

## Policy & Procedures

### Administering Medicine and Allergy

Signed on behalf of Miss Daisy's Nursery School
Eva Quillot

#### Policy statement

Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor.

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

#### Administration of Medicine during School Hours

From time to time, parents request that the school should dispense medicines, which need to be administered at regular intervals to children. These fall into two categories:

1. Children who require emergency medication on a long-term basis because of the chronic nature of their illness (e.g. asthma and epilepsy). If it is unavoidable that child has to take medicine in school for treatment for a long-term illness to be effective, then a Medical Administration at School Form must then be filled out, including the parents' signature. These can be found within the Nursery, completed forms are stored in a folder in the Headmistress's office. This also applies to children who require medicine to treat allergies such as Piriton or an epi-pen or who require medicine for a serious illness such as seizures.

As per Ofsted requirements, the nursery school may only give medicine to a child only if it is specifically prescribed. A child may only attend Nursery School if prescribed medication and an action plan/letter from a doctor is provided.



2. Children who are suffering from casual ailments (e.g. coughs and colds). The school does not administer medicines for casual ailments. We have a policy for exclusion from school if a child is suffering from casual ailments.

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

1. Parents must write to the school, giving authorisation for medicines/ treatment to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration
2. The medicines must be brought into school and must be specifically prescribed. Further details which states a) the name of the medicine b) the dosage c) the time of administration
3. Medicines will be kept in a secure place by staff in accordance with safety requirements.

Where long-term needs for medication exist, the school will require specific guidance/training on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. This includes administering injections such as epi-pens or a suppository for administering treatment for seizures.

If a child requires an inhaler for asthma, we ask the parent to come in to the setting and train teachers in the specific use of the inhaler.

**On registration:**

Parents register their child and highlight on the registration form, any additional needs or requirements. The registrar then highlights this to the Headmistress during the initial tour of school.

**If a place is offered:**

All **admission forms** are gathered before entry into the Nursery.

Any medical requirements or allergies are listed clearly on a **separate allergy list** within the school kitchens, office and individual classrooms.



The **parents meet with the Headmistress** in class depending on how serious the condition is, prior to the child joining school.

Where long-term needs for medication exist, the school will require **specific guidance/training** on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. This includes administering injections such as epi-pens or a suppository for administering treatment for seizures.

If a child requires an inhaler for asthma, we ask the parent to come in to the setting and train teachers in the specific use of the inhaler. **Notes** are maintained of all **training**. The meeting is booked in the Outlook diary and a **note** is taken of the **meeting**.

An **action plan or letter** is required from a doctor in the event of any medicine being required, this information must be gathered prior to a child joining the school.

If no medicine is required, the school requires a note from the doctor to say that it is safe for the child to attend school and that no medicine is required, prior to the child joining the school.

A **Medical Form** must then be filled out, including the parents' signature. These can be found in the Nursery office and completed forms are stored in a folder in the Headmistress's office, on each child's file and in the bag with the medicine. In the event of the medicine not being either an asthma pump or epi-pen then a separate letter is required from parents giving authorisation for medicines or treatment to be administered to their child.

The Nursery School may only give medicine to a child only if it is specifically **prescribed** to the child.

An **allergy and medical information sheet** will be typed up for each child requiring medicine and will be displayed in each classroom and in the office.

The school does not administer medicines for casual ailments e.g. coughs and colds.

Emergency contact numbers must be provided, where an adult is available at all times.

All dates of medicine expiry should be noted.

Two epi-pens are required for each child.



**Transitioning from year to year:**

Senior teachers must be informed if a child is transitioning into their class with a medical need.

A meeting must be organised for parents and teachers before the term commences.

All action plans/ medical forms and medicine will be checked again. Senior Management to cross check.

All dates of medicine expiry are noted.

Parents are informed if the medicine is due to expire and reminded to provide medicine in plenty of time.

If the emergency is likely to be of a serious nature, emergency contact numbers must be provided, where an adult is available at all times.