



## **Administration of Medication & Medical Procedures Policy Rosemary Nursery School and Children's Centre**

### **Rationale**

Rosemary Nursery School and Children's Centre believes that children with long-term medical needs have the same rights of admission to the provision as other children. We will work with staff, parents, child and relevant healthcare professionals to enable this to happen whilst ensuring the safety of staff and children and recognising that there may be circumstances in which this is unable to occur eg with complex medical procedures.

### **Aim**

To enable children with long – term medical needs to access the provision.  
To minimise the need to administer medicines for short – term medical needs.  
To be clear on the responsibilities of parents, governing body and staff.  
To provide a safe and robust procedure for staff to follow.

### **Policy**

#### **Prescription Medicines**

Medicines will only be administered when it is essential: that is where it would be detrimental to a child's health if the medicine were not administered during school hours. Medicines must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions of administration. Staff will not accept medication that has been taken out of the container or make changes to dosages or times on parental instruction.

#### **Non – Prescription Medicines**

The School will not administer non-prescription medicines to children.

#### **Short – Term Medical Needs**

Many children may need to take medicines for a short period of time, for example finishing a course of medicines such as antibiotics or applying a lotion. The School will generally not administer medicines for short – term needs and parent/carers should do this outside of School. If this is unable to happen, the parent/carers need to discuss the issue in advance with a senior Leader and their decision will be final. If it is agreed to administer this medicine then a "short term

prescribed medicine” form must be completed and signed by the parent and a record of medication form must be used by practitioners.

### **Long – Term Medical Needs**

Some children may have long – term medical needs and may require medicines on a long–term basis to keep them well, for example children with well-controlled epilepsy, diabetes or cystic fibrosis. Medical procedures may also need to be undertaken e.g. close monitoring and blood sugar testing relating to Diabetes and how to deal with “hypo” or “hyper” attacks. It is important to have sufficient information about the medical condition of any child with long-term medical needs. Parents will need to meet with a senior leader in advance and discuss the issues involved. Practitioners will follow the long-term needs and Emergency Medication Procedure. The School will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover. A “Long Term Prescribed Medicine” form must be completed by the doctor.

### **Emergency Medical Needs**

Some children may require medicines in particular circumstances: examples of emergency medication are Buccal Midazolam for epilepsy, inhalers for severe asthma and Epipen for severe allergic responses.

Parents will need to meet with a senior member of staff and discuss the issues involved. The School will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover. An Individual Health Care Plan will be completed. All practitioners will follow the long – term needs and Emergency Medication Procedure.

### **Registration**

If the parent identifies on the registration form that the child has a medical need, a senior member of staff will ask for further and more detailed information on the medication consent form and follow the procedure relating to emergency medication as necessary. Parents are responsible for informing the centre of any changes in medication.

### **Training**

Staff may need training before administering certain types of medication or medical procedures eg inhalers, Epipen, buccal midazolam. The School will seek advice from their insurers and registration body before agreeing it is able to administer certain types of medication. Training could be in the form of relevant books, videos and/or accessing external training. External training from a qualified Health Professional must be accessed for staff before undertaking any complex or intrusive procedures or ones which require technical or medical knowledge.

## **Storage**

Medicines will be stored in a lockable cupboard or box within the premises. A few medicines need to be refrigerated. These can be kept in a fridge containing food and need to be in a locked box and/or where children are unable to access the area. All medicines must be stored in their original packaging.

## **Recording**

The parent will complete a consent form detailing the medication and complete an individual care plan as necessary.

A senior member of staff is responsible for checking these forms are completed prior to use. A senior member of staff will keep a full record of medicines administered or medical procedures undertaken using the School Administration of Medication or Medical Procedure forms. The forms will include: name of child, medication/medical procedure, dosage, date, time, name of practitioner administered/supervising, name of witness as appropriate and the signature of the parent/carer at the end of the day. A nominated staff member will take responsibility for administering and recording.

A child will not be able to attend the provision if the relevant forms are not completed/medicine not on the premises.

A senior leader will retain a record of any training accessed by individual or all staff members.

## **Administration**

There is no legal duty for staff to administer medication, staff may volunteer or it may be part of their contract of employment.

The senior leadership team and the staff will follow the School's Administration of Medication procedure. The senior leader/staff member will administer medication in a tactful and sensitive manner. Staff will not administer medication if the consent form and individual care plan, as necessary, are incomplete or if they feel unclear about the procedure. Staff will respect a child's refusal to take their medication. Staff will inform the parent/carer that the medication or procedure was refused, either by 'phone or at the end of the session.

## **Confidentiality**

All records relating to the medical needs of a child and the administration of medication or medical procedures will be stored confidentially within the School. Information will be shared with the staff and centre as necessary.

