



East Prescott Road Nursery School Medications Policy

'The provider must promote the good health of children attending the setting.

They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill'.

(Statutory Framework for the
EYFS)

Procedures

When administering prescribed medication, we follow a few simple steps to ensure that we use the appropriate measures when dealing with ill children.

- Staff will administer prescription medication only in line with the directions and dosage provided by the dispenser.
- Under no circumstances should any medications/inhalers or creams be left in children's bags on coat hangers in the hallway. Children's coat hangers are accessible to the children at all times and thus if medication is left in bags this is also accessible and could result in serious harm to a child.
- If medications need to be passed to a carer or childminder, parents must clarify their arrangements for this with the person responsible for picking up their child. This responsible adult should then approach the class teacher to collect the medication at pick up time.
- All medicines given should be **prescribed** by the child's doctor, dentist, nurse or pharmacist. The prescribed amount should be printed on the container or packaging.
- The medicine must be for the present illness only.
- Strict attention should be paid to the expiry date and a medication form must be completed by the parent /carer prior to administration.
- If a parent/carers has given their child medicine prior to coming to school, they must inform the class teacher and/or a senior leadership team (SLT) member.
- If a parent/carers requires school to give their child medicine during the day, they should inform the class teacher. A medication form must be completed and signed by the parent/carers at the main school office.
- Parents/carers must allow for time to ensure this documentation process is completed at the start of the session. This will also ensure that the class teacher or SLT member is briefed in regard to the child's current medical condition.
- Medicines will be kept securely in the school office, with the exception of antibiotics which may need to be stored in a fridge that children cannot access.

- If a child has an unexpected reaction to medication, medical advice must be sought and the parent/carer informed. Should the symptoms be of a serious nature or appear to be developing to the extent that staff are concerned, the child should go to hospital immediately. All medicines should be administered by a member of staff and witnessed by another staff member. The member of staff should check medicines for; child's name, D.O.B, expiry date, medication name and reason for medication before administering.
- Members of staff must complete the relevant parts of the medication form, ensuring the witness has also signed.
- The parent/carer should be shown the medication form at the end of the day and asked to countersign.
- If a child has asthma staff, parents/carers must adhere to the guidelines identified in the school *Asthma Policy*.
- Creams, lotions etc will be applied only if prescribed by a GP and clearly identified on the child's confidential records of admission form/ application form and if the parent /carer has completed and signed a specific medical report. Parents/Carers will also need to read and sign a permission form in relation to the schools *Intimate Care Policy*.
- Children who are taking medication on a regular basis and/or in an emergency should have this information clearly defined on their confidential records of admission form /application form and specific medical report. This should be reviewed by the Senior Leadership Team member responsible for the child on a half termly basis, and documented on the child's confidential records of admission form even if there is no change.
- **Children who are clearly unwell should not attend school under any circumstances.**

Approved: October 2023

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