



# **Kingswood Nursery School Managing Medicines Policy**

**Kingswood Nursery School**

**This policy has been reviewed and updated  
September 2022.**

**Next Review September 2023**

This policy has been adopted from 'Managing Medicines in Schools and Early Years Settings', DfES (2005) [Reference: 1448-2005DCL-EN] which is a recommended guidance procedure. This policy also takes account of 'Supporting Pupils at School with Medical Conditions' December 2015 DfE

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

### **Kingswood Nursery School is committed to:**

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups.
- Ensuring that everybody is valued, listened to, understood and treated, as they themselves want

These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

#### **1. Introduction**

Children with medical needs have the same rights of admission to school as other children. Most children will at some time have short-term medical needs (e.g. finishing a course of antibiotics). Some children, however, have longer term medical needs and may require medicines on a long-term basis to keep them well. Others may require medicines in particular circumstances, such as children with severe allergies who may require an adrenaline injection. Most children with medical needs are able to attend school regularly and take part in normal activities, sometimes with support.

#### **2. Parent Responsibilities**

*“Parents have the prime responsibility for their child’s health and should provide schools and settings with information about their child’s medical condition.”* (P7 Managing Medicines in Schools and Early Years Settings, DfES 2005.) Schools need to know about any particular needs before a child is admitted to school.

At Kingswood Nursery School we rely on parents to keep us informed about any medical condition or treatment that their child receives. Any treatment needing to be undertaken, during the school day (whether regularly or in the event of an emergency) should be discussed with the Headteacher and/or the child’s Key Person in the Early Years setting. A health care plan should be completed, and a risk assessment if necessary. If medication needs to be administered a parental consent form must be signed.

At the Headteacher’s discretion a child may not be able to attend Kingswood Nursery School if the parent does not provide medicine which is essential to the child’s health.

#### **3. How information about your child’s medical condition will be used:**

If your child has a medical condition then details of the condition, how to manage this and a photograph of your child will be displayed in either the Nursery or Pre-School classroom and the school office, with your permission. This is to ensure all staff are aware of your child’s condition and that in an emergency the card could be given to a medical practitioner if they were called in an emergency. This personal data collected will be compliant as a ‘vital interest’ under GDPR, i.e. ‘the process is necessary to protect someone’s life’. We will not use the data for any other purpose, nor will we share your data with any third parties other than the emergency services or a medical professional who was coming to school to offer training. All information about your child’s medical condition will be disposed of confidentially when they leave the setting.

#### 4. **Staff responsibilities**

*'There is no legal obligation that requires school staff to administer medicines'.* (P7 Managing Medicines in Schools and Early Years Settings, DfES 2005)

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary. Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

At Kingswood Nursery School the medication will be administered by the child's Key Person or another member of staff. When appropriate they will access relevant training from a health care professional. **There will always be two members of staff present when medicine is being administered.**

#### 5. **Administration of Medication**

Medication will only be administered if it is essential i.e. *'that it would be detrimental to the child's health if the medicine were not administered during the setting day.'* (P9 Managing Medicines in Schools and Early Years Settings, DfES 2005) Wherever possible, dosages of medicine should be worked out so that they can be taken outside of the school sessions, therefore *'medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime'*. (P9 Managing Medicines in Schools and Early Years Settings, DfES 2005)

At Kingswood Nursery School we will only accept and administer medicine that has been *'prescribed for a named child by a doctor, dentist, nurse prescriber or pharmacist prescriber'*. (P9 Managing Medicines in Schools and Early Years Settings, DfES 2005)

#### 6. **Non-Prescribed Medicines**

The school **will not** administer any medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber, unless it is done as part of an individual Health Care Plan.

No child will be given any medicines without their parent's written consent.

