

POLICY ON THE ADMINISTRATION OF MEDICINES WHILST AT SCHOOL

This Policy applies to the whole of the Early Years Foundation Stage (EYFS)

This policy is publicly available on the school website and a copy may be obtained from the office.

Medication/Medical Treatment:

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children. The School undertakes to maintain a responsible attitude to children's medication in the context of advice from medical practitioners and parents and the current regulations and minimum standards.

Confidentiality

Information given by parents regarding their child's health will be treated in confidence and only shared with other staff when necessary or appropriate.

Receipt of Medication via the office

Generally, the Nursery Manager or Deputy will administer medicine to children only at the request of a person with parental or medical responsibility for the child and with precise instructions following the below procedure:

1. Medication may be administered at school provided a consent form (Administering Medication Consent Form) has been completed by a person with parental or medical responsibility for the child and handed to the office.
2. All medication received by the Nursery must be in the original container/packaging that it was dispensed in. The container/packaging should be labelled with the original, unaltered pharmacy label that clearly states:

Name of child; name of medication and its strength, quantity and volume supplied; dosage and frequency; clear direction for administration; date that the medication was dispensed and its expiry date and contact number of the dispensing pharmacy

3. All medication has to be handed in to the office by the parent.
4. Consent form to be completed and signed **by the parent.**

Storage of medication & consent form

Medication that is required to be kept at room temperature;

- the medication will be stored in its original packaging, with the original 'Administration Consent Form', located in the office.
- a copy of the consent form will be sent to the respective class teacher, repeating the dosage, timings, and where the medication is stored.
- Once the course of the medication has been completed the consent form must be filed in the child's personal school file.
- The Nursery Manager will be responsible for filing the '*Administration Consent Form Record Folder*' in the child's personal folder.

Signed:



Date: 05th August 2025

Review date: August 2026

Medication that is required to be refrigerated;

- the medicine will be stored in the fridge, in its original packaging, with the original 'Administration Consent Form'.
- a copy of the consent form will be sent to the respective class teacher, repeating the dosage, timings, and where the medication is stored.
- Once the course of the medication has been completed the consent form must be filed in the child's personal school file.
- The Nursery Manager will be responsible for filing the '*Administration Consent Form Record Folder*' in the child's personal folder.

Medication which comes in without a pharmacy label or one that has incorrect information cannot be accepted and the parents should be informed immediately. Information must be available before medication can be given. This may mean the parent contacting the GP or Out of Hours Service to obtain this. If parent cannot provide correct pharmacy label and/or information, or are not contactable, advice must be sought from the Manager regarding appropriate medical advice. Wherever necessary the GP should be contacted to confirm correct administration/medication or dose before the medication can be given.

Receipt of Medication via a child (where parents are unaware of the procedure)

1. Teachers to inform the Nursery office immediately
2. Nursery Admin to call parents to inform them about the procedure
3. Nursery Admin to email parents a copy of the consent form with the request to return it as soon as possible

Administering Medication

Administering of medication must always remain the responsibility of *named persons* (Lead First Aider, Nursery Manager or Deputy) as well as a witness who will be relieved of all other tasks whilst undertaking the medication duties.

- Medication must only be prepared in the designated areas which contain the secure medication cabinets.
- Where it is necessary to cut tablets in half, and only one half is administered, the remaining half should be retained in the original container/packaging and administered on the next opportunity when a tablet is needed or returned home with the child. Requests for a tablet to be crushed must be subject to medical/pharmacy advice. This must be sought before doing so. If tablets are to be crushed this must be recorded on the child's Medication Administration Record (MAR) and the advice to do so held on the child's medication file.
- At the prescribed time the respective Lead First Aider, Nursery Manager, Deputy will get the medication and '*Administration Consent Form*' from the office and follow the following steps.
- check the child's name on the medication administration record (MAR) chart, against the name on the medication package/container.
- The date – is the prescription valid? (name of medicine, dose and frequency and route of administration).
- Ensure the dose has not already been administered.
- Select the required medicine and check the label for medication name, strength, form and expiry date.
- Verify that the name of the medication, the dosage, and the time that it is being given is the same on the Medication Administration Record and the packaging. Identify the child.
- The member of staff administering the medication is responsible to register his/her action on the Medication Administration Record.
- In case the pupil for any reason refuses to take the medication a Missed Administration Medication Form will be filled in, the original will go to the Parents and a copy in the Administration Medication file attached to the Administering Medication Form.

Avoid handling/touching the medication. Medication pots should be used to give liquid medication and tablets where appropriate. Gloves should be used to apply creams or lotions. Give the prescribed medication as directed to the child in the agreed manner as detailed in the medication plan. If medication needs to be given covertly, (i.e. hidden in their food) then the UKCC statement on the 'Covert administration of Medicine (2001)' should be followed. Parental consent should be obtained and their preferred way in which the medication is to be administered should be stated (section 17). Make clear, accurate and immediate record of all medicine administered, intentionally withheld or refused by the child/young person.

The Sinclair House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

The Nursery Manager or Deputy will administer prescribed medicines in accordance with parental wishes. They will also administer proprietary medicines as required and in accordance with a signed prior agreement. School First Aiders are present at the school whenever pupils are in attendance.

Prescribed Emergency Medication

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the school and the parent/guardian should liaise with the Nursery Manager and their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

The parents are requested to fill in a Health Care Plan. This needs to include instructions regarding the quantity and frequency of administration. The Health Care plan is filed in the pupil file, a copy will be given to the pupil's teacher and a copy is held in the office. Any emergency medication (for example: Inhalers, EpiPens and diabetic pen) are kept in the child's classroom, in a locked medical cupboard. The medication will be placed in a clearly labelled plastic zip bag with the **pupil's name, name of medicine and expiry date**, as well as a copy of the Health Care Plan. Prescribed Emergency Medication is taken to all out of school activities. It remains the teacher's responsibility to ensure that the medication can't be accessed by other pupils and follows the child to all extra-curricular activities.

