



Taywood Nursery School and Seedlings

POLICY FOR THE ADMINISTRATION OF MEDICINES

The Governors and staff wish to ensure that pupils with medical needs receive proper care and support at Taywood Nursery School.

The Headteacher will accept responsibility in principle for Early Years Practitioners giving pupils **prescribed** medication during the day.

If a child has been diagnosed with a communicable/viral disease, please contact school for advice.

Medication will only be accepted in school if it has prescribed.

When children are only attending for half a day, we prefer medication such as antibiotics to be given at home by parents before or after the session.

Medication will not be accepted in school without complete written and signed instruction from the parent on the appropriate medical form.

Each item of medication must be delivered in its original container and handed directly to the office staff.

Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of Medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date

We will not accept items of medication that are in unlabelled containers.

Unless otherwise indicated, all medication to be administered in school will be kept at a high level in the child's room. Medication that needs to be stored in a fridge will be kept in the staff room.

School will provide parents/carers with details of when medication has been administered to their child when requested.

It is the responsibility of the parent/carer to notify school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for the medication.

It is the responsibility of the parent/carer to ensure that the medication has not expired and to replace the medication where necessary.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the local Health Service.

The Administration of Medication Form will be completed after each dosage and the parent/carer will be asked to sign this at the end of the session/day.

Children who require regular medical treatment and have a specific health condition will have a care plan in place prior to starting at school, which is to be created with health professionals, members of staff and parents. Staff will receive training when required.

Staff will only administer Calpol/Paracetamol for children with high temperatures as considered necessary and where parental permission has been sought. A member of staff will telephone the parent asking for permission to administer Calpol and ask for the child to be collected as soon as possible.

Babies under 12 months old will be given Calpol if they are teething, with prior parental consent.

Staff will not administer Calpol to children over this age, as a child who requires this medication is not well enough to attend.

If a child has been given Calpol in the morning/ before a session, they are not well enough to attend nursery.

If a child has been prescribed antibiotics, they must remain at home for 24 hours after the first dosage to ensure that there are no allergic reactions.

Antihistamines can be administered without prescription if an allergy has been diagnosed by the doctor. If a child has an allergy which requires medication, they should bring in their own bottle to be kept at nursery in case of allergic reactions. Parents would have already completed the allergy form on induction.

Allergies and Allergic Reactions

At Taywood Nursery School and Seedlings we are aware that children may have or develop an allergy resulting in an allergic reaction. Our aims are to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

Our staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis.

We ask parents to share all information about allergic reactions and allergies on child's registration form.

We share all information with all staff and keep an allergy list, which is displayed in key areas around the building and updated termly.

Where a child has a known allergy, the Class Leader will carry out an allergy risk assessment with the parent prior to the child starting the nursery and will share this information with all staff.

Seating will be monitored for children with allergies. Where deemed appropriate staff will sit with children who have allergies and here age/stage appropriate staff will discuss food allergies and the potential risks.

If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a First Aid trained member of staff will administer the appropriate treatment, if appropriate. We will inform parents and record the information in the incident book and on the allergy register.

If an allergic reaction requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child will receive specific medical training to be able to administer the treatment to each individual child.

Transporting children to hospital procedures

A member of staff must: Call for an ambulance immediately if the allergic reaction is severe. DO NOT attempt to transport the sick child in your own vehicle.

Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.

Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.

Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.

Inform a member of the Headteacher/ Deputy Manager.

In line with the EU Food Information for Consumers Regulations which came into force in December 2014 we now provide allergen information about the ingredients we use for activities such as baking or play dough or when serving food to children, parents, families and visitors.

MEDICATION IN SCHOOL PARENTAL AGREEMENT	
Child's Surname	
Child's Forename(s)	
Date of birth	
Class	
MEDICATION	
Medication name (as described on the container)	
Expiry date	
For how long will your child take this medication?	
FULL DIRECTIONS FOR USE	
Dosage and amount (as per instructions on the container)	
Method	
Timings	
Procedures to take in an emergency	
Possible side effects for staff to be aware of	
AGREEMENT	
Date	
Signature	
Relationship to child	
Review date (annually if there are no changes to the medication)	

If there are any changes to the type or dosage of the medication, then a new agreement must be completed.

STAFF INFORMATION
<p>This agreement should be:</p> <p>Scanned and uploaded to CPOMS</p> <p>Paper copy stored with child's registration details in the office</p> <p>Copy kept in the classroom</p> <p>Shared with all relevant staff members, including welfare and extended services staff</p> <p>Used alongside the Administration of Medicines Log from (scanned and uploaded to CPOMS when complete)</p>

