



# ADMINISTRATION of MEDICINES POLICY

Date Reviewed: July 2023

Period: July 2030 – July 2026

Headteacher Signature: Lynsay Falkingham

Chair of Governors Signature: Briony Alder

Review Date: July 2026

*This policy is based on the document 'Supporting Pupils at School with Medical Conditions' Dec 2015, which replaces 'Managing Medicines in Schools and Early Years Settings' DfES March 2005 and guidance published in 2014. The policy also takes into account the Statutory Framework for the Early Years Foundation Stage March 2021, particularly in relation to 3.46, 3.47 and Annex A.*

Children with medical needs have the same right of admission to an early years setting as other children. Most children will have short term medical needs at some time, others may have longer term needs which require ongoing medication to keep them well.

## **Roles and responsibilities**

The Headteacher will ensure that there are sufficient staff who agree to accept responsibility for administering prescribed medicines to a child. They will receive appropriate training for the role.

A senior member of staff or key person and parent will jointly be responsible for drawing up the agreed health plan and medical protocol for a child. A senior member of staff will be responsible for checking the plan and assigning responsibility for administering the medication to an appropriate member of staff.

Parents have the prime responsibility for their child's health and will need to provide Lanterns Nursery School with information about their child's medical needs. The parent will ensure that the medical protocol agreed with the school is correct and will provide prescribed medication in the original container. The parent will also ensure that medication held within the school is within its use by date.

Emergency information will be clearly displayed within the relevant nursery room. The protocol will be kept in a file in the class first aid cupboard. If the medicine is for a life threatening condition such as severe allergy or seizure this protocol will be displayed on the inside of the cupboard above the sink in each base. All staff will be made aware of the procedures.

Wherever possible, parents must arrange for short term medication to be administered out of school hours (e.g. finishing a course of antibiotics). However, such medicines will be administered during nursery school hours where it would be detrimental to a child's health if it were not administered during the school day, for example, a child attends a full day and a medication needs administering 4 times a day.

Non-prescribed medication will not normally be administered by staff. In exceptional circumstances, the Headteacher or senior staff will complete the appropriate medical protocol and obtain the parent's written consent.

No medication will be administered without prior written agreement from the parent.

Parents are requested to sign on the parental agreement form that it is their responsibility to inform the nursery school of any emergency medication administered or any medical episodes (e.g. seizures, anaphylactic shock) within the last 24 hours before their child is brought into school.

### **Procedures**

(all forms are stored in medical folders in first aid cupboards in the nursery bases)

### **Short term medication and long term medication**

Parent and senior staff/key person will complete **Parental agreement for Lanterns Nursery School to administer medicine.**

Where a child has medical needs that require action under certain circumstances, then the parent and SENDCo Assistant will complete a medical protocol.

### **Recording administration of medicine**

When medication has been given to a child, the member of staff will need to complete **Record of medicine administered to child**

### **Storage of medicines**

Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Staff must ensure that the container is clearly labelled with the name of the child, name and dose of medication and frequency of administration.

All medication will be stored in the first aid cupboard located in the children's bathroom area. This cupboard is clearly marked and will be unlocked at the start and end of the day. The only exception is an Epi-pen, which will be stored on the top shelf of the nursery bases art cupboard in a clearly marked container. This is because we need immediate access.

All medication will be stored clearly on one shelf for ease of identification. All emergency medication will be stored in a clearly labelled plastic wallet along with the medical protocol for that child.

A few medicines need to be refrigerated. They will be stored in an airtight container and clearly labelled (plus expiry date) in the refrigerator located in the staff room or kitchen fridge.

Staff will not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for disposal.

**A child's key person will ensure that all medicines stored within the Nursery School will be returned to parents at the end of each term. In date medication will need to be returned to school for the start of a new term.**

### **Administering medication**

Only designated staff will administer medication. Before giving the medicine, the member of staff should check:

- child's name

- written instructions provided by the prescriber on the label
- written instruction on the parental agreement and record
- prescribed dose
- expiry date
- record of administration of medicine (to check that the child has not already been given the medicine that day)

The member of staff must then complete and sign the record.

The medical protocol will require a second adult to witness the dosage and administration.

A file containing all parental agreements, protocols and administration records is kept in the first aid cupboard for each nursery base.

If a child refuses to take medicine, the staff will not force them to do so, but should note this in the records and follow the agreed procedure on the child's form. Parents will be informed the same day. If a refusal results in an emergency, then the emergency procedure will be followed (i.e. phone for an ambulance).

### **Outings and visits**

The teacher will need to seek advice from parents about the individual child's needs on visits off the nursery school site. Arrangements will be made to take any necessary medication. A copy of the parental agreement and/or protocol will be taken in the event of the information being required in an emergency. If there is an emergency, then staff will follow agreed emergency procedures.

### **Staff training**

The child's key person will have responsibility for administering medicines.

The community nursing team and/or relevant professionals will provide training for specific procedures relating to specific children. No member of staff will administer specific medication without undergoing appropriate training.

At Lanterns Nursery School we have  
3 Full First Aiders

A significant number of Paediatric First Aiders in line with Statutory EYS requirements  
More information can be found in the First Aid Policy