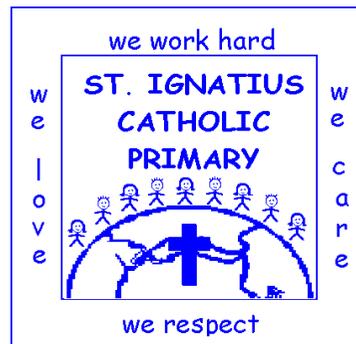


St Ignatius' Catholic Primary School Early Years Administering Medicines Policy



November 2020
Anne Marie Deacon

EYFS Administering Medicines Policy Updated November 2020

Whilst it is our policy to send home children who are unwell, so they can be cared for until they are well enough to return to school, on some occasions it may be necessary to administer medication to our children, as part of maintaining health and well-being or when they are recovering from an illness.

In some cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening.

In cases of medication needing to be taken during school hours, medicines will be administered by school staff.

If a child has not had this medication before, it is advised that parents keep their child at home for the first 48 hours to ensure no adverse effect. We ask parents to bring medication to school only when absolutely necessary.

The class teacher and support staff are responsible for the correct administration of medication to children in their class. This includes ensuring that the medication consent form is completed, that medicines are stored correctly and that records of medications administered are kept according to procedures.

Procedure

- Medication/health records are obtained from parents on a form via pre-school home visits or the school office ready for our term starting in September.
- All EYFS staff are made aware of individual children's medication/medical need.
- Whole school staff would be made aware of individual children's medication/medical need as and when appropriate. On some occasions it is necessary to display a child's photograph and outline of their needs in the staff room and school office.
- Only medicines prescribed by a doctor or pharmacist will be administered to a child.
- Parents are encouraged to administer medicine at home where possible.

General

Medication takes two forms. 1. Regular medication for an ongoing condition e.g. asthma 2. A short course of prescribed medication e.g. antibiotics

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- Children taking prescribed medication must be well enough to attend school.
- Only prescribed medication is administered by school staff. It must be in-date and prescribed for the current condition. Non-prescribed medication must not be administered.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- A member of staff, with the parent, must fill in the medical consent form and the parent will be asked to sign to show this information is correct. Medication must not be given without the form being fully completed.
- The administration of medication is recorded accurately each time it is given and is signed by staff. This is then witnessed by a second member of staff.

Storage of medicines

- All medication is stored in accordance with product instructions. Medicines are placed in a secure cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- All medication should be clearly labelled with the child's name and dosage information.
- The child's class teacher and TA are responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. Whilst it is the responsibility of parents to make sure the medication is in date, key persons check that any medication held is in date and return any out-of-date medication back to the parent.
- Emergency medicine such as asthma inhalers or Epi-pens will be stored in a personal medical bag or box in a place that is easily accessible and known to all staff.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- Staff with personal medication must store this securely out of the reach of children.

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Hygiene and Infection Control

- Children are taught how to minimize the risk of infection e.g. hand washing.
- Staff will use gloves, apron and face covering provided when dealing with vomit, faeces, blood and bodily fluids.
- PPE and soiled matter will be secured in bin bags and collected by the site staff for disposal.
- Clothing to be taken home will be secured in a sealed bag until the parent arrives.
- It is the responsibility of parents to inform us of any changes in contact details.
- Parents are expected to share any health concerns e.g. head lice, impetigo.
- We will follow Public Health guidance as to the number of days a child/member of staff should be off school to try to contain the spread of any infection.

Children who have long term medical conditions and who may require on ongoing medication

- For some medical conditions staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. In this situation staff will receive training as and when needed by a health professional.
- A health care plan for the child is drawn up by the health professionals involved. This is based upon information from the parent and advice from the child's doctor. This will be made available to staff working with this child. .

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must be fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name.
- On returning to the setting the class teacher signs the medication record book.
- This procedure is to be read alongside the outings risk assessment.