

# Reading Early Years Schools Federation (REYS)



## Administering Medication policy

Chair of Governors: Julia Cottee

Executive Head teacher: Joanne Budge

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Date to be reviewed: June 2029

## **Administering Medication Policy**

### **Aim:**

To ensure that the administration of medication is controlled and appropriate. To ensure that Ofsted requirements are complied with.

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015

Some medicines need to be administered to enable children with occasional special medication to participate in activities in the nursery.

REYS federation defines "medication" as any prescribed or over the counter medicine.

REYS federation defines "prescription medication" as any drug or device prescribed by a doctor.

REYS federation defines a "staff member" as any member of staff employed at the nursery, including teachers.

For the purpose of this policy, "medication" will be used to describe all types of medicine.

For example these could be an inhaler or nebuliser for asthma, epinephrine (EpiPen) for an allergic reaction or glucagon for insulin.

### **Key roles and responsibilities**

The governing body has overall responsibility for the implementation of the Administering Medication Policy and procedures of the REYS federation.

The governing body has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

The governing body is responsible for handling complaints regarding this policy, as outlined in the nursery's Complaints Policy.

The governing body is responsible for ensuring the correct level of insurance is in place for the administration of medication.

The governing body is responsible for ensuring that members of staff who provide support to children with medical conditions are suitably trained and have access to information needed.

The governing body is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of children with medical conditions are properly supported.

The governing body will manage any complaints or concerns regarding the support provided or administration of medicine using the nursery's Complaints Procedure Policy.

The Senior Leadership Team (see Appendix 1) is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of REYS federation and ensuring all risk assessments are in place and updated regularly.

The Senior Leadership Team is responsible for ensuring that appropriate training is undertaken by staff members administering medication.

The Senior Leadership Team is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.

Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring children do so also.

Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.

If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.

Parents/carers are expected to keep the nursery informed about any changes to their child/children's health.

Parents/carers are expected to complete a medication administration form (appendix A) prior to bringing medication into nursery.

Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

### **Training of staff**

Teachers and support staff will receive regular and ongoing training as part of their development.

The Senior Leadership Team will ensure that a sufficient number of staff are suitably trained in administering medication.

All relevant staff will be made aware of a pupil's medical condition.

The Senior Leadership Team will ensure that supply staff are appropriately briefed regarding children's' medical conditions.

A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

The governing body will provide staff members with opportunities and details of CPD.

REYS federation will provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy

## **Procedure**

Parents/carers will need to fill in the prescribed medication forms and instruct the qualified staff members when to administer it. For example "As needed" (with a description of what 'As needed' looks like for the child)

Medicine request form must be completed fully and signed by parent or carer upon request and when the child is collected from the Nursery.

When medicines are administered these are to be given by qualified member of the team and witnessed and counter signed. All medicine will be stored appropriately and out of the reach of children.

Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form.

No child will be given medicines without written parental consent.

Under no circumstance will a pupil be given aspirin unless there is evidence that it has been prescribed by a doctor.

Medicines must be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.

Before administering medicine, maximum dosages and when the previous dose was taken will be checked.

A maximum of one weeks' supply of medication may be provided to the nursery.

When medicines are no longer required, they will be returned to the parents/carers of the pupil.

Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.

Medications will only be administered at nursery if it would be detrimental to the child not to do so.

Medications will be stored securely in a safe cupboard out of reach of children.

In the event of a nursery trip or activity which involves leaving the nursery premises, medicines and devices, such as insulin pens and asthma inhalers, will be readily available to staff and children.

Only suitably qualified staff will administer a controlled drug.

Staff members have the right to refuse to administer medication. If a member of staff does refuse, the Senior Leadership Team will delegate the responsibility to another staff member.

Any medications left over at the end of the course will be returned to the pupil's parent/carer.

Written records will be kept for any medication administered to any child.

Children will never be prevented from accessing their medication.

If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their EHCP and parents/carers will be informed so that alternative options can be considered.

REYS federation cannot be held responsible for side effects which occur when medication is taken correctly.

Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

**Nebuliser treatments for Asthma:** A qualified member of staff may have to administer a nebuliser treatment in response to a mild to moderate asthma attack in a child with a history of asthma. The parents/carers should provide written instructions from their GP for the administration, dosage or frequency. The device, nebuliser chamber, tubing and air compressor, should be in a named bag.

**Use of Epinephrine for allergic Reaction – EpiPen or Jext:** Senior staff may need to administer epinephrine in response to an allergic reaction. If a child with known history of serious allergy develops signs and symptoms after an exposure to the causative substance.

An EpiPen or Jext will only be used when:

- It has been prescribed specifically for that child or staff member.
- Written authorisation from the child's GP with clear instructions on when and how to administer the drug.

Qualified Staff members must be trained to administer medication.

**Glucagon treatment for Insulin Shock:** Senior Staff may need to administer glucagon in response to a rapid onset of severe insulin shock or hypoglycaemia in a child with insulin-dependent diabetes. Qualified staff members must be trained to administer it.

**Antibiotics:** Any child who has been prescribed any new antibiotics MUST NOT attend the nursery until 24 hours have elapsed since the first dose. This is so the child can be monitored at home in case of an adverse reaction to the medication, such as diarrhoea or an allergic reaction. This does not apply if the child has had the medicine before.

Only prescribed medication may be administered **with the exception of temperature reducing medication at Caversham only.**

The temperature reducing infantile suspension is only to be given to the child with the parents/carers written consent. Controls are put in place for administration of it:

Where possible the parents/carers will be contacted by phone and informed that their child is unwell before a dose of medication is given.

After one dose of medication is given, should a child's state of health still warrant further assistance, parents will be asked to collect their child from the nursery.

All medication should be checked for expiry date and this should be recorded on the child's medicine sheet.

The child's temperature and other symptoms are recorded on a child health form.

Any medication is to be given by qualified staff members and witnessed by another staff member. The time and date of this will be recorded on the medication form.

Children who have been given the reducing infantile suspension and whose temperature does not respond or rises will be recommended to seek further medical advice and will need to be collected from nursery. **(Caversham only)**

#### **Other necessary medications, teething granules, and natural creams (Caversham only)**

All medication, teething granules and natural creams should be checked for expiry date and this should be recorded on the child's medicine sheet

### **Education healthcare plans**

For chronic or long-term conditions and disabilities, an EHCP will be developed (if needed) in liaison with the pupil, parents/carers, Senior Leadership Team, Inclusion Manager and medical professionals.

The governing body will ensure that EHCPs are reviewed at least annually. EHCPs will be routinely monitored throughout the year by the nursery SENCO.

REYS federation will seek advice from any relevant healthcare professionals as deemed necessary.

Useful resources and websites

[www.asthma.org.uk](http://www.asthma.org.uk)

[www.epipen.com](http://www.epipen.com)

[www.diabetes.org.uk](http://www.diabetes.org.uk)

## Appendix 1

### Senior Leadership teams within each school

School	Post	Current post holder
Blagdon Nursery	Executive Head teacher	Joanne Budge
	Head of school	Charlotte Jennings
	School Business Manager	Helen Freeman
	2 year co-ordinator	Samantha Clifford
	Inclusion Manager	Kate Wiggins
Caversham Nursery	Executive Head teacher	Joanne Budge
	Head of school	Jean Read
	School Business Manager	Brenda Vockings
	Nursery Manager	Claire Taylor
	Inclusion Manager	Kate Wiggins
New Bridge Nursery School	Executive Head teacher	Joanne Budge
	Head of School	Jean Read
	School Business Manager	Brenda Vockings
	Inclusion Manager	Kate Wiggins