

Colchester High School – Early Years Department



6.1 Administering medicines

Policy Statement

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 EY's Department, we agree to administer medicine as part of maintaining their health and well-being or when they are recovering from an illness. All Early Years staff (including Bank staff) are Paediatric First Aid trained (PFA). Certificates are displayed on Notice boards throughout the early Years Department. The Nursery Practitioners/Bank Staff and Teaching Assistant have completed e-learning: Medicines Awareness for Schools (Foundation) training (appendix 4) and understand the Procedures to follow when administering Medicine (see Administering Medicine Policy). Training will be updated every two years.

Procedure:

If a child is unwell and unable to attend Nursery the parent telephones the Nursery on the direct line (01206) 217110. For Reception the parent needs to telephone the Main School Office (01206 573389) who will pass the message to the Reception Class Teacher. We request that out of respect to the staff and the other children the child does not attend Nursery/Reception until they have made a full recovery. If a child becomes unwell whilst at Nursery/Reception, a member of staff will inform the parent or carer immediately. It is the responsibility of the parent or carer to collect their child as soon as a member of staff

has informed the parent. A child should be kept at home until they are well enough to return to the setting.

We request that parents are contactable at all times. Any child suffering from a doubtful rash, sore throat, discharge from the eyes or nose, or sickness and diarrhoea should be kept at home for 48 hours and until the symptoms have completely disappeared.

Prescription medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist as part of maintaining their health and well-being or when they are recovering from an illness (medicines containing aspirin should only be given if prescribed by a doctor) **Refer to 3.2 First Aid Policy**

Parents/carers will be asked to fill in and sign the School Medicine Record as well as the "Medicine Administration" Form.

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 been prescribed antibiotics please keep them home for the first 48 hours, to ensure no adverse effect as well as to give time for the medication to take effect. We do not administer any medication which has not been prescribed by a General Practitioner e.g. cough medicine, Calpol etc.**

The Nursery Manager/Deputy and Reception Teacher are responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only medication prescribed by a doctor (or other medically qualified person, i.e Dentist, Nurse or Pharmacist) is administered. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication (**Appendix 2**). The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - full name of child and date of birth;
 - name of medication and strength;
 - who prescribed it;
 - dosage to be given in the setting;
 - how the medication should be stored and expiry date;
 - any possible side effects that may be expected should be noted; and
 - Signature, printed name of parent and date.

The Nursery Manager, EY staff or the Early Years Reception Teachers receive the medication and follow the guidelines listed.

- The administration is recorded and signed by the EY Staff on a Medicine Administration Sheet (**Appendix 3**). All prescribed medicine must be clearly named. The Administration Sheet will contain:
 - the date prescribed and use by date
 - name of medication;
 - the date and time of dose;

- dose given and method;
- signed by two members of staff
- signed by the parent's/Carer signature at the end of the day.

Storage of medicines

- All medication is stored safely either in the first aid cupboard in the kitchen where they are kept in a marked plastic box.
- Staff will be responsible for ensuring medicine is handed back at the end of the day to the parents/carer.

Nursery and Reception medicine is stored in the School fridge

- 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 who may require on ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the staff. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions the staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.

- The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- Cognita Health Care Plan (**Appendix 1**) for the child is drawn up with the parent; outlining the staff's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, the date of the medication, changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.
- Any child who has an EpiPen must have one in the setting at all times and must be in date. This must be accompanied by a Cognita Individual Care Plan signed by the parent. All staff who are with the child must ensure they understand how to use the EpiPen, when to use it and know the child's allergies. The EpiPen should be kept in an individual bag, clearly labelled with photograph and name of child. This must be taken everywhere the child goes.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children will complete a risk assessment about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, inside the box is a copy of the consent form and the administration sheet.

