

**Administration of Medicines in Cambridge Nursery school.**

**Children**

* Any medication given to any child in the school has to be prescribed by their doctor or by a hospital doctor should the child have attended an outpatients clinic. The school/centre will not administer the first dose of anti-biotic medication. All medicines should show the clear date of when prescribed and the expiry date. Any medicines found to be out of date will not be administered.
* Long-term medication will be discussed during the child’s pre-admission meeting. During the pre-admission meeting a care plan will be completed and will highlight any specific long term medication. If medicines need mixing with water for example before administering to the child, this again will be agreed by the Leadership Team and parents/carers during the pre-admission meeting and added to the child’s care plan then signed in accordance with the medication policy.
* It is important that the child's full name is identified on the label of the medicine along with the accurate date of birth for the child; this avoids confusion should children in the family have the same initials.
* Any medication which has been agreed by the Leadership Team must be kept in the kitchen in the medicine cabinet or fridge. Medicines will **ONLY** be administered by named members of staff. All spillages of medication should be recorded.
* All parents/carers will be requested to complete a medication form before their child receives medication at the school. This procedure will be repeated for each occasion except those medicines/medication which are used on an ongoing basis to control a medical condition. E.g. an inhaler . This will be recorded when administered by a designated member of staff.
* All parents/carers should inform the school if they have given medicine to their child prior to coming to nursery. This information should then be recorded on a medication record sheet.
* The named staff who administers medication must record the time, dosage given, sign who has administered the medicine/medication and where possible have a member of staff to observe the procedure and witness the signature.
* The parent/carer will be informed at the end of the nursery session about their child's medication dosage and asked to countersign the child's medication form.
* If a child has an unexpected reaction to their medication, medical advice will be sought immediately and the parent/carer informed. If the symptoms are of a serious nature or appear to the extent that staff are concerned, then an ambulance would be called.
* Creams for eczema **will not be** applied by the school staff unless prescribed by a doctor. Parents/carers are requested to apply creams to their child before coming to school (this includes sun cream unless prescribed by a doctor due to a diagnosed skin allergy). The only exceptions are the use of emollient creams for relief/comfort (provided by parent and named) which can be applied by staff and those children who attend for 30 hours who must provide a bottle of their own suntan lotion (named) that can be reapplied at lunchtime which is to remain in school. Appropriate permission forms allowing emollients/suntan lotion (30 hour children) to be applied must be signed by parents/carers.
* Non-prescribed medicines such as 'Calpol'/cough medicines etc **will not** **be administered**. Aspirin or medicines containing ibuprofen or paracetamol **will not be administered.**
* Parents/carers need to inform the school regularly if their child has any allergic reaction to any medicines/medication. Key carers need to be aware and this will be recorded in the allergy file and highlighted to all staff.

**The Headteacher has the right to refuse to accept medication to be administered if she feels it would work against the duty of care she has towards all children in the centre.**

**Staff**

* All staff should inform the Headteacher if they are taking prescribed medicines/medication at the centre. If the medicine/medication needs to be administered at the school/centre, it should be locked in the staff member's locker away from the children. Staff inhalers should be kept in their room store cupboards away from the children. Training will be given to staff if required to support children with medical needs. E.g. Epilepsy, Asthma, Reflux.

Policy reviewed by Governors April 2021.