



MEDICATION POLICY

Document Control

This policy has been approved for operation within Dar Ul Madinah Primary School.

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Review period:	Annually
Policy Status:	Statutory
Owner:	Directors

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening.

As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. Parents are advised where possible use sugar free medicine for children.

These procedures are written in line with current guidance in managing medicines in Dar-ul-Madinah; the Head Teacher is responsible for ensuring all staff understand and follow these procedures.

The manager, in partnership with the class practitioners, is responsible for the correct administration of medication to children for whom they are the key person.

This includes ensuring that the medication form has been completed, that medicines are stored correctly and that records are kept according to procedures.

In the unlikely absence of the practitioner, the manager is responsible for the overseeing of administering medication.

Procedures

General

- Children taking prescribed medication must be well enough to attend.
- Only prescribed medication is administered by staff.
- It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents must give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign the medication form. No medication may be given without the book being fully completed.
- It is the responsibility of the manager to receive the medicine and ensure the medication form has been completed.
- The administration is recorded accurately each time it is given and is signed by manager. Parents sign the record book to acknowledge the administration of a medicine.

Storage of medicines

- All medication is stored in accordance with product instructions. Medicines are placed in a secure cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The child's manager is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. Key persons check that any medication held is in date and return any out-of-date medication back to the parent or, if more appropriate, a pharmacy.

- Emergency medicine such as asthma inhalers or Epi-pens will be stored in a personal medical hip bag in a place that is easily accessible and known to all staff. Children may be required to carry their medicine with them at some times during the nursery day. This will be decided in discussion between the nursery, parents and, if applicable, the child's doctor. Secondary Epi-pens will be stored in the medicine cupboard.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If rectal diazepam is given another member of staff must be present.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions and who may require on ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the
- key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should understand the routines and activities and point out anything which they think may be a risk factor for their child. If appropriate they may also be shown around the setting.
- For some medical conditions, key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. Staff training needs forms part of the risk assessment.
- The risk assessment includes vigorous activities and any other school activities that may give cause for concern regarding an individual child's health needs.
- A separate risk assessment is written if taking medicines on outings outside of the nursery grounds and the child's GP's advice if necessary, where there are concerns.
- A health care plan for the child is drawn up based upon information from the parent and advice from the child's doctor. A copy of this information is given to the manager.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed annually or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc. Any changes to the health care plan are discussed with parents.
- A list of children needing Epi-pens are displayed in the office.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment who should be fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the medication form, with the details as given above.
- On returning to the setting the manager signs the medical form.
- If a child on medication must be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication.
- Inside the box is a copy of the medical form signed by the parent.
- As a precaution, children should not eat when travelling in vehicles.