

Aclet Close Nursery School

Safeguarding and Welfare Requirement: Health

Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date.

Administering medicines

Policy statement

Whilst 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 illness.

In many cases, it is possible for children's GPs 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. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as time for the medication to take effect.

Parents are required to complete all relevant paperwork; school will ensure that medicines are stored correctly and that records are kept according to procedures.

Procedures

- Children taking prescribed medication must be well enough to attend Nursery
- Only medication prescribed 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 give prior written permission for the administration of medication. No medication may be given without this consent being signed
- The administration is recorded accurately each time it is given and signed by the member of staff administering the medication

Storage of medicines

- All medication is stored safely in a locked cupboard or refrigerated
- Staff are responsible for ensuring medicine is handed back at the end of the session
- If the administration of prescribed medication requires medical knowledge, individual training is provided for 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 may require ongoing medication

- A Care Plan 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 person. Other medical or social care personnel may need to be involved in the Care Plan
- Parents also contribute to the Care Plan and support staff with any risk factors for their 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

Managing medicines on trips and outings

- If children are going out on outings, staff accompanying the child must remove the medicine from the locked cupboard where it is stored. Upon return the member of staff must replace the medication back in the locked cupboard.

Legal Framework

- The Human Medicines Regulations (2012)

Further Guidance

- Supporting Pupils with Medical Conditions at School (updated September 2021)

Policy adopted: November 2017

Date last reviewed: October 2021/September 2022

Due for review: September 2023