



McMILLAN NURSERY SCHOOL

POLICY FOR THE ADMINISTRATION OF MEDICINES

AIMS:

- The Governors and staff wish to ensure that pupils with medical needs receive proper care and support in Nursery.

On Admission to Nursery:

1. Parents/Carers will need to disclose any medical diagnoses/conditions.
2. Children who require regular medical treatment or have a specific health condition, will have a care plan in place prior to starting nursery which is to be created with health professionals, SENDCO and parents
'Form 2 - Health Care Plan' (in conjunction with paperwork provided by health professionals)
3. This form will be kept with the child's medication.
4. If the medical diagnoses/condition changes, then the parent/carers must inform Nursery immediately.
5. Staff members who assist in the administration of medication will receive appropriate training/guidance through arrangements made with the local Health Service. A record of staff training will be kept on
'Form 8 - Staff Training Record - Administration of medicines'

Administration of Medicine:

6. Medication will only be accepted in Nursery if a doctor has prescribed it. When children are only attending for half a day, we prefer medication such as antibiotics to be given at home by parents before or after the session.
7. Medication will not be accepted in Nursery without complete written and signed instruction from the parent/carers on 'Form 3 - Parental Agreement for Setting to Administer Prescribed Medicines.' Please ask the office for a form.
8. Only reasonable quantities of medication should be supplied to Nursery.

9. Each item of medication must be delivered in its original container and handed to the office.
10. Each item of medication must be clearly labelled with the following information
 - Pupil's name
 - Name of Medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date
11. The office will collect 'Form 3' and fill in 'Form 4 - Confirmation of the Adult with a duty to care to administer medicine.' These forms will be kept with the child's medication.
12. Nursery will not accept items of medication that are in unlabelled containers.
13. The office will inform staff via CPOMS of the medical needs.
14. Unless otherwise indicated, all medication to be administered in Nursery will be stored in a plastic box/wallet, in the locked medical cupboard. An individual zipper bag will be kept for each child with the medication and medical forms.
15. 'Form 5 -Record of Medicine Administered to an individual child' will be completed by the Key Person and will provide parents/carers with details of when medication has been administered to their child when requested.
16. Staff Member to witness Key Person administering medicine and record on 'Form 5 -Record of Medicine Administered to an individual child'
17. It is the responsibility of the parent/carer to notify Nursery if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for the medication.
18. It is the responsibility of the parent/carer to ensure that the medication has not expired and to replace the medication where necessary. The SENDCO will make termly checks on the medicine stored in Nursery.

Training

19. Staff who to assist in the administration of medicine will receive appropriate training/guidance through arrangements made with the local health service.

Records:

20. Copies of all forms associated with the administration of medicine are kept with the medicine wallets in the locked medical cupboard
21. The policy is reviewed and shared with all staff members in the Autumn Term.

