

Bedford Nursery Schools Federation

Policy Document



Administration of Medicines

Reviewed by: FGB

Adopted by Governors: Sep-22

Reviewed: Mar 23

To be reviewed: Sep-24

Administration of Medicines in school

This policy has been drawn up in line with the guidance from the Local Authority on the safe storage and administration of medicines in schools.

It is recognised that from time to time parents will request that medication is administered to children whilst they are in school. This should be undertaken with strict liaison with parents and if required the general practitioner.

It is understood that the school has a moral and civil duty to care for the pupils in our charge. As part of this duty to administer medication following the guidelines set out in this policy.

This policy will include:

- The guidelines for the administration and storage of medications in school
- Guidelines for the administration of pain relieving medication
- Guidelines for the administration of asthma relieving medication
- Guidelines for specific medication situations

Administration of Medication

The person in charge of the administration of medicines at Bedford Nursery Schools Federation is Mrs Penny Stubbs, Business Manager.

It is the policy of the school that parents will inform the school of any medicinal requirement in writing by the completion of the school medication record form available from the school office.

In line with the EYFS statutory framework- Sep 21 (para 3.46 & 3.47);

Prescription medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor) and with written consent from the parent/carer.

Non Prescription medication (bought in pharmacies) will only be administered with written consent from the parent/carer. The types of non prescription medicines administered are anti-allergy medication, eye drops for conjunctivitis and eczema cream.

All medication should be in the original container and for prescription medication, clearly labelled with the child's name, the dispensing chemist and dosage instructions.

The medication will be stored in line with the instructions on the packaging.

Medications that have been removed from the original container will not be dispensed.

Dosages will not be altered on parental instruction

Medication should only be taken to school when essential; that is, where it would be detrimental to the child's health if the medicine were not administered during the school day.

It is helpful where clinically appropriate for medicines to be prescribed in dose frequencies that enable it to be taken outside of normal school hours. For example an antibiotic that is prescribed to be taken three times a day, can be given before school, after school and at bedtime.

Parents should be encouraged to explore this option with their general practitioner in the first instance.

If the child is accessing an extended day the medication can be administered with prior written consent from the parents.

Once medication has been administered the school medication record will be signed and dated by the person administering the medication and counter signed by another member of staff who will verify the correct dose has been given.

Out of date medicines will not be accepted in school and once no longer required any surplus medication will be returned to the parents for safe disposal.

Pain Relieving Medication

As advised by Bedford Borough Council, Bedford Nursery Schools Federation does not routinely administer pain relieving medication, e.g. calpol or paracetamol or ibuprofen based products that are purchased over the counter.

- We will not administer non prescribed medicines such as children's paracetamol or cough relief medications that are purchased over the counter.
- In exceptional circumstances or where there is a known condition within the family, and only in agreement with the Head Teacher will paracetamol/ibuprofen be administered, and only then with the prior written consent from parents. The medication must be prescribed by a GP or Pharmacist, must be in the original bottle and the label must be clearly legible.
- The paracetamol/ibuprofen should be provided by the parent in a sealed bottle in the first instance. The bottle should be left in a secure place in the setting to prevent cross contamination by any means.
- The bottle should not be sent home on a daily basis, but kept in school.
- If the bottle is taken home by parents, then a new sealed bottle must be provided for any subsequent use. Staff will sign the medical consent form to acknowledge that a new sealed bottle has been provided.
- The paracetamol/ibuprofen will only be administered to the child for which it has been supplied.
- A written record will be kept of all occasions that the medicine is administered and the parents will be made aware that a dose has been given.
- If a child is given a paracetamol/ibuprofen based medicine consistently for a period of 3 days we would strongly suggest that they see their doctor as there is probably an underlying cause for their symptoms.

Asthma

See below for how to store asthma inhalers at the nursery schools

Replace the cap on the inhaler after each use. This keeps dust and dirt off the mouthpiece and keeps anything from getting into the inhaler and blocking the action.

Store the inhaler in a clean environment such as a sealed zip-top bag.

Keep the inhaler away from extremes of heat and cold and it should be at room temperature before you use it.

A guide to Specific conditions requiring medication:

Anaphylaxis (A severe allergic reaction that can quickly lead to unconsciousness if not treated quickly)

On first signs of such a shock and ambulance should be called. If available in school, the child's epipen(adrenalin) should be administered by a trained member of staff.

