

GREENFIELDS EDUCATIONAL TRUST

ADMINISTRATION OF MEDICATION IN THE EARLY YEARS FOUNDATION STAGE

Reference: EYFS Framework sections 3.44, 3.45 and 3.46

This policy has been written to promote the good health of the children in our care, in line with the safeguarding and welfare requirements of the Statutory Framework for the Early Years Foundation Stage.

It states in the Trust's Health & Safety and Sickness Policies that to prevent the spread of infection, children who are unwell, have infectious diseases or who have had diarrhea or sickness, should remain at home, in the latter instance, for 48 hours from the time of the last occurrence. If children become unwell whilst at the nursery or in Reception, their parents will be asked to collect them as soon as possible.

However, the EYFS areas are committed to ensuring that children return to school as soon as they are well and children with medical needs will be supported. Further, medicine will be administered as part of maintaining health and well being and if needed when a child is recovering from an illness.

This policy therefore aims to:

Support regular attendance of all pupils

Ensure staff understand their roles and responsibilities in administering medicine

Ensure parents understand their responsibilities in respect of their children's medical needs

Ensure medicines are stored and administered safely

1 PRESCRIPTION MEDICINES

- a) Only medicines that have been prescribed by a doctor, dentist, nurse or pharmacist will be administered.
- b) All medicines should be given directly to nursery staff by a responsible adult and placed in the medicine cupboard or fridge in the staff kitchen where it is inaccessible to children.

- c) Medicines must be in their original containers with instructions for administration.
- d) The medicine must be clearly marked with the child's name
- e) A dosage spoon should be with the medicine.
- f) When medicine is administered it is always recorded by the designated staff member in the Medicine Log and witnessed.
- g) Medicines are only administered with a completed Parent Agreement in writing in advance of its administration.

NON-PRESCRIPTION MEDICATION

- a) The nursery will not administer any medication that has not been prescribed for the child but with some exceptions, such as paracetamol/Ibuprofen to reduce a temperature, (please see Administering of Paracetamol/Ibuprofen), and non-prescription, over-the-counter medication such as cream for skin conditions, Sudocreme, and other non-prescription medicines such as cough syrup or teething remedies. These will only be given with a written request and agreement from parents which has been written before administration.
- b) Before agreeing to administer non-prescription medicines, the member of staff will check the label for details, expiry date, dosage and storage instructions and check that there is a written instruction from the parents with the child's name. The nursery will not accept any medication without this information.
- c) Parents will provide any non-prescription medicines or liquid paracetamol/Ibuprofen.
- d) The nursery reserve the right to refuse to administer non-prescription cream if we feel that it is not in the best interests of the child and will request that the parents/carers seek medical attention.

ADMINISTERING OF PARACETAMOL/IBUPROFEN

- a) On registration, parents will be asked if they would like to complete the medication consent for liquid paracetamol/Ibuprofen.
- b) If a child experiences a high temperature whilst at nursery, staff will attempt to cool the child naturally and will continue to monitor their temperature.
- c) If staff cannot reduce the child's temperature they will contact parents and inform them of their child's condition.

- d) ONLY with parent's consent and prior completion of consent at registration will staff administer the liquid paracetamol/Ibuprofen.
- e) Parents must inform the nursery if the child has been administered any medication, including paracetamol/Ibuprofen, prior to arriving at nursery.
- f) The dosage given will follow the guidelines provided on the medication unless a smaller dosage has been requested by parents or is deemed more appropriate based on the child's size and weight.
- g) Staff will record any medication administered.
- h) Once liquid paracetamol/Ibuprofen has been administered, parents will be called to collect their children to care for them at home.
- i) When a child experiences no further episodes of a high temperature and can maintain a 'normal' temperature without reliance of paracetamol/Ibuprofen, will they be allowed to return to nursery the following day.
- j) Teething: Children suffering mild temperatures due to teething can be administered paracetamol/Ibuprofen with the parents' consent. However, should the child's temperature go above 38 degrees C, the parents will be called to collect the child.

ROLES AND REESPONSIBILITIES OF STAFF

- a) Staff are expected to do what is reasonable and practical to support the inclusion of all pupils. This includes administering medicines. However, as staff have no legal or contractual duty to do so, they may be asked to give medicine, but cannot be directed to do so.
- b) All medicines are stored securely in the medicine cupboard in the office which is out of reach and inaccessible to the children but within easy access of the staff. This includes emergency medicines, such as epipens and inhalers.
- c) Staff must complete the Medicine Log every time medicine is administered.
- d) Certain medications require specialist training. This must be arranged and only staff who have undertaken training will administer those particular medicines.
- e) The designated person to administer medicine is usually the child's key worker who must ensure that written consent has been given and another staff member acts as a witness to ensure the correct dosage is given.
- f) After administration, the designated person must record all relevant details and ensure that the child's parent signs the form daily to acknowledge they have been informed
- g) If medicine is given before the child comes to school/nursery, the parent must inform the key worker who will record it in the Medicine Log.

- h) If a child refuses medication, staff will not attempt to force him/her to do so. The manager and parent will be notified and the refusal is noted in the Medicine Log.
- l) No child of nursery age may self-administer.

3 PARENTS' RESPONSIBILITIES

- a) In most cases, parents will administer medicines to their children themselves out of nursery/school hours, but where this is not possible, parents of children in need of medication must ensure that the nursery is accurately advised about the medication, its usage and administration.
- b) Parents must complete the written consent form for medicine to be administered.
- c) Parents are responsible for keeping any medicine up to date and equipment working.
- d) Parents must notify the nursery/school if there is ANY change of circumstance with regard to the administration of medicine.
- e) A new written consent must be completed if there is ANY change to a child's medication, for example, to dosage

4 LONG TERM AND COMPLEX NEEDS

Where a child has significant or complex health needs, parents should inform the manager at registration and a Risk Assessment is done and a Health Care Plan drawn up if needed. This may include other health or social care personnel, the administration of medication, training for staff in its administration, parental input and regular review. It is signed by the manager and parents.

5 SAFE STORAGE

- a) Medication must be in its original container.
- b) The child's name must be clearly marked on the container.
- c) The medicine is kept in the medicine cupboard in the office which is inaccessible and out of reach of the children.
- d) Prescription medicines must have the pharmacist details and notes attached to show the dosage and date issued. Medicine will not be administered after the expiry date.

e) Emergency medication may be kept within easy reach of the staff in the medicine cupboard in the office in case of immediate need, but will remain inaccessible and out of children's reach.

f) Antibiotics requiring refrigeration will be kept in the fridge in the nursery which is locked and inaccessible to children.

5 OUTINGS

On all outings there is a paediatric First Aider who will have a First Aid Kit to hand and be responsible for any medication needed by the children and for its administration.

Reviewed and re-written by Trust Management

January 2017

Verified by the managers in the EYFS areas of Greenfields Educational Trust

Signed

Date

Signed

Date

Date for review