



# St Hugh of Lincoln Nursery School

## Administration of Medicines and Medical Needs Policy

### Aim

We aim to provide an environment where children with medical needs can safely access as much of the curriculum as possible. As part of this we recognise the need to have clear procedures for managing medical conditions and in particular the administration of medicines.

### Methods

#### Parental responsibility

We emphasise to parents before their child joins the setting that they have a responsibility to inform Nursery of any medical needs that their child may have and to keep us informed of any changes in their child's care requirements.

#### First aid

At least one member of staff with current first aid training is on the premises or on an outing at any one time. The training is delivered by St John Ambulance and includes paediatric first aid within the Early Years foundation stage statutory framework.

Our first aid kit:

- (a) complies with the Health and Safety (First Aid) Regulations 1981;
- (b) is regularly checked by a designated member of staff and re-stocked as necessary;
- (c) is easily accessible to adults; and is kept out of the reach of children. It is stored in the office at the rear of the Nursery School
- (d) We take an appropriate first aid kit with us if we are taking children out of the Nursery grounds, for example onto the school field.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that we will make every effort to contact parents as soon as an incident requiring such treatment occurs.

#### Our Accident Book

- (a) is kept in the Nursery Manager's Office by the medicine cabinet;
- (b) all staff and volunteers know where it is kept and how to complete it; and
- (c) is reviewed at least once a term to identify any potential or actual hazards.
- (d) Parents/ carers are required to countersign any entry made about their child as a record of the incident and what treatment was given. On admission to the Nursery parents complete a form stating whether they give permission for another adult collecting their child to sign an accident form. If permission is not given, a copy of the form is sent home to be signed and returned.
- (e) Ofsted is notified of any serious accident/injury requiring treatment by a hospital doctor, or the death of a child or adult, within 14 days of the incident occurring.

Local child protection agencies are notified of any serious accident/injury requiring treatment by a hospital doctor, or the death of a child or adult, within 14 days of the incident occurring. The Nursery complies with any advice given by these agencies.

When there is any injury requiring hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

### **Administration of Medication**

- (a) In normal circumstances only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- (b) Children taking prescribed medication must be well enough to attend the setting.
- (c) Parents are responsible for providing a child's medication and ensuring that it is in date.
- (d) Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. Care is taken that medicines are stored appropriately, in particular at what temperature they should be stored.
- (e) Medicines requiring storage in a refrigerator are stored in a locked medicines box.
- (f) Once a term all medicines stored at Nursery are checked to ensure that they are still 'in date.' Parents are reminded if their child's medication is soon to reach its expiry date.
- (g) Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- (h) Before administering a medicine the member of staff checks: the child's name, prescribed dose, expiry date and written instructions provided by the prescriber on the label or container. If a member of staff has any doubt about the administration of a medicine they consult with a parent or health professional **before** administering the medicine.
- (i) The administration is recorded accurately each time it is given and is signed by staff. Parents /carers sign the record book to acknowledge the administration of a medicine. (We have written consent from parents if another carer is allowed to sign the record.)
- (j) If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- (k) Only named members of staff who have agreed to administer medicines and who have received training where required, will administer medication.
- (l) Non-prescription medicines such as pain/ allergy relief may only be administered to children with written permission from a doctor. Aspirin will not be administered to any child except on prescription.
- (m) Children know who to speak to, to access their medication.

### **Management of Long-term Medical Conditions**

We aim to support children with long term medical conditions so that they may access the curriculum as fully as possible.

- (a) Where appropriate we develop a health care plan for a child which clearly outlines details of child's medical conditions, special care requirements, what constitutes an emergency for that child and the action to take in such a situation. This plan is drawn up with the child's parents,

with guidance from the child's GP or hospital consultant where appropriate, and is reviewed at intervals agreed with the child's parents.

- (b) We keep information on the general procedures to be followed for children with asthma, epilepsy and diabetes and all staff are made aware of these. (This information is kept in the administration of medicines file.) However, the needs of any child with one or more of these conditions are assessed on an individual basis.

*Signed by (Chairman)* .....

*Dated* .....

*Review date* .....