

Founded 1642



New Hall School

EYFS Administration of Medicine Policy

Reviewed by	Senior Leadership & Management Team
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NEW HALL PRE-PREP DIVISION EARLY YEARS ADMINISTERING MEDICINE POLICY

1. Introduction

While it is not our policy to care for sick children who should be at home until they are well enough to return to school, we agree to administer medicine as part of maintaining their health and well-being or when they are recovering from an illness.

If a child is unwell and unable to attend school, the parent telephones Pre-Reception or the School Office and the message will be passed to the class teacher or key worker. We request that out of respect to the staff and other children the child does not attend school until they have made a full recovery. If a child becomes unwell whilst at school, a member of staff will take the child to the Welfare Assistant for their assessment. The Welfare Assistant will determine if the child needs to go home, at which point the Welfare Assistant would telephone the parent/carer to inform them immediately. It is the responsibility of the parent/carer to collect their child as soon as the school 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 or diarrhoea should be kept at home for 48 hours and until after the symptoms have completely disappeared.

We will agree to administer medication prescribed from a General Practitioner as part of maintaining their health and well-being, or when they are recovering from an illness. Parents/carers will be asked to complete and sign the 'Request for School to Administer Specific Medication' Form (Form 5a).

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 not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect, as well as to give time for the medication to take effect.

The School Welfare Assistant is responsible for the correct administration of medicine 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.

2. Procedures

- Children taking prescribed medication must be well enough to attend the setting
- Only medication prescribed by a doctor (or other medically qualified person) 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 medicine. The staff member receiving the medication must ask the parent to sign a consent form (Form 5a)
- Upon entry to the setting, parents are asked to complete a Consent to Medication Form. Upon receipt of this, as and when necessary, staff will administer over-the-counter medication at the setting. This will be recorded on MRS, and communicated via email to the parent stating the name of child, date, medication given, dosage, time and reason for the medication. It will be

signed by the member of staff (usually the Welfare Assistant) who has administered the medicine.

Storage of medicines:

- All medication is stored safely in the locked Medical Room, inside a cupboard or refrigerator.

For children who have long-term medical conditions and who may require 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 Welfare Assistant and 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.
- Parents will complete an 'Allergy History Questionnaire' (Form 1) or an 'Asthma History Questionnaire' (Form 3) if relevant, which contains information about the child's condition and treatment.
- 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 Early Years 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.
- A Health Care Plan for the child is drawn up with the parents, 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 6 months or more if necessary. This includes reviewing the medication e.g. changes to the medication or dosage, any side effects noted etc.
- Parents receive a copy of the Health Care Plan and each contributor, including the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed box clearly labelled with the child's name and the 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 Emergency Medical Treatment when registering their child. This is recorded on the Medical Questionnaire, which parents complete on the child's entry to the school. This allows staff to take the 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.

3. 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 and the name of the medication. Inside the box is a copy of the consent form and the administration sheet.