



## **Administering Medication Policy**

Parents, as defined in the Education Act 1944, are a child's main carers. They are responsible for making sure that their child is well enough to attend nursery and be able to participate in the activities of the setting as normal. However, we recognise that there may be children who may need regular medication for chronic illnesses or life threatening allergic reactions.

Windsor Kindergarten is ready to co-operate in the medication of children at school where this is necessary. In all cases, such medication remains the responsibility of the parent.

We will ensure that parents/carers provide Windsor Kindergarten with sufficient information about their child's medical condition and any treatment or special care needed at school, before admission, and keep us informed of any new or changing needs. If there are any special religious and/or cultural beliefs which may affect any medical care that the pupil needs, particularly in the event of an emergency, we rely on parents/carers to inform us and confirm this in writing. If a child has been given medication (for example, calpol or ibuprofen) prior to attending nursery on any given day then the parent informs us verbally. If the child needs more medication of the same kind throughout the day then the parent has to come in to administer themselves. All information will be kept with the child's personal records.

Where children are chronic sufferers of asthma, epilepsy, diabetes, allergies, or other serious conditions, we will only undertake such medication, if written instructions are received from your doctor with a covering note from you, and a Windsor Kindergarten Medication Record form is completed, signed and dated (form is available from the manager). Formal written permission will be obtained before a child starts with us. Additionally we are able to administer over the counter medication, or that is recommended by a pharmacist or nurse for accepted health reasons e.g. Piriton for allergies, cream to ease eczema etc. The same recording procedures will be followed for either type of medication. Formal written permission will be obtained before administering any medication.

The Statutory Framework for the Early Years Foundation Stage recommends that children under the age of 16 should never be given medicines containing aspirin, unless specifically prescribed by a doctor. As a setting we have decided not to administer antibiotics to children.

## **Long-Term Medical Needs**

It is important to have sufficient information about the medical condition of any child with long-term medical needs. The Special Educational Needs and Disabilities (SEND) Code of Practice 2014 advises that a medical diagnosis or a disability does not



necessarily imply SEN. Before a child starts with us, or at the onset of a long term medical condition we will ask the following to enable us to create a Health Care Plan:

- details of a child's condition
- special requirement e.g. dietary needs, pre-activity precautions
- and any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

Under NO circumstances may children keep medicines of any kind on their person, or in their belongings. Medicine must be clearly labeled with:

i) Your child's name    ii) the dosage    iii) the name of the Chemist

Medication will be kept in the First Aid Box and overseen by our named first aiders. Any administration of treatment is recorded by the first aider in the Medication Record which will be signed by them and counter signed by the parent. If a child refuses to take their medication parents/carers will be contacted immediately.

### **Administering Medication**

First Aiders will administer the medication and will receive appropriate training and support from health professionals. First Aiders who administer medication will follow the agreed procedure:

- confirm the child's name and the name written on the medication
- check the written instructions provided by the parent/guardian/doctor
- check the prescribed dose
- check the expiry date on the medication
- administer the medication
- record the date and time and sign the medication record **(this procedure will be checked by either the Manager or the first aider)**
- if there is any doubt about any of the details, team members will double check with parents/carers or the child's doctor before giving the medication



Medication records are stored in the MEDICATION RECORDS FILE and kept in the Office. Unless it is an emergency, medication will be administered in the office where privacy and confidentiality can be maintained.

### Emergency Procedures

All team members are aware how to call the emergency services, but **in the event of an emergency it will be the Manager** who makes the call, in her absence it will be the Acting/Assisting Manager. Any child taken to hospital by ambulance will be accompanied by a member of the team who will remain with the pupil until a parent arrives. All calls to emergency services will be recorded in the Medication Record / Accident Book.

### Specific Training

All team members dealing with specific issues or health needs will receive appropriate training from health professionals. We respect any concerns of individual team members regarding administering medication but hope that appropriate training and support will enable individuals to feel confident to fulfill this caring role.

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

January 2017

Date to be reviewed -

January 2018

Name of signatory -

Tanya Webber