

# Administration of Medication Policy

To be reviewed Bi-Annually.

Policy Agreed January 2019. To be reviewed January 2021



The following procedures are intended for support to school/centre staff in the administering of medicines to children in the school/centre.

## Children

- Any medication given to any child in the school/centre has to be prescribed by their doctor or by a hospital doctor should the child have attended an outpatients clinic. The school/centre will not administer the first dose of anti-biotic medication. All medicines should show the clear date of when prescribed and the expiry date. Any medicines found to be out of date will not be administered.
- Long-term medication will be discussed during the child's pre-admission meeting. During the pre-admission meeting a care plan will be completed and will highlight any specific long term medication. If medicines need mixing with water for example before administering to the child, this again will be agreed by the Leadership Team and parents/carers during the pre-admission meeting and added to the child's care plan then signed in accordance with the medication policy.
- It is important that the child's full name is identified on the label of the medicine along with the accurate date of birth for the child; this avoids confusion should children in the family have the same initials.
- Any medication which has been agreed by the Leadership Team must be kept in the office or medicine fridge. Medicines will **ONLY** be administered by named members of staff. All spillages of medication should be recorded.
- All parents/carers will be requested to complete a medication form before their child receives medication at the school/centre. This procedure will be repeated for each occasion except those medicines/medication which are used on an ongoing basis to control a medical condition. E.g. an inhaler (see asthma policy). This will be recorded when administered by a designated member of staff.
- All parents/carers should inform the school/centre if they have given medicine to their child prior to coming to nursery. This information should then be recorded in the child's file (Family Worker to do).
- The named staff who administers medication must record the time, dosage given, sign who has administered the medicine/medication and where possible have a member of staff to observe the procedure and witness the signature.

- The parent/carer will be informed at the end of the nursery session about their child's medication dosage and asked to countersign the child's medication form.
- If a child has an unexpected reaction to their medication, medical advice will be sought immediately and the parent/carer informed. If the symptoms are of a serious nature or appear to the extent that staff are concerned, then the child will be taken to hospital immediately.
- Creams for eczema **will not be** applied by the school/centre staff unless prescribed by a doctor. Parents/carers are requested to apply creams to their child before entering the centre (this includes sun cream unless prescribed by a doctor due to a diagnosed skin allergy), see sun policy.
- Non-prescribed medicines such as 'Calpol'/cough medicines etc **will not be administered**. Aspirin or medicines containing ibuprofen or paracetamol **will not be administered**.
- Parents/carers need to inform the school/centre regularly if their child has any allergic reaction to any medicines/medication. Family workers need to record this in the child's file.

**The Headteacher/Head of Centre has the right to refuse to accept medication to be administered if she feels it would work against the duty of care she has towards all children in the centre.**

### **Staff**

- All staff should inform the Headteacher/Head of Centre if they are taking prescribed medicines/medication at the centre. If the medicine/medication needs to be administered at the school/centre, it should be locked in the staff member's locker away from the children. Staff inhalers should be kept in their room store cupboards away from the children. Training will be given to staff if required to support children with medical needs. E.g. Epilepsy, Asthma, Reflux.

### **Policy Review**

This policy was reviewed by Governors on the 15<sup>th</sup> January 2019 and agreed by the Governing Body of Everton Nursery School and Family Centre on the 24<sup>th</sup> January 2019.