All medicine should be:

- Named and in its original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
  - Brought to the setting by parents daily (collecting the medicine at the end of the day is the parent's responsibility) or a supply of medication provided specifically for use at school.
  - Provided in small quantities.
- **Medicine not in its original packaging cannot be administered**
  - **No medicines can be administered without prior written consent from the child's parents.**

#### 7. **Prescribed medicines**

If it is unavoidable and medication needs to be administered at set times during the school day, the following arrangements will be made by the school with the parent or guardian to allow the school to take on the responsibility:

- a. The parent or guardian will be asked to complete and return the attached form (Form 1) giving all the relevant details in full. In so doing, the parent/guardian consents to the school administering medication to his/her child for the duration of the course of medication. A copy of the parental consent form will be kept in the Medicine File.
- b. For pupils requiring regular doses of medicine on a long-term basis (e.g. in the case of chronic illness), the parents will be asked to discuss the implications of the illness with the Headteacher and the designated Key Person, and a decision will be made as to the arrangements necessary to administer the medication and support the child. Parents will be

asked to complete a consent form for the school for the administering of the medication and a Healthcare Plan (Form 2) may be drawn up.

- c. Some older pupils may well be taking responsibility for administering their own medicine, including inhalers. In these cases a parental consent form (Form 1), together with clear instructions, must be completed, and parents must liaise closely with the child's Key Person.
- d. The written parental consent will be kept in the Medicine File and recorded on a class list within the classroom so that the information is available to any other adult taking that class.
- e. **Controlled Drugs**  
Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act, and therefore have to be strictly managed. The amount of medication handed over to the school will always be recorded. It will be stored in a locked non portable container in the disabled toilets, and only staff will be allowed access to it. Each time the drug is administered it will be recorded, including if the child refused to take it. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.
- f. Pain killers such as paracetamol and aspirin will not be administered and must not be brought to school by parents or pupils unless these have been prescribed or are part of the Healthcare Plan.
- g. Patent medicines: Cough/throat sweets will not be brought to school by pupils.
- h. Staff in school will apply a generic Sun Protection Cream to children who are staying for the duration of the day. Parents will provide permission for this to be applied.

**Before administering medicine to a child the member of staff will check:**

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container
- The record of administered medication
- The member of staff will ensure that another practitioner also checks the above information and therefore, there will always be two members of staff present when medicine is administered.

8. **Emergency inhalers in school:** From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools to buy salbutamol inhalers for use in emergencies. The emergency salbutamol inhaler will only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).
9. **Emergency EpiPens in school:** From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools to buy epipens for use in emergencies. The emergency Epi Pen will only be used by children who are at risk of anaphylaxis, have been prescribed their own epipen and for whom written parental consent for use of the emergency epipen has been given. The epipen can be used if the pupil's prescribed epipen is not available (for example, because it is broken, or empty, or faulty).

10. **Please note that this are to be used in emergencies only and parents are still urged to ensure that their child has a working salbutamol inhaler OR Epipen in school every day.** Parents must sign a consent form if they agree for school to use a salbutamol inhaler or epipen in an emergency. **(See separate guidance)**

11. **Records** will be kept of all medication brought to the setting and when medication is administered this will also be recorded in the medicine file and signed by the parents.

12. **Refusing Medication** – If a child refuses to take their medication, staff will not compel them to do so. The refusal will be recorded and the parents informed. If necessary, the school will call the emergency services.

### 13. **Medicine Storage:**

All medicines will be stored in cupboard out of reach of children in the corridor or in the staff fridges if they need refrigeration.

The use of inhalers: *'Usually a child will only need a **reliever** inhaler during the school day'.*

**Relievers** (blue inhalers) are medicines taken immediately to relieve asthma symptoms and are taken during an asthma attack.

*'A child should have a regular asthma review with their GP or other relevant healthcare professional. Parents should arrange and make sure that a copy of their child's management plan is available to the school or setting'.* (P31 Managing Medicines in Schools and Early Years Settings, DfES 2005)

### 14. **Disposal of Medicines**

In the case of short-term medicines these will be returned to the parents at the end of each day. It is the responsibility of parents to ensure that date-expired medicines are returned to a pharmacy for safe disposal.

