

13D EYFS Administration of Medicines Policy

'Medicines should only be taken to (school or) settings when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the (school or) setting day.' (Managing Medicines Guidance – DfES)

Aims

- *To promote the good health of children and staff in the EYFS
- *To provide a procedure for responding to children who are ill or infectious
- *To take necessary steps to prevent the spread of infection and to take appropriate action if children are ill
- *To ensure that children with long-term medical needs receive proper care and support when they are at Nursery or School

Procedures

We ensure that –

- *Our EYFS staff hold current Paediatric First Aid qualifications. (These are renewed every 3 years). We ensure that we use providers who are accredited by approved first aid training organisations and Local Authority guidance. Some of our Paediatric First Aiders have also undergone an additional Opus Medication Awareness Course.
- *Prior to entry we obtain written information from parents about children's medical needs (including details of medicines). Parents are responsible for providing full and accurate information about their child's health and medical needs. Parents are responsible for ensuring that this information is up-to-date. (See Forms)
- *Prior to entry we obtain written parental consent for emergency treatment. (See Forms)
- *Prescription medicines are not administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist. (Medicines containing aspirin should only be given if prescribed by a doctor).
- *Medicines (both prescription and non-prescription) are only administered to a child where prior written permission for that particular medicine has been obtained from the child's parent/carer.
- *Medicines are only administered if they are in their original container as dispensed by a pharmacist



in accordance with the prescriber's instructions. This should include the child's name, date prescribed, name and dose of the medicine and the frequency of administration.

*We negotiate and agree with parents the times that medicine is to be administered so that it is manageable where medicines need to be administered during the school day.

*As per administration of medicines training we wash hands before we administer medicine, check the child's name, date prescribed, name and dose of the medicine and the frequency of administration.

*All medication is shown to and checked by the School Health Officer when it is brought into school/Nursery.

*A written record is kept every time medicine is administered to a child. The child's parents/carers are informed on the same day or as soon as is reasonably practicable and asked to sign that they have been informed. (See Forms)

*The name of the person administering the medication is recorded, dated and signed. A witness also records their name and countersigns that they have witnessed the administration and dosage of the medicine.

*Where appropriate, according to each individual child's age and stage of development, we support and encourage children to manage their medication with some degree of independence– for example use of inhalers.

*When we are going on outings we take children's medication with us. There are always trained Paediatric First Aiders on EYFS Outings. A named First Aider takes responsibility for administering the medicine at the agreed time. If it was not reasonably practicable to administer the medicine on an outing we would negotiate with the parents and School Health Practitioner.

*If a child refused to take their medication, we would encourage but not force them to take it. We would record the information and contact the parents. Medicine would never be concealed in food or drink and administered to children.

*Supply or cover staff and all regular EYFS teaching staff are informed about children's specific medical and medication needs.

*Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, we ensure that they seek medical advice and that they only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

*Staff medication that is on the premises is securely stored, and out of reach of children at all times.

*We refer to the latest guidance from the Health Protection Agency on Infection Control in schools and other settings.

Storage of Medication

*Children in the EYFS are not responsible for their own medication. Medicine is stored securely and safely out of children's reach, whilst still being readily accessible to staff.

*In Nursery our First Aid box and emergency medication (such as asthma inhalers and epi-pens) is accessible at all times. It is stored securely in the clearly labelled First Aid cupboard in the kitchen area. Non-emergency medication is also stored safely here, out of children's reach.

*In Prep I our First Aid box and emergency medication (such as asthma inhalers and epi-pens) is accessible at all times. It is stored in Prep I First Aid bag which is kept in the cupboard out of children's reach. Whenever we leave the classroom a member of staff carries the bag with them. Non-emergency medication is stored securely in a lockable medicine cabinet which is located in the cloakroom.

*Medication that needs to be refrigerated (such as antibiotics) is kept in the Nursery fridge (Nursery) or the kitchen fridge (Prep I). Children do not have access to these fridges.

*Medication is checked half-termly to ensure that it is in-date. Staff also check that it is in date every time they administer medication to a child. 'Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.' (Managing Medicines Guidance- DfES March 2005)

*When medicine is no longer required it is always handed back to the parents to arrange for safe disposal.

Care of Children with Long-Term Medical Needs

*Individual Care Plans are drawn up by the School Health Officer in consultation with parents and relevant health professionals. (See Forms)

*Where additional support is required, we seek advice and further training (where appropriate) from relevant qualified health professionals. Training must be provided for staff where the administration of medicine requires medical or technical knowledge.

*We liaise daily with parents when they bring the child to the setting to check and record when, how much and why a child has had medicine administered before attending the setting.

Emergency Treatment

*In the case of a serious accident or illness occurring, the parent should be contacted immediately.



In the unlikely event of both parents being unavailable, the named emergency contacts on the child's form will be contacted.

*A member of staff will contact emergency service and dial for an ambulance. (See Forms)

*A member of staff should always accompany a child taken to hospital in an ambulance and remain with them until a parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

*The member of staff should take the signed parental consent form for emergency treatment with them to the hospital.

*Staff should never take children to hospital in their own car. It is safer to call an ambulance.

*OFSTED must be notified of any serious accident, illness or injury to, or death of any child whilst in our care, and of the action taken as soon as is reasonably practicable and always within 14 days of the incident occurring. ISI and local child protection agencies must also be notified within this time. Advice from these agencies must be acted upon.

Documents referred to:

The Early Years Foundation Stage –March 2017

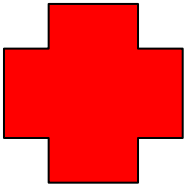
Managing Medicines in Schools and Early Years Settings DfES July 2012

Guidance on Infection Control in schools and other childcare settings – Health Protection Agency - current

Supporting Pupils at School with Medical Conditions September 2014

Policies Drawn On:

First Aid Policy

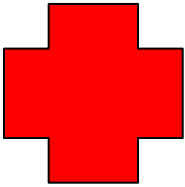


Contacting Emergency Services – Prep I

Dial 999 ask for ambulance and be ready with the following information –

- 1. Telephone number – 020 8991 7537**
- 2. Address – Saint Augustine's Priory
Hillcrest Road
Ealing
London W5 2JL**
- 3. Location – Prep I**
- 4. Your name**
- 5. Name and age of child and brief description of child's symptoms.
If the child has a known medical condition, please give this information.**
- 6. Inform ambulance control of the best entrance to use and that they will be met. Call Estate Staff on radio and ask them to meet ambulance at gate**

Speak clearly and slowly and be ready to repeat information if asked.



Contacting Emergency Services – Nursery

Dial 999 ask for ambulance and be ready with the following information –

- 1. Telephone number – 020 8991 7511**

- 2. Address – Saint Augustine's Priory
Hillcrest Road
Ealing
London W5 2JL**

- 3. Location – Prep I**

- 4. Your name**

- 5. Name and age of child and brief description of child's symptoms.
If the child has a known medical condition, please give this information.**

- 6. Inform ambulance control of the best entrance to use and that they will be met. Call Estate Staff on radio and ask them to meet ambulance at gate**

Speak clearly and slowly and be ready to repeat information if asked.