	Caverstede Nursery School **Medicines Policy**
	Last Reviewed: 2018 **Review Due: 2021**

Ref: Supporting pupils at school with medical conditions; Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE, September 2014.
Statutory Framework for the Early Years Foundation stage, DfE, March 2017

The Governing Board will ensure that arrangement are in place to support pupils with medical conditions. In doing so, they should ensure that such children can access and enjoys the same opportunities at school as any other child.

General:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- School staff can administer medicines and this will be witnessed by another member of staff.
- Written records of medication given **must** be recorded on the child's record. The administering practitioner and witness will sign their name against the information at the time administered. The parent/carer will sign their name against the information on the day the medicine is administered or as soon as reasonably practicable.
- Training MUST be provided for staff where the administration of medicine requires medical or technical knowledge.
- On leaving the school for an educational visit (as per risk assessment) medicines will be kept by a named member of staff in a bag alongside the care plan/medicine record sheet.

Prescribed medicines

- All medicines, other than controlled drugs (e.g. morphine, Ritalin) should be stored safely, always readily available and not locked away. Controlled drugs **must** be kept in a locked cupboard.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Prior written permission for each prescribed medicine **must** be obtained from the parents/carers.
- Staff must only give prescribed medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.
- Medicines containing aspirin should only be given if prescribed by a doctor
- Prescribed medicines will only be accepted if they are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but will generally be available to school inside an insulin pen or a pump, rather than in its original container. The child's name should be clearly on it.
- School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Any side effects of the medication to be administered at school should be noted.
- Prescribed medicines will be stored in accordance with the product instructions. Where storage in a fridge is needed – these will be kept in the fridge in the Administration office.
- Emergency prescribed medicines will be kept out of the child's reach in the first aid cupboard in the bathroom of each classroom.

Non-prescribed medicines

- All medicines, other than controlled drugs (e.g. morphine, Ritalin) should be stored safely, always readily available and not locked away. Controlled drugs **must** be kept in a locked cupboard.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Prior written permission for each non-prescribed medicine **must** be obtained from the parents/carers.

- Non-prescribed medicines may be given and should be in-date, provided in the original container and have the child's name clearly on it.
- Non-prescribed medicines will be stored in accordance with the product instructions. Where storage in a fridge is needed – these will be kept in the fridge in the Administration office.
- Emergency non-prescribed medicines will be kept out of the child's reach in the first aid cupboard in the bathroom of each classroom.
- We reserve the right to not administer a non-prescribed medicine in the event that there is doubt about the nature of that medicine. Where such doubt exists, we may seek further professional advice before proceeding to administer.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.

Long term medical needs:

Each child with medical needs will have an individual health care plan drawn up with professionals and parents ensuring we have sufficient information about the medical condition of each child.
Training will be given for staff from a qualified health care professional if the administration of medication requires technical/medical knowledge. Training should be specific to each individual child.

When a Child is Unwell

Children are happier at home with their families if they are ill. If a child is ill and prescribed antibiotics they should be at home for the **first 24 hours.**

In cases of diarrhoea and sickness, children should not be back into nursery **until 7 days after the last attack** as this can be a symptom of COVID-19.

Caverstede Nursery School – Medicine Record

Name of child:

Date to be given	Name of medication time and dosage to be given	Permission given by Name & signature	Prescribed by	Date given	Time given	Name of medication	Amount of dosage given	Given By	Witnessed by	Parent/ Carer Signature Print name

Note: Red section to be filled in by Parent/Carer when they request for us to administer prescribed medication.
Black section to be filled in at the time of medication being given.

Reviewed & agreed: Children's Welfare & Equalities Committee Meeting 16/03/2018
Temporary amendment agreed within Extraordinary Governors Meeting 27/05/2020