Discharge of Medication

Children that are picked up from school:

- The parent/carer should collect medication daily as requested from the office.

Long Term medication

If it is unavoidable that a child has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines and any involvements would be purely on a voluntary basis. Therefore, no member of staff is required to administer medication unless willing to do so.

Long Term Medication

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children filling the Administering Medication Form. This needs to include instructions regarding the quantity and frequency of administration. The medicines must be brought into school in a properly labelled container which states:

Name of child; name of medication and its strength, quantity and volume supplied; dosage and frequency; clear direction for administration; date that the medication was dispensed and its expiry date and contact telephone number of the dispensing pharmacy

- Medicines will be kept in a secure place in accordance with safety requirements.
- The forms will be kept in the Medical Cupboard during the period of administration and then filed in the pupil's file.
- The member of staff (Nursery Manager / Deputy) administering the medication is responsible to register his/her action on the Medication Administration Record
- In case the pupil for any reason refuses to take the medication, a Missed Administration Medication Form will be filled in, the original will go to the Parents and a copy in the Administration Medication file attached to the Administering Medication Form.

Special Circumstances

The normal procedure is for any necessary medication to be given by designated persons. However, sometimes arrangements are made (by agreement with the Principal) for special circumstances to prevail. Staff giving medication needs to be aware of any schedule requiring completion in the School Office. Where it is agreed that medication is kept at school, there are appropriate facilities (including a fridge) for the safe storage of medicines. Medicines must be clearly named. In the case of life saving treatment/medication a letter from the child's doctor (GP or Consultant) must be required to stating the child's condition and details of treatment/medication that the school may be required to administer.

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Safe Storage

All medication must be stored in the designated medication areas i.e. the secure medication cabinet or the office. These areas must be kept locked at all times. If the child is going out or away from the school (e.g. organised offsite activity) and medication needs to be given out whilst they are out, then the medication should be taken out in a labelled container with a strictly measured dose and specific instructions. At all times it must remain secure under the supervision of a permanent member of staff. Medicines held by the School, other than those refrigerated, will be held in the office. Asthma inhalers / EPI-Pens, not held by the children, will be kept by their respective class teacher and follow them to any extra-curricular activities.

Staff must never make assumptions about children's medication and administer any drug without the relevant and specific information. If medication is expected and has not arrived with the child or appears to be missing, an initial search should be undertaken. Parents, transport and/or other location the child has arrived from, must be contacted to ascertain where the medication might be. If medication is found to be missing, lost or has not been sent in, arrangements must be made to ensure the child has access to replacement supply and this is reported to the Nursery Manager. Parent remains responsible for ensuring medication is correctly sent in from home and that there is adequate supply. Medication sent in is recorded on the Medication form; which is then held on the child's medication file.

Non-Prescribed Medication

In principle, no medication is administered to the pupils without a Medication Administration Form signed by Parents. Nevertheless, in case of a pupil in a situation of great discomfort with pain and/or temperature, in nursery or during a trip or out of school activities, if the Parents wish their child to be given medication (such as Calpol (Paracetamol) or Piriton (Antihistamine) before their arrival to collect their child), the school will seek parent's approval via phone call or email. **(If possible, ensure that the call is put on speaker and witnessed.)** For this purposes only some paracetamol and antihistamine will be kept in the medical cupboard. The member of staff seeking the parents' permission is responsible to complete the *Medication Administration Record Form* including the section on how and when permission was obtained.

A copy of the form will be filed in the pupil file and a copy sent home.

Problems in Administering Medication and Errors

The following steps should be taken:

If a child refuses medication, then this should be clearly recorded on the medication chart and in the child's notes. Every encouragement should be given to ensure the medication is taken, however a child must not be forced to take medication. If a child refuses medication, medical advice must be sought. If medication is spat out immediately and the tablet is recovered unspoiled, give the tablet again. If a liquid medication is spat out and it is unclear if some of the initial dose has been swallowed medical advice must be sought. If a tablet is dropped, liquid spilled or spoiled prior to administration, then re-administer using a fresh dose.

Note that a second dose has been given on the medication chart and in the child's notes. When a dose is re-administered from medication sent from home a check must be made that there are sufficient doses for the remainder of the child's stay. If there are not enough doses to re-administer, then the parents must be contacted to bring in more. If a child vomits within 30 minutes of taking their medication, medical advice should be sought as it may be appropriate to re-administer the medication. If the vomiting occurs after 30 minutes the medication should not be re-administered and advice should be sought at the earliest opportunity. Do not re-administer inhalers where they appear not to have worked properly. Some of the medication may have been administered.

The Manager or Deputy must be informed immediately of any instances of a missed dose or error in the medication process and medical advice must be sought. An incident form should be completed by the person involved. Any variation to the administering procedure, error, or missed dose etc. must be reported immediately to the Principal and be recorded on the child's file. The pharmacist should be notified within 48 hours of all administration and prescribing errors using the procedure agreed.

Safe Transfer of Medication Sent to or from School

Any missing medication or inconsistent information must be checked immediately with those responsible at the location medication has been transferred from/sent in from and with anyone responsible for the transfer (i.e. taxi service etc.). We maintain a regular liaison with parents and agency providers in order to ensure good information flow and swift resolution of any difficulties.

Disposal

All discontinued, expired or unused medication, creams etc. should be returned to the parent for disposal at the earliest opportunity. Where this is not possible or the medication is non-prescription over the counter remedy that has been held at the school, any such items for disposal should be returned to the local pharmacy.

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