



## NORMAN COURT

### **Norman Court Montessori CIC Administering Medicine Policy**

#### **Statutory Guidance**

Keeping Children Safe in Education:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

Statutory Framework for EYFS (2017):

[http://www.foundationyears.org.uk/files/2017/03/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](http://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

We will agree to administer medication as part of maintaining health and well-being or when a child is recovering from an illness. We ensure that where medicine is necessary to maintain the health of the child, it is given correctly and in accordance with legal requirement. Medicine will only be administered in the setting when it would be detrimental to the child's health if not given.

Any child who has been given medication from a doctor will be expected to have received the first dose at least 24 hours before they come in to the setting, this is to ensure the child does not have any allergic reaction from the medication.

If any child is brought to the setting in a condition in which he/she may require medication sometime during the day, the Head will decide if the child is fit to be left at the setting.

Prescription medicine will only be given to the person named on the bottle for the dosage stated. Medicines must be in their original containers.

Those with parental responsibility must give prior written permission for the administration of each and every medication.

#### **Parent responsibility**

Parents have ultimate responsibility for their children's health including the provision and taking of medicines. There is no legal duty which requires staff to administer medication. This is purely a voluntary role. However, we seek to work in partnership with parents, and will, wherever feasible, try to help by administering medicines during school hours if necessary.

Children must not be brought into the setting if they have any types of infection or illness, eg chicken pox, sickness, diarrhoea, conjunctivitis, head lice, etc (see Managing Sickness and Infectious Illness Policy). Any child found to be unwell will be sent home.

Parents/carers:

- Are responsible for ensuring their child is well enough to attend
- Should, where possible, arrange with their doctor for medication to be administered outside nursery/school/holiday club hours
- Should provide the setting with details of their child's medical condition, whether this is before the child starts or if a condition develops whilst the child is attending the setting



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- Are responsible for supplying written information about the medication their child needs and letting the setting know in writing of any changes to the prescription or its administration
- Are responsible for the disposal of medication
- Parents/carers must ensure that all medicines are clearly marked with the name of the child, the dosage and the times that the medicine should be administered. (Please provide a spoon)
- Parents/carers (not children) must hand the medicine directly to the office staff or senior member of the staff team
- Parents/carers must complete and return the consent form, giving permission for the medicine to be administered at the setting
- While the setting is keen to assist in the administration of medication, parents retain ultimate responsibility
- Parents of children with more complex medication needs must contact the Head to develop an Individual Health Care Plan

Parents must give prior written permission for the administration of medication. No medication will be given without these details being provided on the medicine consent form:

- Full name of child
- Date of birth
- Name of medication
- Strength
- The dosage and times to be given
- The method of administration
- Storage method
- Expiry date
- Parent/guardian signature

### **Administration/Documentation**

Medicine will only be administered to children by a first aid trained member of staff. Another member of staff must witness this taking place. Any member of staff giving medicine to a child will check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container

If in doubt about any procedure staff should not administer the medicine but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional.

The administration of medication must be recorded and signed by the administrator and suitable witness. Parents/guardians will be shown this document and asked to sign to acknowledge administration.

Norman Court will allow a child to self-administer an inhaler if staff and the parent/carer feel that the child is competent to do so. However, the medication will still need to be stored out of reach of children.



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If at any point during the course of medication staff administer the treatment incorrectly the parents will be telephoned immediately and management will take appropriate measures: calling a local GP, NHS Direct or taking the child in to hospital if necessary.

### **Refusing Medicines**

If a child refuses to take medicine, staff will not force them to do so, but should note this in the records and contact the parent/carer as soon as practicable. If a refusal to take medicine results in an emergency, the setting's emergency procedures will be followed.

In the event a child spits out or spills medication, this will be noted in the records and the responsible staff member will contact the child's parent/carer as soon as practicable. If misuse of medicine results in an emergency, the setting's emergency procedures will be followed.

### **Emergency procedure**

The safety of children is paramount. In the event of an emergency, the staff team will:

- Administer first aid
- Contact a senior member of staff
- Stay with the pupil
- Contact emergency services
- Contact the parent
- [A senior member of staff will] Accompany the pupil if they are taken to hospital to act in loco parentis until the parent can arrive

### **Non-prescribed medication**

Non-prescription medication may only be administered with prior written consent from the parent/carer. The only non-prescription medications which will be administered in the setting are as follows: Calpol, Piriton, 'over the counter' eye drops for conditions such as conjunctivitis.

Alternative medication, including homeopathic medication and herbal remedies, will not be administered unless prescribed or agreed by a GP/consultant.

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff caring for the child unless appropriate medical training is given. This training would be specific for each child and not generic.

### **Staff medication**

Staff medication on the premises must be securely stored and out of the reach of children at all times (see Storage and disposal of medication below).

Staff must inform their manager if they are bringing any medicine on to the premises and must ensure that it does not impair their ability work. Providers must ensure that medical advice confirms that the



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medication is unlikely to impair that staff member's ability to look after children properly (3.17 EYFS 2012).

### **Storage and disposal of medication**

Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Medication will be stored safely, inaccessible to children, in a locked cupboard or refrigerator as required.

Emergency medication, such as inhalers and epipens, will be easy for staff to access in case of an immediate need, but will remain out of children's reach.

Norman Court Montessori CIC cannot dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term.

### **Managing medicines on trips and outings**

Medication for each child will be taken in an individual sealed clear plastic box, clearly labelled with the child's name and the name of the medication. Inside must be a copy of the medical consent form. Administration of medication on trips and outings will follow the usual procedure, as above.