



**OLD CHURCH**  
Nursery School



## Medicines Policy

*Safeguarding children is everyone's responsibility*

### **Key Child Protection Contacts**

The DSLs are: Sarah Helm (Head Teacher)

Lydia Boudjemaa (Assistant Head) and Anna Yianni (Teacher)

- The Chair of Governors is Bridget Cass
- The Safeguarding governor is Sarah Warburton
- The LADO (Local Area Designated Officer) is Melanie Benzie 0207 364 0677  
[LADO@towerhamlets.gcsx.gov.uk](mailto:LADO@towerhamlets.gcsx.gov.uk)
- The IPST (Integrated Pathways Support Team)/MASH – Multi Agency Support Hub/Child Protection Duty line number is 0207 364 3444/5601/5606
- NSPCC Whistleblowing advice line for professionals is 0800 028 0285



**Date approved:** September 2021

**Review date:** September 2023

Unless new guidance received before this date

**Signed:** Bridget Cass – Chair of Governors

## Legal framework

In compiling this policy, guidance has been taken from the DfE Statutory Guidance for the Foundation Stage (2017) and the DfE Guidance Supporting Pupils at School with Medical Conditions (2015).

This should be read in conjunction with the above guidance and with the school's First Aid policy, Safeguarding policy and Complaints Procedure

Old Church Nursery School is an inclusive school that is committed to ensuring all children's needs are met. The school promotes the good health of all children attending and has achieved Healthy Early Years accreditation.

### **Key points to note in the care of children requiring medication in school:**

- Children who require medication have the same rights to admission as all other children
- Parents/Carers have the prime responsibility for their child's medical needs
- Children with medical needs do not necessarily have special educational needs. Special educational needs refers specifically to children's educational needs not their medical needs.
- Through partnership, sharing information and being reflective, we can ensure all our children's needs are effectively met.

### **Procedures for managing prescribed medication**

Medicines shall only be administered in school if the medicine is prescribed and at the discretion of the Head Teacher.

An individual health care plan (IHCP) will need to be completed.

The administration of medication in school by teachers is voluntary, however the school will ensure that there are enough staff trained to do so.

Where applicable advice and support will be sought from the relevant health professionals to ensure the needs of children with complex needs are met as well as ensuring staff are confident and competent in the administration of the relevant medication.

The parent/carer will complete the Medicines Form and discuss the need for medication with Khadra Hussein, SENDCo.

.

The school may not accept any medication that is not in its original packaging or labelled by a pharmacist or alter the dosage without advice from a medical professional.

When medication is administered it must be recorded on the Medicines Form

**Record of medicine administered to an individual child**

Name of school	Old Church Nursery School
Name of child	
Date medicine provided by parent	
Class and Keyworker	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature: \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date					
Time given					
Dose given					
Name of staff					
Staff initials					

**Contact information for use in emergency:**

Name of adult:

Telephone number:

## **Short Term Medical Needs**

Where children are on medication for a short period of time, such as finishing a course of antibiotics, the school may agree to complete the dosage to support the child's health and wellbeing.

The necessary forms must be completed.

## **Long Term Medical Needs**

The school will always aim to ensure that it has up to date information on children who require medication. Parents/Carers are responsible for informing the school of any changes to their child's medical condition. Children who attend hospital on a regular basis or who have complex medical needs will require a care plan (IHCP) which will be drawn up between Khadra Hussein (SENCO) and medical professionals involved with the child. The form will cover the following points:

- Details of the child's condition
- Special requirements e.g. diet
- Any side effects of the medication
- What constitutes an emergency
- What action should be taken in an emergency
- Who to contact in an emergency
- Role of staff in emergency

Information about all children who may require on-going medication for severe allergies and other medical concerns is shared and displayed in classrooms and in the school office.

## **Administering medicines**

Any member of staff giving medicines to a child should check the following:

- The child's name
- The prescribed dose
- Expiry date
- Written instructions by the prescriber on the container

If in doubt, staff should not administer the medication but liaise with the SENCO or Head Teacher and parent/carer first.

## **Self-Management**

Old Church supports the development of children's independence, however, as our children are young they will not be encouraged to administer the medication themselves, this will always be done by a member of staff.

## **Refusing Medicines**

If a child refuses their medication; the member of staff should not force the child, but make a note on the form and inform the parent/carer and Head Teacher/SENCO immediately.

## **Record Keeping**

All administration of medication is to be recorded. The school must ensure that the requirements noted by the parent/carer correspond to what is stated on the packaging or label of the medication. The following must be checked by parents and staff:

- Name of child
- Name of medicine
- Dose (please note the amount in the case of inhalers)
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

## **Educational visits**

All children including those requiring medication are eligible and will not be prevented from going on educational visits. The school, in accordance with its risk assessment may deem it appropriate to have an additional person attending the trip; if however, staff are concerned about the safety of the child, advice will be sought from health professionals and the parent/carer. The child's medication should be taken on the trip with a copy of the relevant IHP.

## **Storage of Medicines**

All medicines must be kept in a locked cabinet or cupboard

## **Children who are unwell**

It is the policy of the school that any children who are unwell must remain at home until they are better. In the case of diarrhoea and vomiting that is 48 hours after the last episode. If a parent is unsure if their child has fully recovered they should seek the advice of their GP.

If a child shows any symptoms of COVID-19 they must stay at home and isolate until test results show that they are clear.

## **Contacting Emergency Services**

In the event of a serious injury or illness we will contact emergency services in the following order:

- Emergency services called
- Parents/carers informed
- Staff member to accompany child to hospital if no parent arrives
- If necessary we may provide written notes of the incident, illness or accident to support the family member taking the child to hospital.

## **Disposal of medicines**

It is the responsibility of parents/carers to dispose of unused or completed medications. The school will return all medications to the parent/carer for disposal.

Sharps boxes will be used for the disposal of needles.

**Further guidance can be found in Supporting pupils at school with medical conditions – Dec 2015. Revised 2017 but not changed.**

[www.gov.uk/government/publications/supporting-pupils-at-school-with-medicalconditions](http://www.gov.uk/government/publications/supporting-pupils-at-school-with-medicalconditions) -- 3