special requirements e.g dietary needs, pre activity precautions
- any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in an emergency
- who to contact in the event of an emergency
- the role the staff can play

Prescribed medication:

We can only usually administer prescribed non-invasive medication i.e. oral medication, eye drops, external creams. Children attending the nursery school for a half day session will rarely need to take medicines in school. However, if they are attending for a full day in Yorkies Daycare there may be occasions where it is necessary for staff to administer medication, for example, to complete a course of antibiotics. Parents must consider if their child's illness is of such a nature that it would prohibit their child being in the setting, and where possible should endeavour to time doses to be administered at home, or arrange to come into the setting and administer the medication themselves.

If this is not possible, the parents/carers must:

- Complete the relevant form from the key person, giving details of the medicine and its administration, date, dosage, time of last dose and parent and staff signatures.
- Ensure the medicine is in its' original container

- Ensure the medicine is clearly labelled with the sticker from the issuing prescriber, with the child's name and dosage and date
- Ensure the medicine is with a dispensing spoon or other method of administration if appropriate
- Ensure that the date on the medicine corresponds to the current illness diagnosed
- The medicine will only be administered if the medicine is within one month of the date printed on the label unless the medicine is part of an on-going treatment
- Collect the medication at the end of the day and sign the appropriate forms
- Duplicate asthma inhalers and other on-going medication such as anti-histamines can be left in the setting. It is the parent's responsibility to ensure the medication is in date.
- At the end of the course of medication, any remaining medicine will be returned to the parents for safe disposal.
- The nursery will only administer medication that is new to the child **from** 24 hours after the child starting the course. This is in case of adverse reaction to the medication.

The named staff for administering medication are:

- The Yorkies Manager, and in her absence the Yorkies Deputies
- The most senior member of staff on site, holding a valid paediatric first aid qualification
- Any member of staff with a valid Emergency First Aid certificate may administer inhalers.

Invasive medication for on-going medical needs/severe allergic reactions:

Care plans and medical training will be provided for administration of ongoing medication such as pessaries/tube, Epipen medication. At least one member of staff must be available and willing to administer invasive medication where this has been prescribed. This cover must include school trips. Appropriate training must be provided for staff before any medication is given. It is the parent's responsibility to ensure the medication is in date (see prescribed medication above).

Emergency medication must be available and accessible by staff at all times (e.g. epipens/inhalers). They will be stored in the green base area in the cupboard above the sink. They will not be locked away. A photo of the child, and details of their medical needs and base area will be displayed in the staff room.

Offsite visits:

We would encourage children with medical needs to participate in safely managed visits. The staff will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs.

Risk assessments for such children will need to be carried out and these may result in additional safety measures to be taken. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration.

Legal Situation:

Staff have no legal duty to administer medicines to children, or to supervise them taking medication, however we will endeavour to ensure that we have appropriately trained staff in the setting to undertake this role. (Managing Medicines in Schools, Herts CC, 2008)

Monitoring and Review:

This policy will be reviewed annually, or more often if deemed necessary by guidance or circumstances.

