

ADMINISTERING MEDICINES

FOUNDATION STAGE

If a child falls ill whilst in school, parents/carers will be contacted and asked to collect them to take home.

Staff should never give a medicine to a child without a written request from the parent/carer. A medical log will then need to be completed.

Parents must bring the medication into school in the original container, as dispensed by a pharmacist. The label must include the prescriber's instructions for administration; dosage and the child's name, DOB.

The medical log records all medication given, by whom, dosage and witnessed by a second adult. Once the medication is completed the log will be kept in the child's personal file. A central record of medicines administered is kept in the Nursery.

If any long-term medication is required for a child, the Head of Junior House will write a Care Plan specific to the needs of the individual child.

If this requires training to administer the medication, the Head of Junior House will organise.

If a child refuses to take any medication, staff will not force them to do so, but will note this in their records. Parents will be informed of the refusal on that day.

Medicines will be kept in a safe place, according to the pharmacy instructions.

All emergency medicines such as asthma inhalers and epipens should be readily available and not locked away. Inhalers should be clearly marked with the child's name and should be available during sports and educational visits.

Medicines no longer required will be handed back to the parent.

There is no legal requirement for a member of staff to administer any medication and, if they do volunteer, then they can be assured that they are covered by the school's insurance and employee liability.

Standard 7 Health

Children Act Regulation – you must keep a record of all medicines administered to children.