



Our children leave Mile Oak thinking big with no limit on their potential. The school family works together to inspire and support every child. They learn and achieve through inspirational teaching in a lively, ambitious environment. Every child is nurtured to gain the creativity, responsibility and full breadth of skills required to take an active and fulfilling role in society.

# **Little Oaks Nursery: Administration of Medicine Policy**

<b>Date</b>	<b>October 2024</b>
<b>Review Date</b>	<b>October 2025</b>

## Introduction

At Little Oaks Nursery we aim to effectively support individual children with medical needs and to enable children to achieve regular attendance. We also ensure that all children are given the opportunity to participate fully in all aspects of nursery life. **It is the policy of Little Oaks to administer prescribed medicines to children, where doing so will enable the individual to participate fully in all aspects of nursery life.**

Children with medical needs have the same rights of admission to a nursery as other children. Most children will at some time have short-term medical needs e.g. finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled asthma, epilepsy or cystic fibrosis.

**In line with government guidelines we would ask that children are not sent to nursery when they are clearly unwell or infectious** – more information can be found at the bottom of this policy.

## Known Medical Conditions

Families have the prime responsibility for their child's health and as such, should provide the nursery with information about their child's medical condition, either upon admission or when their child first develops a medical need. Where a child is identified as having a chronic or long-term medical condition, a health care plan will be drawn up in conjunction with families and all health care professionals involved.

## Communicating Medical Conditions to Relevant Staff

The following methods will be used to ensure all relevant staff are aware of the children's medical condition (with appropriate consideration of pupil confidentiality and data protection):

- A list of all children with any known medical condition is on the inside of the cupboard door next to the kitchen area and all staff have been made of aware of the list and details of individual medical conditions.
- The school admin team are responsible for uploading medical information to our electronic records on Arbor. This will include sharing allergen information to the wider school.
- If a new medical need or allergy is reported to the nursery team by a parent, the Nursery Manager or Deputy Manager will be immediately informed and they will speak to the parent. This will be logged on CPOMS and an email sent to the admin team who will update the electronic records on Arbor. Any relevant documentation will be completed by the Nursery Manager and shared with the parent.
- The nursery management are responsible for keeping the medical information document updated as new children with medical conditions join the nursery.
- When bank and agency staff are asked to cover it will be the responsibility of the nursery management to explain where the list is held and where medications are kept.

## Roles and Responsibilities

### Nursery Staff

At Little Oaks the person responsible for the management of meeting the medical needs of children/ administration of medication is Linda Dale, Nursery Manager. The manager maintains the overall responsibility for implementing the policy. Administering Medication forms are held in the nursery and are completed by the parent and Nursery Manager or Deputy Manager in the Nursery Manager's absence. Two members of staff will always be responsible for administering medication, one giving the medication and the other witnessing.

The following staff have a role in the management of medication at the nursery:

Role	Name and Job Title
Administration of medication	Linda Dale (Nursery Manager) and in her absence Anneka Gee (Deputy Manager)
Managing storage of medication	Linda Dale (Nursery Manager) and in her absence Anneka Gee (Deputy)
Returning medication to parents/ carers for disposal	Linda Dale (Nursery Manager) and in her absence Anneka Gee (Deputy)
Checking that medication has been removed when no longer required	Linda Dale (Nursery Manager) and in her absence Anneka Gee (Deputy)

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it, however some staff may have it included within their job description. Where staff do undertake to agree to administer medication:

- Each request should be considered on individual merit and staff have the right to refuse to be involved
- Staff should understand the basic principles and legal liabilities involved and have confidence in dealing with any emergency situations that may arise
- Regular training relating to emergency medication and relevant medical conditions should be undertaken

### Families:

- Children who have been prescribed antibiotics must not attend nursery for 24 hours after the first dose has been administered

- Where medication is required to be administered by nursery staff, this must be agreed and the Parent / Carer **must sign a Consent Form** (verbal instructions cannot be accepted) at the school office
- All medicines must be in their original packaging with the pharmacists dispensing label
- Parents / Carers need to ensure there is sufficient medication and that the medication is in date
- An appropriate medicine spoon, medicine pot or oral medicines syringe must be provided by the Parent / Carer
- Medication must be replaced by Parents / Carers at the request of nursery staff
- **Parents should collect medicines that are expired or out of date medicines and return to a pharmacy for safe disposal**

## **Procedures for the Administration of Medicines**

### **Storing Medicines**

Any medicines stored and administered within the nursery are handled in a safe and monitored environment. This policy has been written using guidance from the DFE [‘Supporting pupils with medical conditions at school’ guide](#) and Brighton and Hove City Council Administration of Medicines Standard HS-S-32.

