



# Medicines Policy

*Children's House and Rachel Keeling Nursery School  
Federation*

**Autumn 2022**  
**To be reviewed Autumn 2023**

## Administering Medicines & Supporting Children with Medical Conditions Policy

### **Introduction**

The Children's House and Rachel Keeling Nursery School Federation is fully inclusive and seeks to enable all pupils to be in school. We promote the good health of children across our community.

We have a clear procedure, discussed with parents/carers, for responding to children who are ill or infectious and will then take necessary steps to prevent the spread of infection, this includes calling the family and taking appropriate action if children become unwell in school.

During the school day the school staff act in loco parentis and will take all reasonable steps to ensure the health and well-being of pupils.

Children with medical conditions are fully supported so that they have full access to education and all activities including school trips. We recognise that parents/carers of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. Pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident we will provide effective support for their child's medical condition and that children feel safe. In making decisions about the support we provide, we have established relationships with the relevant local health services who help us to provide the best possible care. We fully consider advice from healthcare professionals and listen to and value the views of parents/carers and children.

### **Intent**

The name of the Governor with responsibility for this policy and for overseeing the support for children with medical conditions is **Judy Da Costa**.

The Governing Body will ensure that arrangements are in place to support pupils with medical conditions. They will be responsible for an annual review of the policy and monitoring checks. Governors will be informed of all medical emergencies for example if an ambulance was called or an epi pen administered. Regard will be given to both the Equality Act 2010 and the SEND Code of Practice if a child with a medical condition also has either a disability or a special educational need.

Care arrangements will focus on the needs of each individual child and how their medical condition impacts on their school life, this will be reflected in the individual care plan.

Arrangements for care in school aim to increase pupils' self-confidence and promote self-care, and give parents the confidence that the school's statutory responsibilities are met and give reassurance that their child is safe in nursery school.

### **Role of the Governing Body**

Governors will ensure that a policy for supporting pupils with medical conditions in school is developed and implemented.

In making their arrangements the governing body will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The governing body will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. The governing body will ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements made will show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They will ensure that staff are properly trained to provide the support that pupils need.

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition will be denied admission or prevented from taking up a place within the federation because arrangements for their medical condition have not been made.

The governing body will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support pupils with medical conditions and will ensure that school leaders consult health and social care professionals, pupils and parents/carers to ensure the needs of pupils with medical conditions are properly understood and effectively supported.

Governors will ensure that supporting a pupil with a medical condition during school hours is not the sole responsibility of one person but a collective responsibility.

Governors will ensure through monitoring that children with medical needs have a care plan in place before the separation process takes place.

The governing body will ensure that members of school staff who provide support to pupils with medical conditions, are able to access information and other teaching support materials as needed.

### **Administering Medicines and following the Care Plan**

This policy must be followed by **all staff** in relation to the administration of medicines in school both as a matter of routine and in an emergency.

The administration of medication in school by teachers is voluntary however the school will ensure that there are enough staff trained and our school ethos puts the needs of the child first.

Parents/carers have prime responsibility for their children's health and should give the school sufficient information about their children's medical condition and treatment or the special care needed at school.

Parents will be asked about any known medical condition when they register their child on the waiting list and again if they are offered a place.

During registration, stay and play and home visit the key person and admin staff will discuss the medical needs of the child and a further appointment will be made as required.

A health care plan will be drawn up with the child's parents, child and the GP or specialist nurse or service. This plan will be kept on site and reviewed regularly. All staff will be familiar with the health care plan and the procedures to follow should an emergency arise.

At Children's House, Sabiya gathers the information and collates care plans.

At Rachel Keeling, Pam collates information and key workers draw up the care plans.

In both schools, the care plans are displayed in classrooms and in the main school office.

The named person for overseeing care plans and overall medication is executive head teacher, **Becky Dolamore**.

**Sabiya Khanum (CH) and Nazma Begum (RK)** are responsible for the safe and orderly keeping of medication and checking that all medication is in date and is in the correct container.

Staff who assist with any form of administering medication **in accordance with the procedures detailed in the policy are explicitly reassured they will be acting within the scope of their employment and they will be indemnified. Indemnity requires that these procedures are followed as described here.**

Exception: - Indemnity will not be given in cases of fraud, dishonesty or criminal offence.

### **Procedures for healthcare planning and the administration of medication in school**

We only give medication in school for long term, diagnosed conditions which require a care plan.

When a child comes on roll with a known medical need, a health care plan will be drawn up before the child starts school. This may include giving prescribed medication to the child.

The care plan should include:

Signs/symptoms which indicate the child needs medication and/or time when medication should be given;

Correct name of medication;;

State exact dose to be given and any other instructions

State which staff may give medicine (e.g. if staff members need training);

The name and telephone number of the child's doctor or specialist nurse;

Signs of deterioration/child becoming unwell;  
What to do in an emergency.

The plan should be signed off by all parties before any medication is administered.

We only give medication in school for identified, long term medical conditions which require a care plan.

We do not give over the counter medications such as Calpol or cough syrups, if a child is on a short course of antibiotics parents are asked to space out the doses so that the medication can be given at home. On some occasions where this is not possible we will administer prescribed medication in original packaging for up to 7 days.

We do not give aspirin in school.

### **Receiving medication in school**

All medication must be in the original container with a precise syringe or measuring spoon.

The attached Form 1 should be filled out with the parent/carer.

All medication must be clearly labelled with:

1. The child's name
2. The name and strength of the medication
3. The dosage and when the medication should be given
4. The expiry date
5. The child's name (in the case of stored medicines)

Managing medicines for each child with a care plan should clearly state the procedures to be followed. Medicines should only be administered at school when it would be detrimental to the child not to do so.

No child should ever be given medicines without parental consent.

Medicines should be prescribed in dose frequencies.

Schools should only accept prescribed medicines that are in-date, labelled, provided in the original container and include instructions.

All medicines are stored safely in the office but are easily accessible.

Only qualified staff members may administer a controlled drug and must do so in accordance with the prescriber's instructions.

Medicines should be returned to a parent/carer when no longer required.

Written records must be kept of all medicines administered to children in the Accident Book for their class and signed daily by the parent/carer.

In the event of a medical emergency e.g. an asthma attack that has not responded to an inhaler an ambulance will be called. Parents/carers will be notified and a member of staff will accompany the child to hospital and stay with the child until a parent arrives.

We are committed to providing the highest standards of care and education, however if parents are unhappy with any aspect of the medical care their child receives in nursery the complaints procedure will be followed.

**CHILDREN'S HOUSE & RACHEL KEELING NURSERY SCHOOL – FORM 1**  
**PERMISSION FORM FOR USE OF MEDICATION IN SCHOOL**

Medication should normally be given to children at home.

In exceptional circumstances a child might have to have prescribed medication whilst at school. In this situation it is crucial staff have the following information:

Name of child	
Type of medication	
What is the dose to be given?	
What time does the medication need to be given?	
Does it matter if the medication is given at a different time?	
What, if any, are the side effects of this medicine?	

**CONTACT INFORMATION (for use in emergency)**

Name of adult	
Telephone number	

**CONSENT**

<p>I confirm that I have requested that staff give my child the above named medication</p> <p>Signed ..... (Parent/carer)</p> <p>Date .....</p>
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**PLEASE HIGHLIGHT LABELS ON MEDICATION AND INFORM SABIYA OR NAZMA IN THE SCHOOL OFFICE SO THAT SHE CAN ADD MEDICATION TO HER CHECKLIST.**