- In the event of an emergency and the prescribed medication failing, or being out of date, the parents can give consent for the EY department to administer medication supplied by the school (in main office) (epipen or inhaler). This will be found on their individual care plan.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent. Parents sign to give their consent to allow any Emergency Medical treatment at when registering their child. This is recorded on the "pupil information" sheet. This allows staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Please refer to Colchester High School Policies:

Medical Conditions Policy

Administration of Medication

First Aid Policy

Early Years

3.2 First Aid Policy

6.2 Managing Children with Allergies, or who are sick or infectious.



Care Plan Templates: Supporting Pupils with Medical Conditions

Template A: Individual Healthcare Plan

Child's information	
Name of school	
Child's name	
Class/Form	
Date of birth	
Address	
Medical diagnosis or condition	
Date	
Review date	

Family contact information	
Name	
Relationship to child	
Phone no (work)	
Phone no (home)	
Phone no (mobile)	
Name	
Relationship to child	
Phone no (work)	
Phone no (home)	
Phone no (mobile)	

Clinic/Hospital contact	
Name	
Phone no	

G.P.	
Name	
Phone no	

In school	
Who is responsible for in school support?	

Plan details	
Medical needs. Symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.	
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications,	

administered by/self-administered with/without supervision	
Daily care requirements	
Specific support for the pupil's educational, social and emotional needs	
Arrangements for school visits	
Other information	
Describe what constitutes an emergency and the action to take if this occurs	
Who is responsible in an emergency (state if different for off-site activities)	
Plan developed with	
Staff training needed/undertaken – who, what, when	
Form copied to	

Template B: Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Child's information	
Name of school	
Child's name	
Class/Form	
Date of birth	
Medical condition or illness	

Medicine	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – Y/N	
Procedures to take in emergency	
In the event of an emergency and the prescribed medication failing, or being out of date, I consent to the generic option being administered. Y/N	

Note that medicines must be in the original container as dispensed by the pharmacy.

Contact details	
Name	
Phone no	
Relationship to the child	
Address	

The above information is accurate and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed

Name

Date

Appendix 2 EYFS Medicine Record

The form is to be completed by parents or guardians who wish the EYFS department to administer medication to their children on their behalf

Child's full name:	
Name of medicine:	
Date Prescribed:	
Expiry date:	
Details of dosage and timing:	
Any other instructions:	
Contact phone number of parent or guardian for emergency use:	
Name and phone number of family doctor:	
I give permission for the EYFS staff to administer the specified dose(s) of the above named medicine to the child named on this document.	
Signature:	
Print name:	
Date:	
Checked by: (for school use)	

Appendix 3- Medicine Administration Form

Child's Name: _____

Child's DOB: _____

Date:	Name of Medicine:	Dose Administered:	Time of Administration:	Method of Administration:	Date Prescribed: Expiry Date:	1. Signature of staff: 2. Signature of witness	Parent/ Carer Signature:
						1.	
						2.	

**Appendix 4
Medicine Awareness for Schools (Foundation) e Training**

Date	Name	Job Title	Qualification	Date to renew
01/01/2018	Karen Hull	Nursery Manager/Head of Early Years	e-learning: Medicines Awareness for School (Foundation with Merit)	01/05/2020
02/02/2018	Thea Critchley	Deputy Nursery Manager (Maternity cover)	e-learning: Medicines Awareness for School (Foundation with Merit)	02/05/2020
02/02/2018	Paige Jackson	Nursery Practitioner	e-learning: Medicines Awareness for School (Foundation with Merit)	02/05/2020
02/02/2018	May Leverington	Nursery Practitioner	e-learning: Medicines Awareness for School (Foundation with Merit)	02/05/2020
03/05/2018	Harriet Breeze	Part-time Nursery Practitioner – Term Time only	e-learning: Medicines Awareness for School (Foundation with Merit)	03/05/2020
02/02/2018	Ruby Hunte	Teaching Assistant / Wraparound	e-learning: Medicines Awareness for School (Foundation)	02/05/2020
	Felicity Mercer	Bank Staff – Nursery		