

# Managing Medicine Policy

*Article 24: Every child has the right to the best possible health. Governments must provide good quality healthcare, clean water, nutritious food and a clean environment so that children can stay healthy. Richer countries must help poorer countries achieve this.*

At Bloomsbury Nursery School we are committed to looking after every child in Nursery and are aware that each individual child has specific needs, both emotionally and physically. Some children will have short term or long term medical needs and those children **have the same rights of admission to Nursery as other children.** Most children with medical needs can attend Nursery regularly and take part in everyday activities, sometimes with some support.

- If a child has a medical need it is important that the Nursery is made aware of it before the child starts attending Nursery, or when a child first develops a medical need once they have started Nursery.
- Parents have the prime responsibility for their child's health and should provide full information about their child's medical needs, including details on medicines their child needs.
- If appropriate outside agencies such as a Health Visitor, doctor and specialist bodies may also be able to provide additional background information and support for Nursery staff.
- There is no legal duty that requires school staff to administer medicines, but we ensure that an appropriate training programme is in place so that sufficient members of staff are trained to deal with common medicines, such as inhalers etc.

## 1. Long term chronic conditions/illnesses

- A health care plan would be completed by a Health Professional, to deal with who would be managing the administration of medicines for those children who needed daily medication. This would be done in consultation with parents and where appropriate specialist support.
- Parents need to fill in an agreement form for schools to administer medicine and this form is to be kept with the medicine
- **Medicines must be in the original container as dispensed by the pharmacy.**
- **Staff must not make changes to dosages on parental instructions.**

- Under no circumstances is it appropriate for a child to be sent into Nursery with medication upon their person. All medication must be given to a member of staff by an adult.
- It remains the parent's responsibility to ensure there is enough medicine to be administered in school and that it is replaced as appropriate and is within the expiry date.

## 2. Administering Medicines

Any member of staff giving medicines to a child should check:

- The child's name
- Prescribed dose
- Method of administration
- Any side effects
- Expiry date
- Written instructions provided by the prescriber on the label or container

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action.

Early Years settings **must** keep written records each time medicines are given. Good records help demonstrate that staff have exercised a duty of care. In some cases, such as the administration of rectal diazepam, it is good practice to have the dosage and administration witnessed by a second adult.

Medicines are to be stored in the children's bathrooms, in a lockable medicine cabinet, out of reach of the children, but easily accessible to staff to administer.

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. Parents should be informed of the refusal on the same day. **If a refusal to take medicines results in an emergency, then emergency procedures should be followed.**

## 3. Return and Disposal of Medication

- Parents/carers are responsible for disposal of any medicines.
- Medicines shall be returned to parents/carers at the completion of a course of treatment/past expiry date.
- Labels become detached or are illegible.
- Instructions have changed.
- At the end of the school year/term, any left will be taken to the Community Pharmacy.

## 4. Antibiotics and Non Prescription Medication

Starting Nursery is when children begin to mix with large numbers of children and so they may get coughs, colds and other common illnesses.

