



Highters Heath Nursery School

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Managing Medicine Policy

This policy should be read in conjunction with the Administration of Medicines in Schools supplementary guidance.

Purpose

We at Highters Heath Nursery School are committed to looking after every child in Nursery and are aware that each individual child has specific needs, both emotionally and physically. 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 these 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.

Long term chronic conditions/illnesses

- A health care plan and Medical Alert Card would be completed for those children who require daily medication. This will be done in consultation with parents and, where appropriate, specialist support. If the Head Teacher agrees that the setting is able to administer the medicine then consent will need to be obtained from parents.
- Parents need to fill in an agreement form for schools to administer medicine and this form is to be kept with the medicine – Form C from Administration of Medicines in Schools supplementary guidance
- **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 or in their bag. 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.

Administering Medicines

No child under 16 should be given medicines without their parent's written consent.

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 (Form B1 in Administration of Medicines in Schools supplementary guidance) 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 out of reach of the children, but easily accessible for staff to administer.

B1 forms will be kept in the child's record folder once completed.

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.



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 medicines left behind will be taken to the Community Pharmacy for disposal.

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.

If a child is unwell and not feeling themselves then they will not enjoy Nursery and will not benefit from the learning experiences taking place. In these situations we advise that parents keep their child off school until they are well enough to return.

As a minimum, children should be kept away from Nursery for the first 48 hours after beginning a course of antibiotics or the first 3 days after starting another medication for an illness, as Day 3 is the most common day any reactions to medications can occur.

The Nursery should be informed if any child is taking any medication.

We are unable to administer antibiotics, aspirin, calpol, ibuprofen or any other over the counter medication, however parents or carers are welcome to come to school to administer if necessary.

For medications that need to be taken 3 times per day we suggest administering immediately before nursery, immediately after nursery and at bedtime.

Contagious Conditions

For infectious conditions and a range of other illnesses we will refer to the Infectious Disease Control guidance in the schools and day nurseries booklet for advice on when it is appropriate for children to return to school and also refer to the Infectious Disease Manual from Public Health. These are centrally set guidelines and we adhere to them.



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Out of School Activities / Educational Visits

- Before pupils take part in out of school activities a full risk assessment is undertaken re: the possible administration of medicines and medical treatment to pupils.
- The Head Teacher will ensure that appropriate arrangements have been made to take account of the administration of medicine to any pupils on a visit.
- All staff will be made aware of the need for medication and what to do should a medical emergency arise.