

Fairstead House

ADMINISTRATION OF MEDICATION incorporating the Early years Foundation Stage

INTRODUCTION

Regular school attendance is vital for every child and Fairstead House School does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (eg antibiotics) for a day or so.
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler. Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible.

Fairstead House School will undertake to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines. It is our policy to ensure that all medical information will be treated confidentially by the school staff. All staff have a duty of care to follow and co-operate with the requirements of this policy. Ultimate responsibility for all administration of medicines at Fairstead House School is held by the Head.

AIMS

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of: prescribed medicines, non-prescribed medicines, maintenance drugs and emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration

The administration of medicines is the overall responsibility of the parents. The Head is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

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Routine Administration

Prescribed medicines

It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents. In the EYFS all non-emergency medication is kept in the office in a locked cabinet (any refrigerated medication is stored in an assigned fridge in the kitchen). Written permission for each and every medication is obtained from parents before any medication is given. Only prescription medication is administered according to printed prescription directions on label on medication. The EYFS staff administer the prescribed medication. Written records of all medicines administered are kept and parents are informed on a daily basis. All members of EYFS staff are familiar with the medical needs of the children. Long term, prescribed medication is sent home at the end of each term and returned with an up-to-date prescription and medical form completed.

Prescribed medicines should be taken at home. For example, a three times a day course of medicine could be taken in the morning-prior to school, after school and before bed. However, if the prescribed dosage is four times a day, then one dose may be administered in school with written permission.

Non-prescribed medicines

It is our general policy not to take responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents. Children who need Calpol, etc, should not be in school unless the pain is residual from a fracture, etc.

In the EYFS medication not prescribed by a doctor and accompanied by appropriate paperwork are never administered

On occasions when children require paracetamol it is our policy to administer providing that written consent from the parents has been received in advance. Older children (upper KS1- KS2) can self-administer under supervision of a member of staff authorised by the Head, providing written consent from the parents has been received in advance.

Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the Head who may decide to allow administration under certain miscellaneous or exceptional circumstances

Maintenance drugs

It is our policy to manage the administration of maintenance drugs (eg. Insulin) following consultation and agreement with, and written consent, from the parents. On such occasions, a health care plan will be written for the child concerned. Any necessary training will be provided for staff.

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Non-Routine Administration -Emergency medicine

It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):

- Injections of adrenaline for acute allergic reactions (epi-pens)
- Injections of Glucagan for diabetic hypoglycaemia

In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Procedure for Administration

When deciding upon the administration of medicine needs for a child, the school will discuss any actions with the parents and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

Children with asthma need to have their reliever inhalers (blue inhalers) immediately accessible at all times. In the EYFS all medicines are kept in the office or in an accessible fridge in the kitchen for easy access. In the EYFS inhalers are kept in the classroom in case they are needed quickly. They should be taken to games sessions and fixtures, at all times. If a very young child needs help to use their inhaler the medication can be kept in the school office, unless the child is attending a games session, then the inhaler should be kept with the child. Children with life threatening allergies may need emergency access to their epipen and may be allowed to carry it during the school day after parental discussion with the Head. The parents of children with any other particular medical condition (for example epilepsy or diabetes) should have a discussion with the Head concerning their medication needs. It would be advisable that any information about specific medical needs be discussed with the whole staff – with the possibility of the parents coming in to speak to the staff at a Staff Meeting/Briefing.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file. If a child refuses to take medication the parents will be informed at the earliest available opportunity. Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school.

Students must **NEVER** give their medication to other students.

Contacting Parents and/or Emergency Services

If the child is felt to be too unwell to be in school, the office staff will contact their parents/carers to ask them to take them home. In extreme cases, when a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

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Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe by their GP or local health authorities. Children who have had a bout of sickness or diarrhoea must stay at home for a clear 48 hours.

Medical Accommodation

The first aid room and school office will be used for medicine administration/treatment purposes. In the EYFS medication is administered in the EYFS classrooms.

Training

Where the School is required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

The First Aid Policy includes a record of staff training, documenting the level of training undertaken. Such training forms part of the overall Staff Inset (training) and refresher training will be scheduled at appropriate intervals.

Storage

The storage of medicines is the overall responsibility of the Head who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of the school to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Disposal

It is not the responsibility of the staff at Fairstead House School to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Provision, collection and disposal of the boxes will be arranged by the parents.

The policy and procedures for the administration of medication in the EYFS is according to the Statutory Framework for the Early Years Foundation Stage.

Responsible: SMT Date approved: Autumn 2016 Date of next review: Michaelmas 2018
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Parental agreement for school to administer medicine (including inhalers)

The school will not give your child medicine unless you complete and sign this form.

Name of Child: _____

Date of Birth: _____

Form: _____

Medical condition/illness: _____

Medicine

Name/Type of Medicine (as described on the container):

Date dispensed: _____

Expiry date: _____

Dosage and method: _____

Timing: _____

Special Precautions/storage: _____

Are there any side effects that the school needs to know about? _____

Self Administration: _____ Yes/No (delete as appropriate)

Contact Details are kept in office. Please add any additional details below:-

I understand that this is a service that the school is not obliged to undertake. The medicine, its purpose and the intended individual is as described above.

I understand that I must notify the school/setting of any changes in writing.

Date: _____ Signature: _____

Confirmation of the Head's consent to administer medicine

It is agreed that _____ [name of child] will receive _____ [quantity and name of medicine] every day at _____ [time medicine to be administered e.g. Lunchtime or afternoon break]. _____ [name of child] will be given/supervised whilst he/she takes their medication by _____ [name of member of staff].

This arrangement will continue until _____ [either end date of course of medicine or until instructed by parents].

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Date: _____ Signature: _____

[* In the absence of the Head this will be agreed by the Deputy another member of the SLT]



Record of medicine administered to an individual child

Name of Child _____

Date medicine provided by parent _____

Form _____

Quantity received _____

Name and strength of medicine _____

Expiry date _____

Quantity returned _____

Dose and frequency of medicine _____

Staff signature _____

Parent signature _____

Date _____

Time Given _____

Dose Given _____

Name of member of staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given _____

Name of member of staff _____

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Staff initials
