



Somerset Bridge Primary School

Aspire - Brave - Care - Collaborate

Adopted	09/12/2021
First review	
Second review	
Third review	
Fourth review	
Fifth review	
Sixth review	
Seventh review	

Administering Medication – Nursery Policy

Introduction

The aim of this Policy is to ensure that all children who require medication during their Nursery session are properly supported in Nursery so that they can fully engage in active learning to supporting their development and wellbeing.

Roles and Responsibilities

The Role of the Governing Body

The Governing Body will ensure that:

- Arrangements are in place to support children who require medication during their Nursery Session.
- Sufficient staff have received suitable training and are competent before they take on responsibility to administer medication.
- This policy is reviewed regularly and is readily accessible to parents and nursery staff.

The Role of the Headteacher

The Headteacher will ensure that:

- The Nursery policy is developed and effectively implemented. This includes ensuring that all staff are aware of this policy and understand their role in its implementation.
- All staff who need to know are aware of the child's condition.
- Sufficient trained numbers of staff are available to implement the policy

The Headteacher has overall responsibility for the development of individual healthcare plans.

The Role of Parents

Parents will provide the Nursery with sufficient and up-to-date information about their child's medical needs and medication.

The Role of Nursery Staff

Any member of Nursery staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so.

Nursery staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions or administer medication. Any member of Nursery staff should know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

Implementation of the Policy

In order to ensure that this Policy is fully implemented the following roles have been allocated within Nursery:

- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available – this will be organised by the Nursery Management team.
- Risk assessments for visits – this will be carried out by the Nursery Management team.
- Monitoring of individual healthcare plans – this will be carried out by the SENCO.
- Arrangements for staff training or support – the SENCO will coordinate staff training or support.

Arrangements for new children should be in place for the start of term, in other cases (such as a new diagnosis) arrangements should be in place within two weeks.

Staff will not give prescription medicines or undertake healthcare procedures without appropriate training. In some case written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, but ultimately this is for the Nursery to decide having considered the IHP.

Managing medicines on Nursery premises.

- Medicines will only be administered at Nursery when it would be detrimental to a child's health or Nursery attendance not to do so.
- Non-prescription medicines, such as Calpol, will be administered at Nursery for a limited time (subject to the condition above) and will be managed in the same way as prescribed medicines.
- Medication for pain relief, such as Calpol, will never be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed by telephone if pain relief medication has been given.
- No child under 16 will be given prescription or non-prescription medicines without their parent's written consent.
- A child under 16 will never be given medicine containing aspirin unless prescribed by a doctor.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside Nursery hours
- The Nursery will only accept medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- A Medicine form will be completed by the parent (Appendix A), a copy will be kept in the office and with the medicine in the Nursery.
- All medicine will be stored safely and records of administration will be kept on the record form (Appendix A).
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away. This is particularly important to consider when outside of Nursery premises, e.g. on trips

- When no longer required (or on a date agreed), medicines will be returned to the parent, together with a copy the record of medicine given, to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Controlled Drugs

- Staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Nursery should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at Nursery should be noted in Nursery.

Record keeping

The Governing Body will ensure that written records are kept of all medicines administered to children (see templates at Annex A).

Emergency procedures

A child's IHP will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of the emergency symptoms and procedures.

If a child needs to be taken to hospital, staff will stay with the child until the parents arrives, or accompany a child taken to hospital by ambulance.

Liability and indemnity

Somerset County Council has in place public liability insurance that indemnifies Somerset County Council and Somerset County Council employees, including maintained schools, against legal liability to pay damages or compensation as a result of personal injury or damages arising out of Somerset County Council's business (including the business of maintained schools).

This insurance does not apply to liability arising in whole or in part from:

- The provision of services by a hospital or a clinic or by physicians, pharmacists or various other categories of medical professionals;
- The prescribing of any drugs or medicines;
- The use of equipment for diagnostic purposes;
- The rendering or failure of any other medical or paramedical services (except as noted below)

However, the insurance does apply to liability arising in whole or in part from:

- Emergency and/or first aid medical services;
- The administering of drugs or medicines or procedures pre-prescribed by a medical practitioner and subject to any written guidelines by an employee of the public authority in connection with the business of Somerset County Council provided that no indemnity is available for any other source.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the Nursery. If for whatever reason this does not resolve the issue, they may make a formal complaint via the Nursery's complaints procedure.

ANNEX A - Somerset Bridge Nursery will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
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