



PRIORY SCHOOL

EDGBASTON

EARLY YEARS MEDICATION POLICY

Mission Statement

Priory School is a thriving Independent Catholic school which welcomes those of all faiths and none.

We love, live and learn joyfully as children of God.

In partnership with parents or guardians, we provide a caring community with high standards of teaching and learning, enabling all pupils to achieve success.

Approved by Risk & Compliance Committee 19 January 2018

1. The governors and staff of Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.
2. The staff, governors and pupils are committed to the safeguarding and welfare of pupils and staff.
3. To meet the needs of our school community all our policies, including this one, can be made available in different formats such as different font sizes or styles, colour or alternative languages.
4. The governing body understands that it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

Medication Policy in the Early Years

At Priory Poppets, we promote the good health of children attending the setting and take necessary steps to prevent the spread of infection. If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Prescription medicine will only be administered by a trained member of staff.
- Medicines must be in their original containers
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The setting will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent must be asked when the child has last been given the medication before coming to the setting; and the staff member must record this information on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication then a note will be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

Early Years Administration of Non Prescribed Medication

- The Early years department will not administer any non-prescription medication other than **Calpol**. This can only be administered by trained member of staff.
- If an early years member of staff decides that Calpol is needed for a child, then parents will be sought before such medicine is administered. Parents will also give written consent when completing the registration packs and then further consent when completing the Ongoing Calpol form.
- The Early Years Department will only administer calpol dependant on the medication and condition of the child.
- If the setting feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- An emergency supply of Calpol will be stored on site. This will be checked at regular intervals by a trained staff member to make sure that it complies with any instructions for storage and is still in date.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day the setting will make every attempt to contact the child's parents. Where parents cannot be contacted, the early year's manager will make the decision as to whether the child is safe to have this medication based on the time the child has been in the setting, the circumstances surrounding the need for this medication and the medical history of the child. Giving non-prescription medicine will be a last resort and staff will use other methods first to try and alleviate the symptoms.
- Non-prescription medication (calpol) administration for temperatures will only be given if the temperature is 38 or above, unless a separate care plan is decided based on the medical needs of an individual child.
- For any non-prescription cream for skin conditions e.g sudocream, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.
- If any child is brought to the setting in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to attend. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst in the setting, together with the times and dosage given
- The Early Years Department DO NOT administer any medication unless prior written consent is given for each and every medicine.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Staff medication

All Early Years staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The early year's manager/person's line manager/registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or early year's office, where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

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

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

RECORD OF CONSENTED EMERGENCY MEDICATION

ADMINISTRATION

Name of child:

Name of medication: Calpol

Dose and frequency of medication:

Reason for medicine:

Date of administration	Parent consent	Name of Child	Time	EXP date	Dose of medicine	Reason for medicine	Administrator sign	Witness	Parent Sign

The information above is, to the best of my knowledge, accurate at the time of writing and I give my consent to early years' staff administering the medication in accordance with the policy of the early years' setting.

**Parent/Carer Consent for ongoing medication: Sign.....
 Name..... Date.....**