

Headington Quarry Foundation Stage School : Medicine Policy and Procedures

We will promote the good health of all children and take necessary steps to prevent the spread of infection and take appropriate action when they are ill.

All staff treat medical information confidentially. Where we need to ensure that all staff are aware of the needs of a child in an emergency- e.g: anaphylactic shock, then we will discuss this with parents beforehand.

Children with medical needs have the same rights of admission into Headington Quarry Foundation Stage School as all other children. Parents and carers have prime responsibility for their child's health and must provide the school with information about their child's medical condition on admission and during their time at the school. Additional information and advice can be sought from the school nurse, health visitor or specialist support group for medical needs but we would seek parental permission first.

There is no legal duty that requires schools to administer medicines however as far as possible we would support the care of each child as necessary. Staff will receive appropriate training and support from health professionals as necessary.

- We encourage parents to give medicine out of school times to eliminate most requests for medicine to be given at school.
- Only prescribed medicines should be administered:
 - check the child's name, that it is in the original container, prescribed dosage and check expiry date. Never change dosage on parental instruction alone.
- Parents/ carers must always give **prior written permission** for the administration of medicine.
 - Use **Form 5** to record name of child, name of parent, date, doctor/dentists name, dose and time of dosage. This should then be witnessed on administration and countersigned by a second member of staff. Parents then sign the form when they collect the child to acknowledge administration of the medicine. This should be completed each time the medicine is given. All forms are kept in the Medical folder in head teachers office.
 - In normal circumstances it would be the responsibility of the child's key person to administer medicine and record the details. If in any doubt do not administer the medicine before checking with the parents or health visitor/doctor.
- Staff should **not give non-prescribed medicine** (unless specific written permission given by parents).
- Medicines should be stored out of children's reach and in a safe non-portable unlocked container. If they need to be kept refrigerated then the staff room fridge should be used. Each child with medicines kept on site are given a zip-lock bag stored in the medical Green Box in the staff room with their names and relevant information within the bag.
- For children who require long-term medication then a health-care plan should be put into place to ensure they receive appropriate support and to be clear about who has responsibility for carrying these out. This should include what to do/not to do in an emergency, who to contact etc.

- A list of children requiring medicines is collated and kept in the office, Day-care folder, Rainbow register and on the staffroom board .
- If children are going out on a school visit/ outing then medication should be taken . If necessary an additional risk assessment should be carried out for the individual child. A copy of the health care plans should be taken on visits in case needed in an emergency.
- Epi-Pen training is undertaken annually by key staff across the school day- i.e: Nursery, Daycare, Lunchtime and Reception class staff.

Date of review: March 2015

Next review due: March 2018