**POLICY FOR THE ADMINISTRATION OF MEDICATION IN PRESCHOOL**

The committee and staff of Stanton Drew & Pensford preschool wish to ensure that pupils with medication needs receive appropriate care and support at school. The Leader indemnifies, through the preschool’s insurance policy, members of the preschool staff giving or supervising pupils taking medication during the preschool day providing appropriate consent and agreed protocols are in place and followed. The preschool will provide appropriate training where necessary. There is no legal duty that requires preschool staff to administer medication; this is a voluntary role. Wherever possible the preschool will seek to co-operate with reasonable and justified requests from parents so that their children need not miss out on their educational opportunities.

Each request needs to be considered on its merits having regard to the best interests of the pupil but also the implications for the school especially the staff. This policy uses “[Managing Medicines in Schools and Early Years Settings](http://http:/www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4108489)”, 1448-2005DCL-EN <http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4108489> as its source of guidance.

Some pupils who are well enough to return to school may need to finish taking a course of antibiotics or apply lotion at the end of a prescribed course. This should only happen when absolutely essential and with their parent’s written consent. Where feasible medication should be taken before or after school, or arrangements made to go home or for the parent to come to school at lunchtime to administer medication.

**Please note that parents should keep their children at home if acutely unwell or infectious.**

**Non-prescription medication**

* Staff should not give any medication to pupils under 16 without the parent’s consent
* A child under 12 should never be given Aspirin, unless prescribed by a doctor.
* Regardless of age enquiries must always be made as to whether the pupil is taking any other medication, checks must be made to ensure that there are not likely to be adverse health effects from the interaction of the two.
* Dosage must always be in accordance with the instructions specified on the product container and enquiries made as to when any previous dose of pain reliever was taken so that the stated dose is not exceeded.
* The pupil should be supervised whilst taking tablets to ensure that they are swallowed and not accumulated.
* A written record of the dates and times of each administration is made in the Administration of Medicines Record

**Long term medical needs**

Long term medical conditions need to be properly managed to allow maximum attendance and participation at preschool by the child. An individual health care plan can help the preschool to identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk. The preschool needs concise but detailed information about a child’s medical needs from their parent in conjunction with the child’s doctor.

**Supporting pupils with medical needs**

Parents are responsible for providing the Leader with comprehensive information regarding the pupil’s condition and medication. Prescribed medication will not be accepted in preschool without a completed Parental Agreement for the Administration of Medicine form and signed instructions from the parent. Staff will not give a non‑prescribed medicine to a child unless there is specific prior written permission from the parents.

Each item of medication must be delivered to the Leader or Authorised Person, in normal circumstances by the parent. Any prescribed medicines that need to be taken in preschool must be in the original container in which they were dispensed by the pharmacy. A Parental Agreement for the Administration of Medicine in preschool must be completed and returned to the preschool. These medicines must be placed in a sealable container marked with the pupil’s name. Only reasonable quantities of medication should be supplied to the preschool (for example, a maximum of one weeks supply at any one time).

Each item of medication must be clearly labelled with the following information:

* Child’s Name.
* Name of medication.
* Dosage.
* Frequency of administration.
* Date of dispensing.
* Storage requirements (if important).
* Expiry date.

The preschool will not accept items of medication in dosit boxes or unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

In preschools, Inhalers/Epi-pens should be kept in the first aid box. If children are not sufficiently mature to carry their own. Access to the medication must be achievable within one minute of the child needing it. If there is any question of contamination, keep the Inhaler/Epi-pen in a clean, plastic lidded container.

If diabetic pupils have to test sugar levels during the day by using a lancet and blood stick – a Sharps box should be provided for safe disposal of these too.

**Records**

The preschool will keep records, which they will make available for parents on request:

* If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the preschool’s emergency medical procedures will be followed.
* It is the responsibility of parents to notify the preschool in writing if the pupil’s need for medication has ceased.
* It is the parents’ responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
* The preschool will not make changes to dosages on parental instructions.
* preschool staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term.
* Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
* Where it is appropriate to do so, children will be encouraged to administer their own medication, under staff supervision.

For each pupil with long‑term or complex medication needs, the SENCO will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

The preschool will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate arrangements/supervision cannot be guaranteed.

**Emergencies**

If a pupil develops an anaphylactic shock, severe breathing difficulties, severe bleeding or becomes unconscious, call an Ambulance on 999 immediately regardless of any other first aid action that is being taken. These are all potentially life-threatening conditions.

All staff should know how to call the emergency services, who are the qualified first aiders and where to get hold of them in an emergency within the preschool, and the same for the appointed persons who could also take charge of any emergency situation.

**Insurance**

Staff are often concerned as to whether they are covered by Council insurance to administer medication – the answer is yes, provided that they act in good faith, within the limits of their authority and observe the policy terms and conditions.

Agreed by preschool committee ............................................................

Date ...........................................

Updated.....................................................