All medicines will be returned to the parent at the end of each academic year.

### 13. **Medicine File** – the medicine file will contain:

- A record of all medicines on site and their location (Form 5)
- Parent consent forms
- Records of administration of medicines to individual children (Form 3)
- Children's Healthcare plans
- Copies of staff training for the administering of medicines, if appropriate

### 14. **Emergency procedures:**

Actions to be taken in an emergency and what constitutes an emergency for a particular child are contained in the child's health care plan. ALL staff where appropriate will have read and discussed the emergency procedures so that they are able to support the medical needs of any child.

## 15. Trips and Outings

Before a trip is undertaken an additional risk assessment will be carried out in relation to children with long term medical needs. Steps will be taken to minimise risks and to ensure that all children can be included on the trip.

Medicine, for children who may require it on the trip, will be carried by the member of staff allocated to that child for the trip (usually the Key Person) or by the child's parent if they are attending the trip.

If it is thought that additional staffing is necessary to ensure the safety and enjoyment of the trip by everyone, this will be put into place.

Copies of emergency procedures will be taken on the trip along with relevant contact numbers.

## Change History

Issue	Date	List of Changes	Approved by	Authorised by
1	Nov 2010	New policy for school	Governing Body	Bernice Jackson
2	Nov 2011	Changed key words from 'teacher' to 'Key Worker'	Governing Body	Bernice Jackson
3	March 2014	First issue written in conjunction with Managing Medicines in Schools and Early Years Settings, DfES (2005)	Keith Rogers	Bernice Jackson
4	January 2016	Changed key words from 'Key Worker' to 'Key Person' Added section 8 re 'Emergency inhalers in school'	Governing Body	Bernice Jackson
5	January 2018	Changed Kingswood Early Years Centre to 'Kingswood Nursery School'. Added reference to document 'Supporting Children in school with Medical Conditions'.	Governing Body	Bernice Jackson
6	October 2018	Added statement on policy and forms 2 and 3 to comply with GDPR compliance. <b>How information about your child's medical condition will be used:</b> If your child has a medical condition then details of the condition, how to manage this and a photograph of your child will be displayed in either the Nursery or Pre-School classroom and the school office, with your permission. This is to ensure all staff are aware of your child's condition and that in an emergency the card could be given to a medical practitioner if they were called in an emergency. This personal data collected will be compliant as a 'vital interest' under GDPR, i.e. 'the process is necessary to protect someone's life'. We will not use the data for any other purpose, nor will we share your data with any third parties other than the emergency services or a medical professional who was coming to school to offer training. All information about your child's medical condition will be disposed of confidentially when they leave the setting.	Governing Body	Bernice Jackson
7	October 2020	Checked to see if an updated policy had been written by DfE – none found. Added safeguarding/equality statement.		
8	September 2022	Remove Paragraph 7: Sun tan cream may come in to school as long as it is clearly labelled with the pupil's name. This would only be required for pupils who are at school all day. Pupils must not share sun tan cream.  Addition Paragraph 7 Staff in school will apply a generic brand Sun Protection Cream to children who are staying for the duration of the day. Parents will provide permission	Governing Body	Clare Macdonald

		<p>for this to be applied.</p> <p>Addition Paragraph 9 with regards to Epipens.  Amend Medicine Storage statement: All medicines will be stored in cupboard out of reach of children in the corridor.  Forms changes to reflect key information but ensure systems are efficient.</p>		
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**Appendices**

Form 1 Parental agreement for school/setting to administer short/long term medicines

Form 2 Healthcare Plan (2 pages)

Form 3 Record of medicines administered in school to child

GENERIC RISK ASSESSMENT (2 pages)

**Appendix 1.**



**Kingswood Nursery School: Permission to administer prescribed medicine.**

Our school can not give your child medicine unless it has been prescribed by a doctor, is in the original container dispensed by the pharmacy and you have completed and signed this form.

