



## Batford Nursery School and Day Care

### Administration of Medicines Policy

Policy reviewed: June 2017

Next Review date: June 2019

Signed..... Head of Centre / Headteacher      Date:

Signed..... Chair of Governing Body              Date:

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Settings are required to make reasonable adjustments for disabled children including those with medical needs.

Settings are also under a duty to plan strategically to increase access, over time to schools. This includes planning in anticipation of the admission of a disabled pupil with medical needs so that they can access the school premises, the curriculum and the provision. The 'reasonable adjustment' may include alterations to the physical environment.

### **Support for Children with Medical Needs**

Parents have the prime responsibility for their child's health and must provide the setting with information about their child's medical condition.

There is no legal duty that requires staff to administer medicines.

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines.

Support staff often have the administration of medicines in their core job description. Some support staff may have such a role in their contract of employment.

Settings are required to ensure that they have sufficient members of support staff who are appropriately trained to manage medicines as part of their duties.

Any member of staff who agrees to accept responsibility for administering medicines to a child will have appropriate training and guidance.

### **Short -Term Medical Needs**

Many children will need to take medicines during the day at some time during their time in the setting. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However such medicines should only be taken to the setting where it would be detrimental to a child's health if it were not administered during the session or day. Parents should allow at least 24 hours after the start of a course of antibiotics before sending a child back to school. Children should only return to school if they are well enough to do so.

### **Long-Term Medical Needs**

It is important to have sufficient information about the medical condition of any child with long-term medical needs. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written health care plan for such children involving the parents and relevant health professionals.

This might include:

Details of a child's condition

Special requirement e.g. dietary needs, pre-activity precautions and any side effects of the medicines

What constitutes an emergency?

What action to take in an emergency

What not to do in the event of an emergency

Who to contact in an emergency

The role the staff can play

## Managing the administration of medicines

Parents should provide full information about their child's medical needs, including details on medicines their child needs. **New medication and health care plans must be signed off by a senior leader.**

## Administering Medicines

- Medicines should only be taken to the setting when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the session or the day in the case of children in full day care.
- Parents can be encouraged to ask the prescriber if medicines can be prescribed in dose frequencies which enable them to be taken outside attendance hours. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime, for school age children.
- Medicines will be administered ONLY after the medicines form has been completed and signed by the parent **or** if there is prior signed consent to do so and the parent or carer is a distance away and is therefore going to be delayed in reaching the setting to collect the child.
- Staff will ensure that this information is the same as that provided by the prescriber or instructions on the original packaging.
- The setting will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- Medicine forms will be countersigned and witnessed by another qualified staff member prior to medication being administered

In all cases it is necessary to check that written details include:

Name of child

Name of medicine

Dose

Method of administration

Time/frequency of administration

Any side effects

Expiry date

If in doubt about any procedure staff will not administer the medicines but check with the parents before taking further action.

If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent.

The setting will keep completed medicine forms each time medicines are given. The setting will arrange for staff to complete and sign a record each time they give medicine to a child.

### **Refusing Medicines**

If a child refuses to take medicine, staff will not force them to do so, but should note this in the records. Parents will be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

### **Storing Medicines**

Large volumes of medicines will not be stored.

Staff will only store, supervise and administer medicine that has been prescribed or provided for an individual child.

Medicines will be stored strictly in accordance with product instructions and in the original container in which dispensed.

Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

Where a child needs two or more medicines, each should be in a separate container.

The Headteacher or Day Care Manager is responsible for making sure that medicines are stored safely.

All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available and will not be locked away.

Other non-emergency medicines will be kept in a secure place not accessible to children.

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled.

There should be restricted access to a refrigerator holding medicines.

### **Disposal of Medicines**

Staff should not dispose of medicines.

Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal and collect medicines held in the setting at the end of each term.

### **Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

Staff have access to protective disposable gloves and must take care when dealing with spillages of blood or other body fluids and disposing of dressings.

### **Managing medicines on trips and outings**

The setting encourages children with medical needs to participate in safely managed visits. (See visits policy & full medicines policy).

### **The Headteacher**

The Headteacher is responsible for putting this policy into practice and for developing detailed procedures. Day to day decisions will normally fall to the head or to whosoever they delegate this to. In the case of children in day care, this will be the Day Care Manager.

### **Teachers and Other Staff**

Staff with children with medical needs in their class or group will be informed about the nature of the condition, and when and where the children may need extra attention. The child's parents should provide this information. All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs.

### **Parental responsibilities in respect of their child's medical needs**

Parents must give prior written agreement for any medicines to be given to a child.

### **Record Keeping**

The school must keep written records of all medicines administered to children.

### **Emergency Procedures**

The school has arrangements in place for dealing with emergency situations. Other children should know what to do in the event of an emergency, such as telling a member of staff. All staff should know how to call the emergency services. All staff should also know who is responsible for carrying out emergency procedures in the event of need. A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available. Staff should never take children to hospital in their own car; it is safer to call an ambulance.

### **Risk assessment and Management**

Medicines and their administration in the school must be managed safely.

### **Confidentiality**

The Headteacher and staff will always treat medical information confidentially. Ideally, the Headteacher or Day Care Manager will always seek parental agreement before passing on information about their child's health to other staff.

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## **APPENDIX**

### **SEE MEDICINES FORM**