- All medicines will be stored in a lockable cabinet during the day or where required to be refrigerated, stored by the nursery staff in the central fridge. The key will be kept in a secure location, known by all nursery staff.
- When items, such as asthma inhalers, need to be readily available to children at all times, these will be kept in the locked medical cupboard in the nursery.
- Where children need to access their medication at all times, the process for this will be detailed in their health care plan and managed as advised by their health care professionals.
- Any controlled medication (e.g. Class 1 and 2 drugs such as “Ritalin”) are kept in the locked medicine cupboard in the nursery and a written stock record is kept to comply with the Misuse of Drugs Act legislation.

### **Administering Medication**

- The dose of a liquid medicine must be carefully measured in an appropriate medicine spoon, medicine pot or oral medicines syringe provided by the parent.
- Tablets or capsules must be given with a cup of water.
- The record of medication administered will be completed each time medication is given including the time and dose given.

### **Prescribed Medicines**

- Medicines should only be taken to nursery where it would be detrimental to a child’s health if the medicine were not administered during the day.
- Little Oaks Nursery will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration – the following must be clearly shown on the label as follows:
  - Child's name, date of birth
  - Name and strength of medication
  - Dose
  - Expiry dates whenever possible
  - Dispensing date/pharmacists detail
- Some medicines, such as antibiotics, must be taken at a specific time in relation to food – this will be written on the label, and the instructions on the label must be carefully followed.
- The Parent / Carer should make arrangements to collect the medicine from the nursery at the end of the day.
- The Administering Medication form is signed at the end of each day by the Nursery Manager and Parent.

### **Refusal of Medicine**

If a child refuses to take medicine, we will not force them to do so, but this will be recorded on the 'Record of medication administered' and the parents /carers will be informed as soon as possible, on the same day. If a refusal to take medicines results in an emergency then our emergency procedures will be followed.

### **Visits and Outings, including outdoor areas on the school site**

In line with the requirements of the Equalities Act, we will make reasonable adjustments so far as is reasonably practicable, to enable children with medical needs to participate fully and safely on visits, outings, experiences and physical activities.

- Risk assessments will be undertaken and will allow for children with medical needs.
- Medication will be taken to event location – where the medication could be needed at any time e.g. inhalers
- Where necessary an individual child risk assessment will be completed.
- Staff supervising excursions will be aware of any medical needs and the relevant emergency procedures that need to be followed.
- A copy of any Health Care Plans will be taken on visits in the event of the information being needed in an emergency.
- If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek advice from the wider school's Senior Leadership Team.
- There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities.
- Any restrictions on a child's ability to participate in physical activity and sport should be recorded in their individual Health Care Plan.
- The nursery is aware of issues of privacy and dignity for children with particular needs.

- Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as Asthma inhalers.

### **Ill or infectious children**

Parents should not send a child to nursery if they are unwell or infectious. Families should also refer to our Health and Safety Policy which provides further details about infectious conditions, incubation periods and time needed away from setting.

If this is thought to have happened, families will be contacted for a discussion and the decision may be made (by the Nursery Manager and Senior Leadership of the wider school) to send a child home. This decision will be final.

If a child is presenting as unwell at nursery, with or without a temperature above 38°C nursery staff will monitor the child and note any improvements. If the child continues to run a high temperature and/or present as unwell, families will be contacted by telephone and asked to collect their child promptly.

This policy should be read in conjunction with the 'Late and Left Child Policy'; here you will find guidance on our processes, should we be unable to reach parents/carers to arrange collection. Again, it is the decision of the Nursery Manager and the Senior Leadership of the wider school as to whether an unwell child requires collection. This decision will be final.

Some nursery settings store a supply of pain relief that is available to be administered to any child where consent has been obtained. However, pain relief is not considered an emergency medication, should a child be in considerable distress whilst awaiting collection by their parent/carer, we would seek the advice of medical professionals or, if deemed an emergency, call 999.

We do not administer pain relief (Paracetamol/Calpol) for unwell children.

### **Equality, Diversity and Inclusion**

At Little Oaks we aim to ensure that no child experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our setting and wider school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

### **Confidentiality**

Medical information will be kept secure in line with Data Protection requirements and will only be shared with staff that need to know i.e. those that provide day to day support and/or medication to the individual and those that may be required to act in the event of an emergency.

Medical information will be kept secure but readily accessible in the event of an emergency.