

Policy for Meeting Medical Needs at Old Church Nursery School

The governors and staff at Old Church Nursery School are committed to the inclusion of all pupils and wish to ensure that pupils with medical needs receive proper care and support at Old Church Nursery School.

Staff roles

The Head teacher will accept responsibility in principle for named members of staff administering or supervising prescribed medication/treatment during the school day. These members of staff have volunteered to administer/supervise medication. Staff who have volunteered to assist in the administration of medication/treatment have received appropriate training. The school will make every effort to ensure that at least one trained member of staff is available in school every day. In the event of an emergency leading to no trained staff member being available the school has made the following arrangements: Either a senior member of staff (who has volunteered to do so) will administer medication and/or a trained first aider (who has volunteered to do so) will administer medication

and/or parents/carers will be asked to cover this absence.

It is the school's responsibility to inform the parents/carers of the alternative arrangements to be made.

Risk assessments for medication at Old Church Nursery School have been completed, to ensure compliance with our Health and Safety and insurance policies.

The Head teacher may refuse to agree to the administration of medicines if the procedures in this policy are not followed, as this would be in breach of our school and LEA health and safety policies. In the case of any dispute the schools usual complaint procedures should be followed.

The named first aiders at Old Church Nursery School are Lizzy Ali, Jahanara Khan, Carol Bratke, Lydia Boudjemaa and Afia Ahmed. Trained paediatric first aiders are Lydia Boudjemaa, Anna Yianni, Billy Key and Nazira Naleem.

Agreeing to medication requests

Medication will only be accepted in school if it is for a life-threatening condition and must be administered during the school day and must come with written instruction from the GP or parent/carer, this must be signed by the parent/carer. Antibiotics will not be administered. Where the medication required is complex there should be an individual health care plan. In the case of long term medication the signature must be renewed at least annually. These documents will be stored with the child's records.

Medication will only be accepted in school if it is not possible for it to be correctly administered outside the school day. Parents/carers are expected to ask their GP whether this would be possible, before requesting that the school administers the medication.

Register of medicines/medical needs

The school retains a register of pupils receiving medication or with specific medical needs. Parents/carers are able to request to see the entry for their own child.

Parents/carers' responsibilities

Medication will only be accepted in school if it is in a container that clearly demonstrates it has been prescribed by a doctor. This container should only be given to the child's keyworker. The provision of a suitable container is a parental responsibility.

Any protective clothing or specialist equipment is stored in the disabled toilet.

Parents must ensure medication is labelled with the following information:

Pupil name and class

Name of medication

Dosage

Frequency of dosage

Date of dispensing

Storage requirements

Date of expiry

Any protective clothing or specialist equipment required

It is the responsibility of the parent/carer to notify the school of changes in medication or dosage. This should be done in writing, which must be handed to the child's keyworker.

Parents/carers of children requesting that Old Church Nursery School administers/supervises medication for their child are given a copy of this policy. Parents/carers are expected to comply with the policy. If the guidance is not followed the school will not be able to administer/supervise medicines safely.

Storage of medicines in school

All medicines will be stored appropriately. Asthma inhalers, epi pens, glucose tablets and other emergency medicines should accompany children at all times in appropriate containers (including school trips). Mobile containers for these medications should be provided by parents/carers/GPs.

Administration of medicines

Each administration of medicine will be recorded in the medicines register. It should be signed by the person administering the medicine.

If a child receiving medication becomes ill their parents/carers will be contacted.

Parents/carers must ensure emergency numbers are available. If a child is extremely ill staff will dial 999 and then contact parents/carers.

Emergency Procedures

In an emergency any member of senior staff, including the school administration officer should dial 999 immediately. The call must be logged in the medicines register. As soon as the call has been made parents should be contacted. If parents have not arrived a senior member will accompany the child to hospital, if necessary.

Emergency inhalers and epi-pens are available in the school office in the first aid box. These should only be used by children for whom written parental consent for the use of the emergency inhalers and epi-pens has been given. The emergency inhalers and epi-pens can be used if the pupil's prescribed inhaler or epi-pen is not available e.g. it is broken or empty.

Refusing Medication

If a pupil refuses medication they will not be forced to take it. The school will inform parents as a matter of urgency if this occurs. Failure to take medicine must be recorded.

Errors/incidents

If there is an accident in giving medication, or an extreme adverse reaction, or the agreed procedures are not followed this must be recorded through the school incident procedures. The time of the incident should be recorded.

Parents/carers should be advised as soon as possible. The time that they are informed should be recorded.

All such incidents and the action to be taken to avoid repeat incidents must be reported to the governing body, as a confidential item. A log of the incidents and copies of the forms should be kept in the medication register.

If more than 4 incidents occur in a 2 year period the advice of the LEA should be sought.

Disappearance of medicines

In the event of medicines going missing, or being stolen, the Headteacher will be notified immediately and should contact the LEA for advice. If theft is clear the Police should immediately be informed.

Disposal of medicines

Unwanted, unused or outdated medicines must be returned to parents/carers.

Reviewed: June 2018, November 2020