



## Oxhill Nursery School Administration of Medication POLICY / PROCEDURES

### Administering medicines

#### Policy statement

Oxhill Nursery has accepted and follows the procedures provided by the LA for the Administration of Medical Treatment in Educational Establishments, and this applies to **all children on site**

Parents are alerted to our policy for administering medication in the nursery brochure and will be asked to complete the necessary documentation before any medication can be given to their child.

Whilst it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from illness.

This policy applies to all prescribed medicines and some over the counter medicines by prior arrangement.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as time for the medication to take effect. Parents are required to complete all relevant paperwork; school will ensure that medicines are stored correctly and that records are kept according to procedures.

#### Procedures

- Children taking prescribed medication must be well enough to attend Nursery
- Medications must be in date and prescribed for the current condition
- Children's prescribed medicines are stored in their original containers, labelled by the pharmacy with the child's name and dosage required
- The medications are inaccessible to the children
- Parents give prior written permission for the administration of medication. **No medication may be given without this consent being signed.** *Please note the exception of when a qualified first aider recommends the emergency use of nursery's Salbutamol inhaler to help open airways for a child, this will be done "in loco parentis"*
- The administration is recorded accurately each time it is given and signed by the member of staff administering the medication and **witnessed by another staff member**
- Copies of the forms to be completed with parents can be found in the filing cabinet in the main office and in the classrooms.

## Storage of medicines

- All medication is stored safely in a locked cupboard or refrigerated
- Staff are responsible for ensuring medicine is handed back at the end of the session
- If the administration of prescribed medication requires medical knowledge, individual training is provided for staff by a health professional
- No child may self-administer. Where children are capable of understanding when they need medication, for example, with asthma, they should be encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication
- Inhalers for asthmatic children and emergency medication for conditions such as epilepsy or severe allergies must be kept in a locked cabinet in the child's classroom for easy access

## Children who have long term medical conditions and who may require ongoing medication

- A Care Plan is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Head Teacher alongside the key person. Other medical or social care personnel may need to be involved in the Care Plan
- Parents also contribute to the Care Plan and support staff with any risk factors for their child
- For some medical conditions staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly
- For more serious medical needs a Medical Plan will be completed by medical staff and signed by a doctor, the HT and the child's parents. Depending on the needs of the child e.g. allergic reaction to nuts, which may require immediate reactions by staff to ensure the child's safety, a shortened version of the plan along with a photograph of the child will be circulated and displayed in appropriate places

## Managing medicines on trips and outings

- If children are going out on outings, staff accompanying the child must remove the medicine from the locked cupboard where it is stored. Upon return the member of staff must replace the medication back in the locked cupboard.

## Non-Prescription Medication held in school

- We keep in nursery a small emergency first aid kit, which contains some over-the-counter remedies and medicines that may help comfort a child and enable play and learning to continue without too much interruption to their day. This includes;
  - **Savlon Cream** (for insect bites and stings)
  - **Antihistamine** (for allergies)
  - **Elastoplast** (to comfort cuts and scrapes)
  - **Sudocrem** (for nappy rash)
  - **Calpol** (to reduce a high temperature or for pain relief) – Checks will be made with Parents/emergency contacts to ensure Calpol was not administered within the last 4 hours. Calpol can be administered with consent of parents/emergency contacts and advised to take the child home for monitoring at their earliest convenience.

**If a child has needed Calpol before their nursery session, then they are usually not well enough to be at nursery and parents are advised to keep them at home until they are well enough to attend without the need for Calpol.**

- **Salbutamol Inhaler** (to open airways in the event of sudden and severe breathing difficulties) In the event of a child experiencing breathing difficulties, yet there is no diagnosis of Asthma, a Salbutamol Inhaler WILL BE ADMINISTERED – Parents will be contacted afterwards to ensure the child receives urgent medical attention or an ambulance could be called based on the severity of attack.

### **Legal Framework**

- The Human Medicines Regulations (2012)

### **Further Guidance**

- Supporting Pupils with Medical Conditions at School (updated November 2023)
- LA policy and procedures can be found in the Health and Safety Manual document

### **Headteacher Signature**

**Policy Adopted**

---

**January 2024**

(Reviewed January 2025)

**Date due for review**

---

January 2026

---

**Name of signatory**

Sarah Golightly

**Role of signatory**

---

Chair of governors

---