

**ST WYSTAN'S SCHOOL AND NURSERY**  
**NURSERY ADMINISTERING MEDICINES POLICY**

**(Please refer to school Administering Medicine Policy for children in Kindergarten)**

**1. AIMS OF THIS POLICY STATEMENT**

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Even if they have improved, children may not return to school for at least 48 hours after a case of vomiting or diarrhea.

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

**2. PRESCRIPTION MEDICINES**

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken directly to a member of the Nursery staff by a responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's name;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded by the staff member on the Medicine form in the Nursery Office;
- Medicines will only be accepted for administration in the Nursery on completion of the appropriate Medicine form by a parent.

**3. NON-PRESCRIPTION MEDICINES**

- We will also administer non-prescription medicines if necessary. They must also be handed in to a member of the Nursery staff by a responsible adult and they will not be given to children without prior written permission from parents as above;
- They should be clearly marked with the child's name;
- Children must not carry medicines themselves for self-administration during the day. The medicine must be collected from the Nursery staff and taken under the supervision of an adult;
- Any non-prescription medicine administered will also be logged in the Medication File in the Nursery Office;
- We will not give paracetamol or ibuprofen routinely, as their primary use is to control raised temperature for which a child should be at home;
- We will not administer medicines containing aspirin unless these have been prescribed by a doctor;

- We do not allow cough sweets in school.

#### 4. ROLES AND RESPONSIBILITIES OF SCHOOL STAFF

- Staff at St Wystan's School are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so;
- All medicines are stored securely in the Nursery with access only for staff;
- Asthma reliever inhalers required by children are kept in the Nursery. Epipens required by children are kept in the Nursery;
- Staff must complete the 'Medication Form' kept in the Nursery each time medicine is administered within school time;
- Staff must ensure that parents (or a designated responsible adult) sign the relevant paperwork to acknowledge that staff have administered a specific dosage of a specific medicine at a specific time to their child;
- Staff must monitor the expiry dates of any medication kept on school premises and alert parents when the expiry date is drawing near (at least 4 weeks before the expiry date);
- Relevant staff will be trained on how to administer Epipens regularly (at least every three years, in line with First Aid training).

#### 5. PARENTS' RESPONSIBILITY

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the Medicine Consent forms kept in the Nursery office before a medicine can be administered by staff;
- Parents (or a designated responsible adult) must sign the relevant paperwork to acknowledge that staff have administered a specific dosage of a specific medicine at a specific time to their child;
- Primary school children may be able to manage their own medication, under adult, supervision but again, only with parental agreement given through the appropriate paperwork as above;
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epipens, are kept up to date;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

#### 6. LONG-TERM AND COMPLEX NEEDS

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

#### 7. SAFE STORAGE OF MEDICINES.

The school is responsible for ensuring that all medicines are stored safely;

- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration;
- Medicines are stored in the Nursery office under adult supervision;
- No medicine is kept in a locked cupboard to ensure swift and easy access;
- Where medicines need to be refrigerated they will be kept in the Nursery fridge;

## 8. MANAGING MEDICINES ON SCHOOL TRIPS

On school visits the teacher is responsible for talking the class medicine chest e.g. asthma pump, EpiPen, enzymes, eczema cream with them. They may agree to take temporary responsibility for administering medicine e.g. antibiotics following the above procedure.

This document is reviewed and ratified annually by the Governing body, or as events or legislation change requires.

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READ AND APPROVED BY: Chair of the Governors and SLT

READ AND SHARED: Staff of the school

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