Replacement medication should be arranged immediately

Training will be given to all relevant members of staff when a child is admitted to nursery school who requires an epi-pen. The school nurse service will be contacted to arrange this.

We liaise with the health team to produce a care plan to meet the child's individual needs. Staff are given relevant training to the child's individual need. We follow the care plan to meet our obligations.

Epilepsy (Abnormal electrical activity in the brain causing fits and or seizures)

If an epileptic child fits try to prevent injury by moving away furniture. DO NOT force anything into the mouth. When the fitting is finished put the child into the recovery position.

If the fit is prolonged (5-10 minutes) call an ambulance.

Inform parents immediately.

We liaise with the Health team to produce a care plan to meet the child's individual needs. Staff are given relevant training to the child's individual need. We follow the care plan to meet our obligations.

Diabetes (Diabetes occurs when the body's production of insulin is insufficient to deal with sugars and starches circulating in the blood)

Diabetics must have meals promptly. A hypo may occur if they have low blood sugar. A child who is having a hypo should be given a sugary snack.

Parents should be informed of hypos.

We liaise with the health team to produce a care plan to meet the child's individual needs. Staff are given relevant training to the child's individual need. We follow the care plan to meet our obligations.

Administering on going medications

If a child has an on going medical condition such as diabetes, asthma or serious reactions or allergies, then the following steps will be taken (in addition to the normal administration of medicine procedures) to administer their medication:

- If specialist knowledge or training is required to administer the medication then advice and training will be received from a qualified health professional such as the child's GP, a nurse or other professional qualified to train in this area.
- Procedures will be put into place for each individual child that has a medical need including dealing with an emergency should it arise, signs and symptoms to watch for, and where the medication should be stored. As above, medicine consent forms will also be completed. Emergency contact details for the parents and carers are to be kept with this information so all relevant information is together should it be needed in an emergency. This will be detailed in a "Health Care Plan" document for that child.
- All processes put into place will be agreed with the parent, and, if necessary, the family GP.

School Trips

- For all school trips, where a child with medication is taken on the trip, an accompanying member of staff will have completed the administration of medicines training. This is in addition to a member of staff having completed Paediatric first aid training.



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PERMISSION TO ADMINISTER PRESCRIBED MEDICINES AT SCHOOL

All medication **MUST** be in the original packaging from the chemist with the child's name and dispensing instructions clearly identifiable, **and in date.**

Child's Name			
Date of Birth			
MEDICINES e.g. antibiotics <i>Please ensure all bottles are labelled by the chemist. Unlabelled medicines will not be administered.</i>			
Name of medicine		Date dispensed:	
Dose instructions (how much e.g. 5ml, 10ml)			
When to be given (specify time)			
Medicine to be left at school?	YES	NO	
In consideration for the Headteacher or the schools staff agreeing to give medication to the above named child during school hours, I agree to indemnify the Headteacher/School staff and the Local Education Authority against all claims, costs, actions and demands whatsoever resulting from the administration of this medication unless such claims, costs, demands or actions result out of the negligence of the Headteacher or the school staff or the Local Education Authority			
Parents Signature	Please ensure you read the disclaimer above before signing this consent form.		
Parent contact number			

Date					
Time given					
signature					
Counter signature					

Date					
Time given					
signature					
Counter signature					



Bedford Nursery Schools Federation

PERMISSION TO ADMINISTER ASTHMA INHALERS AT SCHOOL

Childs Name			
Date of Birth			
Type of inhaler		Expiry date:	
Spacer provided	YES NO		
Dosage instructions**			
To be left in school?	YES NO		
<p>In consideration for the Headteacher or the schools staff agreeing to give medication to the above named child during school hours, I agree to indemnify the Headteacher/School staff and the Local Education Authority against all claims, costs, actions and demands whatsoever resulting from the administration of this medication unless such claims, costs, demands or actions result out of the negligence of the Headteacher or the school staff or the Local Education Authority</p>			
Parents Signature	Please ensure you read the disclaimer above before signing this consent form.		
Parent contact number			

Inhalers must be provided in the **original packaging, in date** and with the dispensing label clearly showing the dosage instructions

***** Do not increase prescribed dosage unless there is evidence from the GP or hospital that this has been advised. We cannot accept instruction from parents to increase dosage*****

Date					
Time given					
signature					
Counter signature					

Date					
Time given					
signature					
Counter signature					