

Policy and Procedures for Managing Medicines

(This information is a summary of Lancashire County Council's Medicine Safety Guidance 2008; consideration has been given to updated guidance October 2017)

It is the responsibility of the parent to ensure that their child is fit to attend school (and/or EYC) and any medication should wherever possible be administered by the parent.

However, all staff with a responsibility for looking after children within the school have a legal responsibility to act as any parent would to ensure that children are healthy and safe whilst on the premises. This might in **exceptional circumstances** extend to administering medicines.

The Governing Body of Whitegate Nursery School has agreed a policy is that of **not** accepting non-prescribed medication.

Staff should not administer medication without receiving and recording appropriate information and in certain situations will need to undergo training.

Prescribed Medicines:

Medicines should only be brought into the school for staff to administer when it is essential; that is where it would be detrimental to the child's health if the medicine were not to be administered during the child's stay.

Parents are responsible for supplying the school with adequate information regarding the child's condition and medication.

This information must be in writing, signed and current. There **must** be a review date agreed and at this point the medicine is returned to the parent unless the child has ongoing needs. For example, if a child is teething the medicine should be returned to the parent after an agreed period.

All items of medication should be handed to the child's key person or authorised member of the staff team.

All medication must be in a secure labelled container **as originally dispensed**.

Staff can not accept any medication

- From anyone other than the child's parent. (Section 576 Education Act 1996). Permission from one parent is sufficient.
- If a child is dropped off by a significant other but not their parent e.g. Grandparent we require a signed letter from the parent stating the reason the medication is required and the stated dosage.
- That has not been dispensed by a GP /Dentist /Pharmacist prescriber/ Health Visitor/ Practitioner Nurse.
- That has been taken out of its original container.

Staff can not make changes to dosage on parental instruction or how the medicine is administered e.g. to be put in a drink if not stated on label.

Medicine Safety and Storage:

Medicines should be stored strictly in accordance with the product instruction (paying particular note to temperature).

Medicine that need to be refrigerated will be kept in the milk fridge in a secure container (baby room kitchen).

Unrefrigerated medicine will be kept in an out of reach storage container in each room.

Emergency medicines such as inhalers and adrenaline pens should not be locked away. These will be kept in the same room as the child in an agreed location in an easily accessible container.

The child should be made aware of where these are kept.

The school is not responsible for disposing of medicines. All medicines should be returned to the parent. In the event where this is not possible these should be taken to a local pharmacy for safe disposal.

Record Keeping:

Staff receiving medicines from a parent will check the label for:

- Child's name
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Expiry date
- Date of dispensing

This information should then be recorded on the school's Medicine form.

Each time medicine is administered it should be logged.

The log should be signed by the person administering the medicine and another member of staff. Both staff members take equal responsibility that the medicine is administered correctly. A slip will be sent home with the parent every day the medicine is administered to inform them of the time and dose.

All medical records / logs will be monitored by team leaders each half term. The Headteacher will monitor records on an annual basis.

If a child refuses to take medicine, staff will not force them to do so. They will record this and inform the parent / carer that day.

All records will be stored in the room the child is looked after. Staff must obtain the log book for administering medicine which is kept in the managing medicines folder in each room before agreeing to receive and administer medicine.

Paperwork should be completed whilst the parent is present.

When administering medicine staff will have the log book with them as they administer the medicine in order to ensure correct procedures are followed.

The log book should be returned to the correct place as soon as it is possible to do so.

- For trips and outings staff must ensure that all medication is taken and carried by a trained member of staff. This must be dispensed as per above and recorded on the risk assessment.
- In case of an emergency (e.g. fire) the priority would be to ensure all children and staff safely and promptly leave the building. If a child is in immediate need of their medication emergency services will be called.
- School will not purchase and store adrenaline injections or salbutamol inhalers. In the event of an emergency the appropriate emergency services will be contacted and advice provided by the emergency response team followed.

Long Term Medical Needs:

Long term medical needs should be discussed with the child's keyperson and the team leader.

All Health Care plans need to be signed by the parent, key person, team leader and Headteacher.

A healthcare plan will be completed for those children who are taking medicine on a long term basis including children that require an inhaler for asthma.

An agreed review date should be agreed and recorded on the plan. All review dates are kept at the front of the file.

A meeting to agree and write a healthcare plan with parents and in some circumstances the appropriate health professional(s) would be arranged. The Head of Centre and / or SENCO would be present.

If medicines needed to be administered then appropriate staff training would be organised.

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