## **Law**

The School recognises that we do not have a legal responsibility to administer medication. We recognise we do have a responsibility under the Disability Discrimination Act 2001 to not treat a child less favourably because of their medical needs.

## **Responsibilities**

### **Governing body**

- To ensure a safe and clear policy and procedure is in place.
- To liaise with their insurers, follow any recommendations and ensure that if staff follow procedures that they will be covered if there is a complaint.
- To arrange, with the senior leadership team, who should administer medicines within the provision either on a voluntary basis or as part of a contract of employment.
- To provide appropriate training for staff.
- To assess the risks to the health and safety of staff and others and to put measures in place to manage any identified risks.
- To support the senior leadership team in fulfilling their responsibilities.
- To make the final decision about whether a child is able to access the provision.

### **Parents/carers**

- To provide information about their child's medical condition and work jointly and openly with the School to reach an agreement on the provision's role in supporting their child's need.
- To discuss with the prescriber whether dose time can be altered so it is outside the hours of the provision.
- To provide medication in original, labelled containers
- To complete a consent form and individual care plan as appropriate.
- To obtain details from GP or prescribing specialist as requested, relating to any medical procedures to be carried out.
- To inform staff of any changes to medication.

### **Senior Member of Staff Responsible for First Aid and Medication**

- To liaise openly with parents, staff, Head Teacher and Governing body.
- Ensure all parents and staff are aware of the policy and procedure.
- Ensure staff put policy into practice and follow documented procedures.
- To be aware of any side effects of the medication.
- To feedback any concerns to parent/carers and the Governing Body.

### **Staff**

- To follow the documented procedure if they have agreed to administer medication.
- To discuss any concerns with the senior leader and decline to give medication if staff are unsure of any procedures.

### **Monitoring**

This policy is to be reviewed annually.

Reviewed: October 2019 - To be reviewed again: October 2021

ROSEMARY NURSERY SCHOOL AND CHILDRENS CENTRE

MEDICAL CONSENT FORM

Name of child:	Date:
Name of prescribed medication	
Details of prescribed dose: (please check label)	
What should we do if your child refuses to take their medication?	
When would you like to be informed that the medicine has been administered? Eg. At first dose, when collected etc	
<p>As parent/carer I give permission for the above named child to be given the medication named above when needed at the dosage stated. I understand it is my responsibility to inform the centre/staff of any changes to my child's medication and/or dosage required.</p> <p>Name:</p>  <p>Signed: (parent/carer)</p>	

For staff use only: PLEASE USE ADMINSTERING FORM TO RECORD MEDICATION GIVEN AND ATTACH TO THIS CONSENT FORM.

ROSEMARY NURSERY SCHOOL AND CHILDRENS CENTRE  
**MEDICINE ADMINISTRATION FORM**

**Child's name:**

**Date of administration:**

(please use a new form for each day given)

**Name of medication:**

**Dosage prescribed:**

Dose	Amount given	Time administered	Staff Signed (who administered)	Any other information eg. Next dose required, refused, emergency services called etc
1 <sup>st</sup> dose				
2 <sup>nd</sup> dose				
3 <sup>rd</sup> dose				
4 <sup>th</sup> dose				

For staff use only: ATTACH THIS FORM TO THE MEDICAL CONSENT FORM.

ROSEMARY NURSERY SCHOOL AND CHILDRENS CENTRE  
MEDICAL PROCEDURE ADMINISTRATION FORM

**Child's name:**

**Date of administration:**

(please use a new form for each day given)

**Name of procedure:**

Procedure	Brief Description of Procedure undertaken e.g. close monitoring/blood sugar testing/giving of glucose etc	Time administered	Staff Signature (who administered)	Any other information eg. Next procedure required, procedure refused, emergency services called etc
1 <sup>st</sup> event				
2 <sup>nd</sup> event				
3 <sup>rd</sup> event				
4 <sup>th</sup> event				

**For staff use only: ATTACH THIS FORM TO THE MEDICAL PROCEDURE CONSENT FORM.**

ROSEMARY NURSERY SCHOOL AND CHILDRENS CENTRE  
**MEDICAL PROCEDURE CONSENT FORM**

Name of child:	Date:
Type/name of procedure:	
Details of procedure:	
What should we do if your child refuses to let staff carry out the procedure?	
When would you like to be informed that the procedure has taken place? Eg. When first administered, when collected etc	
<p>As parent/carer I give permission for the above-named child to be given the procedure described above when needed. I understand it is my responsibility to inform the centre/staff of any required changes to my child's medical procedure.</p> <p>Name:</p>  <p>Signed: _____ (parent/carer)</p>	

For staff use only: PLEASE USE MEDICAL PROCEDURES ADMINISTRATION FORM TO RECORD ANY PROCEDURES PERFORMED AND ATTACH TO THIS CONSENT FORM.