Name of child:	D.O.B:
Key Person:	Date:
Brief details of illness or Medical Condition:	
Name/Type of medicine:	
Method:	Expiry Date:
Dosage:	Timing:
Any special precautions or instructions:	Side effects:
Procedures to take in an emergency:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Kingswood school staff to administer medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name:	Relationship to child:
Mobile Number:	

I have received the medicine stated above, which will be administered according to the instructions of prescription and information outlined by the parent.

Staff Signature: \_\_\_\_\_ Staff Name: \_\_\_\_\_

Date: \_\_\_\_\_

Role: \_\_\_\_\_

**How information about your child's medical condition will be used:**

If your child has a medical condition then details of the condition, how to manage this and a photograph of your child will be displayed in either the Nursery or Pre-School classroom and the school office, with your permission. This is to ensure all staff are aware of your child's condition and that in an emergency the card could be given to a medical practitioner if they were called in an emergency. This personal data collected will be compliant as a 'vital interest' under GDPR, i.e. 'the process is necessary to protect someone's life'. We will not use the data for any other purpose, nor will we share your data with any third parties other than the emergency services or a medical professional who was coming to school to offer training. All information about your child's medical condition will be disposed of confidentially when they leave the setting.

Name of School/Setting	<b>Kingswood Nursery School</b>	Nursery: 01923 672531 Pre-School: 01923 679500
Child's name		
Date of birth		
NHS number		
Address		
Class and Group		
Medical diagnosis or condition		
Date		
Review date		

**CONTACT INFORMATION**

<b>Family Contact 1</b>		<b>Family Contact 2</b>	
Name and relationship to child:		Name and relationship to child:	
Home phone number:		Home phone number:	
Mobile phone number:		Mobile phone number:	
Work phone number:		Work phone number:	

**GP CONTACT**

Name of doctor	
Name of GP surgery	
Address of GP surgery	
Phone number of GP surgery	

**HOSPITAL CONTACT**

Name of doctor/nurse	
Name of hospital	
Address of hospital	
Phone number of hospital	

Describe medical needs and give details of child's symptoms:	
Details of daily care requirements (including actions to be taken and time/situation in which care is needed):	
Describe what constitutes an emergency for the child:	
What actions should be taken if this occurs (list in order the actions to be taken)	
Who is responsible in an Emergency:	
Form copied to:	
Date:	Parent's signature
Review date:	

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**Kingswood Nursery School**

**Record of Medicine Administered in school ON A REGULAR BASIS**

Name of Child:

Name of Medicine:

Dosage Given:

	Time:		Time:		Time:		Parent Signature
Date	Staff Signature 1	Staff Signature 2	Staff Signature 1	Staff Signature 2	Staff Signature 1	Staff Signature 2	



Refusal to accept medicine administered by practitioner		<ul style="list-style-type: none"> <li>• Pupils must not be given any medicines, unless by written parental request</li> <li>• Two members of staff will always be present when medication is being administered.</li> <li>• No child under 16 to be given aspirin or paracetamol containing medicine unless prescribed</li> <li>• Any specific training required by staff on the administration of medication e.g. epipen will be provided by a school nurse or other medical practitioner.</li> <li>• Any written agreements between the parents and the school must be reviewed periodically to ensure it remains accurate.</li> <li>• Pupils' medical needs are catered for on educational visits and school trips, and evacuation of building.</li> <li>• If child refuses to take medicine the parent/carer will be contacted immediately.</li> </ul>	If the child's health deteriorates due to refusing medicine, then the emergency services will be called.	Risk rating varies according to condition/ medicine.
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<b>REVIEWS:</b>	
<b>REVIEWED BY:</b>	<b>COMMENTS:</b>
<b>REVIEWED BY:</b>	<b>COMMENTS:</b>