



Ravensmead Primary School

Early Years Foundation Stage

Administering Medication

- Written permission must be obtained from the parent/carer if they wish their child to be given medication in school.
- Forms for administering medicines are kept in the school office or the Reception classroom and must be completed in full and signed by the parent. These forms clearly state the name of the medication, the amount to be administered and the time it is to be given. This form must be signed by parents when handing in the medicine and when collecting it at the end of the day.
- All medicines must be in-date and prescribed for the current condition.
- No un-prescribed medication (pain and fever relief) is given to children unless we have received prior consent and there is a health reason to do so.
- Children taking prescribed medication must be well enough to attend the setting.
- Medication will be administered by a member of staff. Staff sign a *form to say they have given the medication and at what time. This form is then sent home with the child.
- All administered medicines are logged in the Medical book. The date, time, dosage and staff member are recorded in the book. If the child is in Early Years both Nursery and Reception have a separate medical book where this can be logged. If the child is older then it must be logged in the medicine file in the office.
- All non-refrigerated medication is stored safely in a locked non-portable container which is out of the reach of children and will only be collected by a member of staff.
- Medicines that require refrigeration are stored on the top shelf in the fridge in the Nursery kitchen or Nurture room in airtight labelled containers. There should be restricted access to the fridge.
- Staff must never give the first dose from new medication; this must be given by the parent in case of an allergic reaction.
- Staff have a list of children with known medical conditions.
- Staff will be trained to administer medication to children who require regular medication eg asthma inhalers, epipens. Care plans will be in place.
- Parents are asked to put sun cream on children before bringing them to school. Parents supply their own sun cream if they wish their child to apply it during the day under adult supervision and should be clearly labelled with the child's name.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- A member of staff with a paediatric first aid certificate will be on the premises at all times.

(See also Policy for Sick Children)

*The forms to be used are the recommended ones within "Supporting pupils at school with medical conditions" April, 2014.

Agreed by the Personnel/Curriculum Sub Committee at its meeting on

Signed (Chair of Personnel/Curriculum Sub Committee) T. Wilde

Date

Signed (Headteacher) D. Bell

Date

Review Date: September 2017

