



Headington Quarry Foundation Stage School

Medicine Policy and Procedure

Next date for review : Spring 2025

Reviewed on : Spring 2023

Medicine Policy and Procedures

We will promote the good health of all children and take necessary steps to prevent the spread of infection and take appropriate action when they are ill.

All staff treat medical information confidentially. Where we need to ensure that all staff are aware of the needs of a child in an emergency- e.g: anaphylactic shock, then we will discuss this with parents beforehand.

In accordance with Statutory Guidance for the Early Years Foundation Stage (Safeguarding and welfare requirements) 2017, the nursery will only administer prescription medicines that have been prescribed for the child by a doctor, dentist, nurse or pharmacist. The prescribed medicines should be provided in the original container; include the prescriber's instruction and be in date for the current condition.

Children taking prescribed medication must be well enough to attend nursery.

The nursery will not administer non-prescribed medication. If a child has a health reason to need medication such as Paracetamol or Calpol, a Doctor or nurse should be able to prescribe this.

No medication containing aspirin will be given to any child attending nursery, unless it has been prescribed by a doctor, dentist, nurse or pharmacist.

Children's prescribed medicines are to be stored in original containers, in accordance with the product and prescribers instructions. Medication should be clearly labelled and stored securely. Medication must be stored out of the reach of children attending nursery.

Changes to dosage from the initial prescription will require a written communication from the child's doctor, nurse, dentist, or pharmacist. The greatest of care will be taken to see that medication is administered according to instructions.

Some children may require an action plan for certain medical conditions e.g. peanut allergy or seizures. In such cases staff will be trained to administer the appropriate medication e.g. an epipen and staff will work closely with health professionals to ensure the child receives the appropriate care.

Where a prescribed medication requires medical or technical knowledge, tailored training is to be provided for at least two relevant members of staff. This should be delivered by a health professional prior to the child attending the nursery.

Parents and carers have prime responsibility for their child's health and must provide the school with information about their child's medical condition on admission and during their

time at the school. Additional information and advice can be sought from the school nurse, health visitor or specialist support group for medical needs but we would seek parental permission first.

- Parents/ carers must always give **prior written permission** for the administration of medicine.

Procedure:

- Parents/carers must sign a medication form daily, to give permission for the administration of the medication; this is recorded on a medication form.
- This written record includes: child's name; date of birth; start date of the medication; details of the medication; dose to be given; time to be administered; how the medication is to be given; staff signatures; parent/carer signature.
- Should there be a need to vary this policy to reflect specific circumstances, this may only be done with the agreement in writing of the Headteacher and Deputy Safeguarding Lead. The revised procedure must be recorded in writing and kept [on file].
- Records will be held for a two years, along with the child's records or until after the next Ofsted inspection.
- Staff should **not give non-prescribed medicine**.
- Medicines should be stored out of children's reach and in a safe non-portable unlocked container. If they need to be kept refrigerated then the staff room fridge should be used. Each child with medicines kept on site are given a zip-lock bag stored in the medical Green Box in the staff room with their names and relevant information within the bag.
- For children who require long-term medication then a health-care plan should be put into place to ensure they receive appropriate support and to be clear about who has

responsibility for carrying these out. This should include what to do/not to do in an emergency, who to contact etc.

- A list of children requiring medicines is collated and kept in the office, Day-care folder, Rainbow register and on the staffroom board.
- If children are going out on a school visit/ outing or to Forest School, then medication should be taken. If necessary an additional risk assessment should be carried out for the individual child. A copy of the health care plans should be taken on visits in case needed in an emergency.
- Epi-Pen training is undertaken where necessary by key staff across the school day- i.e: Nursery, Daycare, Lunchtime and Reception class staff. A list of first aiders and epi pen trained staff is displayed in each room in the school, the canteen and offices.

Staff medication:

If a member of staff is taking medication which they believe may affect their ability to care for children, they should inform their line manager and only work directly with children after seeking medical advice and a thorough risk assessment being carried out. The nursery will require evidence of this before the staff member is able to work directly with children.