

Moss Hall Nursery School

Early Years

Administration of Medicines Policy Statement

2019

**Fit and Well for School**

At Moss Hall Nursery School, we wish to ensure all children are healthy and well and are able to participate in learning opportunities. 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.

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. If a child has not had a medication before, parents must keep their child at home for the first **24 hours** after taking the initial dose to ensure there are no adverse effects and to give the medicine time to take effect. In some cases, children may need to stay at home longer and this depends on their illness and the medication they are taking. These procedures are written in line with current guidance in ‘Managing Medicines in Schools and Early Years Settings’ and the Statutory Requirements of the Early Years Foundation Stage.

**Administering Medicine**

* There are always staff with paediatric first aid training available.
* The Head Teacher and Deputy Head Teacher are responsible for ensuring all staff understand and follow these procedures.
* The principle person responsible for the correct administration of medication to a child is that child’s key person. This includes ensuring they follow a parent consent form/care plan and that the medicine is stored correctly and that records are kept according to these procedures.
* Medication should be handed to either the Head Teacher or Deputy Head Teacher or in their absence the class teacher. Parents will be asked to sign all relevant paperwork including completing a consent form/health care plan.
* The administration is recorded accurately each time it is given and is signed by the administering member of staff in most circumstances the child’s key person. In an emergency a paediatric first aider would give the medicine following the care plan.
* Parents are shown the record at the end of the session and asked to sign the record to acknowledge the administration of a medicine.
* All routine medication is stored safely on top of the class first aid cupboards or in the milk fridges if needed. All routine medicines are to be kept in a marked (named) plastic box with the child’s photograph. Medicines that are taken as a one off (e.g antibiotics) will be stored in a plastic sealed bag clearly marked with the child’s name.
* Only medication that has been prescribed by a child’s GP can be administered in the nursery school. Medication must be brought to the nursery in its original box detailing the child’s name, date of being dispensed, expiry date and dosage.
* If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
* Children who have long term medical conditions and may require ongoing medication will also have a risk assessment carried out.
* The Head Teacher may wish to seek advice from health care professionals if she needs further information about a child’s health or medication. In certain circumstances this may mean a child will need to stay at home until advice has been sought. The Head Teacher will also take advice from the Public Health Agency and take information from the ‘Guidance on infection control in schools and other childcare settings’ poster. This is displayed in the school office.
* Information about children’s medical care will be stored in a locked cupboard in the school office.
* A Medical list will be prepared and displayed in each classroom. Staff will be updated of any changes to children’s medical needs through the weekly briefing meetings.
* If staff members are taking medication the same procedures will apply and the Head Teacher will be informed where their medication is kept.