



FAIRFIELD NURSERY SCHOOL



Administration and Management of Medication

This policy complies with the requirements of the statutory Framework for the Early Years Foundation stage.

We wish to ensure that children attending nursery with medical needs receive proper care and support. The Head of Nursery will accept responsibility in principle for staff giving or supervising children taking prescribed medication during the nursery day where those members of staff have volunteered to do so.

If a child is ill enough to need a course of medicine, s/he should normally be at home. There may be however circumstances where a child is well enough to return to nursery but the course of medicine is not completed. In this situation medicines will still not be accepted by staff, as children only attend the nursery for 3 hour sessions children should be given their medicine at home by their parents/carer.

Medicines will only be accepted into nursery when it would be detrimental to a child's health if the medicine were not administered during the nursery session.

Medicines may only be administered with the prior written consent of the parents. We will only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist.

Medicines must always be provided in the original container as dispensed by the pharmacist and include the prescribers instructions for administration.

Medicines containing Aspirin must NEVER be administered.

Notifying parents/carers of child's illness

Should a child become ill whilst at the centre the key person or admin worker must contact the child's parents/carers immediately and asked to collect their child as soon as possible.

Notifying Health Authority or Regulatory Bodies of Notifiable Diseases

The head or deputy head of centre must notify the Health Protection Agency immediately of any suspected outbreak of a notifiable disease.

Which Staff are Authorised to Administer Prescribed and Non-prescribed Medication?

All staff are able to administer prescribed medication to children, although they must be under the direct supervision of a senior member of staff. Both must sign medicine form 5 after medication has been administered.

In circumstances where a child has complex medical needs the authorised person may be a person who has been appointed by a parent/carer, in this case form 4 should be completed and signed by all involved.

Storing and Access to Prescribed and Non-prescribed Medication

All children's medication, including staff medication must be stored and kept in the medicine cabinet where the child and staff is based and kept locked at all times unless otherwise stated. The key must be easily accessible to staff in case of an emergency. Medicines must be stored correctly paying particular note to temperature and in the original container dispensed. If medicines need to be stored in a fridge it should be placed in an airtight container. A record of what medication is kept in the medicine cabinet should be made and checked monthly. The nominated person or teacher should be responsible for checking and signing for this. Any medication that has expired should be given to parents to dispose of or taken to a pharmacy.

Children's inhalers and spacers must be kept in individual bags on the child's coat hook so then they are easily accessible in case of emergency.

The Use of Skin Creams and Lotions (excluding sun cream)

Certain creams are the only non-prescribed medication we would administer to children when absolutely necessary, taking into account is the cream needed within a 3 hour session. However parents/carers must still complete medicine form 3 to give consent for staff to administer it and staff should record each appliance made on medicine form 5.

Arrangements for Staff Medication

Staff who are taking any medication must inform their line manager of the medication and the procedures for administration. Staff who require regular medication or have more complex medical needs must also complete a Health Care plan form 2 which should be kept in the staff medication folder behind reception.

This plan must include emergency procedures and the name and contact number of next of kin. Where staff are taking medication which may affect their ability to care for children, they must seek medical advice. Arrangements for storing staff medication are the same for children's medication (see storing and access to prescribed and non-prescribed medication).

Recording of and Administration of Medicines

Staff must obtain written permission to administer medicine to a child for each and every medicine from their parent/carer. Medicine form 3 must be completed and signed by the parent/carer before they leave.

Prior to administering any medicines staff must wash their hands or wear disposable gloves where necessary. The second senior member of staff must be present to witness the administration of medicines. Checking the following against the container:

- Name of child
- Name of medicine
- Dosage
- Method
- Time/frequency
- Side effects
- Prescription date
- Expiry date

Both staff must sign and countersign the administration form 5. Parents/carer must sign the administration form 5 at the end of the child's session and acknowledge that the medicine has been administered and returned when needed.

The administration sheet (form 5) must be kept in the medicine folder in the area the child is based under the child's first name. When administration sheets are full they should be filed away with the child's central records behind reception.

Only staff that have been medically trained by a health professional and completed form 7 can administer epi-pens, rectal diazepam etc. which must be given in accordance with the child's individual Health Care Plan (form 2). This training must be attended prior to the child attending nursery or as soon as the need arises.

Children on Short and Long Term Medication

The nursery class teacher and key person need to be informed by the parents/carers about any particular medical needs before the child starts nursery, or as soon as the child develops a medical need. A Health Care Plan (form 2) will need to be completed for children with specific medical needs, involving the parents, key person and relevant health professional. This is to ensure the staff team have sufficient information to meet the child's individual medical needs.

Children with Complex Medical Needs

A meeting must be arranged prior to the child starting nursery to discuss the child's needs and arrangements for medication. The child's parents/carer, head of nursery, key person and where needed a health professional should be present. A Health Care plan (form 2) must be completed for all children with complex needs to ensure the staff team have sufficient information to meet the child's individual needs.

If the administration of prescribed medicine required medical knowledge then approved staff must be provided training by a qualified health professional. Form 7 should then be completed.

Sickness and Hygiene/ Infection Control

Children must be well enough to attend nursery and participate in the full range of experiences on offer, including access to outdoors opportunities.

Staff must follow normal nursery procedures for avoiding infection and must follow basic procedures. Access to protective disposable gloves and aprons if needed, staff must take care when dealing with spillages of blood or other bodily fluids, disposing of equipment and dressings and must wash their hands before and after administering medication.

Exclusions and Notifications of Communicable Diseases

There are some infections that require exclusions from nursery to ensure the control of the spread of infections. These exclusions also apply to staff. The guidance from the Health Protection Agency must be followed.

When an infection has been confirmed the head teacher must notify the Health Protection Agency. Notifications should then be sent to parents to inform them of the infection.

Considerations MUST be given to the risk of infection to all those visiting or working at the centre particularly those infections where there is a potential risk during pregnancy.

Refusal of Medication

Updated: September 2024

Review: September 2025

If a child refuses to take medication, staff should not force them to do so, but must record this on the administration form 5. Staff should then inform the child's parents/carers.

Emergency Procedures

In the event of a child having an allergic reaction to medication or a staff member administering the wrong medicine to a child the following procedures must be followed:

- Immediately notify the First Aider at work
- The child must remain supervised at all times. The emergency procedures on the child's Health Care plan form 2 (where there is one in place) must be followed.
- Seek medical advice
- Contact the parents/carers
- If necessary follow the emergency procedures on form 1

First Aiders

All staff working directly with children are paediatric First Aid trained, staff receive in house First Aid training every 3 years.

Disposal of Medication

Staff must not dispose of children's medication. Parents/carers should collect medicines held at the centre when their child leaves. Parents/carers are responsible for the disposal of date expired medicines. If staff cannot contact parents/carers to do so, medicines must be taken to a pharmacy so they are disposed of correctly and safely.

Staff are to take responsibility to dispose of their own medication and checking of expiry dates.

Educational School Trips

Staff should think about additional safety measures for educational outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff should always be notified and made aware of any medical needs and relevant emergency procedures for both children and staff. If staff are concerned about whether they can provide for safety of the child and other children they should seek advice from a health care professional.

A risk assessment must be undertaken prior to visits taking place.

Contact Numbers

Public Health: 01282 610250

Health Protection: 01257 246450

For further information please refer to "Medicine Safety and other health related topic" This can also be accessed at : http://www.lancashire.gov.uk/education/pdf/pid1142/medicine_safety.pdf