

Medicine Management Policy - Nursery



Statement of Intent

Section 100 of the Children and Families Act 2014 places a duty on 'governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions'. The governing body of Brook Infant School and Nursery will ensure that these arrangements fulfil their statutory duties and follow guidance outlined in 'Supporting pupils at school with medical conditions' December 2015'.

Medicines will be administered to enable the inclusion of pupils with medical needs, promote regular attendance and minimise the impact on a pupil's ability to learn. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Matt Brown

Matt Brown
Chair of Governors

Organisation

The governing body will develop policies and procedures to ensure the medical needs of pupils at Brook Infant Nursery are managed appropriately. They will be supported with the implementation of these arrangements by the Head teacher and school staff.

The Lead for Managing Medicines at Brook Infant School and Nursery is Hazel Wellcome, Business Manager or in her absence Ceri Tinning, Office and Welfare Assistant. In their duties staff will be guided by their training, this policy and related procedures.

This policy relates to all aspects of Brook Infant Nursery.

Parents of children who attend Brook Infant Nursery will not be offered the option for their child to be given paracetamol or antihistamine at Nursery (as laid out in Medicine Form 1), nor will they be allowed to give children over the counter medications (as set out in Medicine Form 1B).

Implementation, Monitoring and Review

All staff, governors, parents/carers and members of the Brook Infant Nursery community will be made aware of and have access to this policy. This policy will be reviewed biennially, and its implementation reviewed and as part of the Head teacher's annual report to Governors.

Insurance

Staff who follow the procedures outlined in this policy and who undertake tasks detailed in the RMP Medical Malpractice Treatment Table are covered under WSCC insurance policies. The medical audit is available to view on West Sussex Services for Schools under 'guide to insurance for schools'.

Claims received in respect of medical procedures not covered by the insurers will be considered under the Council's insurance fund.

Admissions

All new pupils complete an enrolment form which asks about current or historical allergies or medical needs/conditions. Based on this information, an assessment will be carried out and if any needs are identified, an Individual Health Care Plans (IHCP) may need to be developed. The Nursery will endeavour to put arrangements in place to support all pupils as quickly as possible. However, the Nursery may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

Pupils with Medical Needs

The Nursery will follow Government guidance and develop an IHCP for pupils who:

- Have long term, complex or fluctuating conditions – these will be detailed using the IHCP Template (IHCP - Appendix 2)
- Require medication in emergency situations – these will be detailed using:
 - Medicines Form 2: Individual management for mild asthma (Appendix 3)
 - Medicines Form 3: Individual protocol for Antihistamine as an initial treatment protocol for mild allergic reaction (Appendix 4)
 - Medicines Form 4: Individual protocol for an EMERADE adrenaline auto injector (Appendix 5)
 - Medicines Form 5: Individual protocol for an Epipen adrenaline auto injector (Appendix 6)
 - Medicines Form 6: Individual protocol for an JEXT adrenaline auto injector (Appendix 7)

Parents/Carers should provide the Nursery Manager and Main First Aider with sufficient information about their child's medical condition and treatment or special care needed at Nursery. Arrangements can then be made, between the parents/carers, Head teacher, and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in Nursery. Healthcare plans will be reviewed by the Nursery annually or earlier if there is a change in a pupil's medical condition.

All Prescribed Medication

On no account should a child come to Nursery with medicine if he/she is unwell. Parents may call into the Nursery and administer medicine to their child, or they may request that a member of school staff administers the medicine. If a pupil refuses their medication, they should not be forced, the School office will contact the parent/carers and if necessary, the emergency services. Pupils should not bring any medication to Nursery for self-administration.

All other medication must be supplied by the parent/carers in the original pharmacist's container clearly labelled and include details of possible side effects e.g. manufacturer's instructions and/or patient information leaflet (PIL). Medicines must be delivered to the School Office with the appropriate consent form (Medicines Form 1A - Parent Consent to Administer Short Term Medicines (Appendix 1a) completed online)

Due to the age of the children at Brook Infant Nursery medication must be in liquid form. Tablets will only be given in exceptional circumstances.

Confidentiality

As required by the General Data Protection Act 2018, Nursery staff should treat medical information confidentially. Staff will consult with the parent, or the pupil if appropriate, as to

who else should have access to records and other information about the pupil's medical needs and this should be recorded on the IHCP or EHCP. It is expected that staff with contact to a pupil with medical needs will as a minimum be informed of the pupil's condition and know how to respond in a medical emergency.

Consent to Administer Medication

Parental/Carers consent to administer medication will be required as follows:

- **Prescribed medication** - each request to administer medication must be accompanied by Medicine Form 1A: Parental consent to administer medication form (Appendix 1A) or if applicable on the IHCP.

Please note Nursery will not offer one off non prescribed medication to children, recorded on Medicine Form 1 nor will they administer non-prescribed medication, recorded in Medicine Form 1B.

Prescription Medicines

Medicine should only be brought to Nursery when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in Nursery. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from Nursery and then at bedtime. Administration will be recorded using CPOMS. Parents/carers are expected to remove any remaining medicine from Nursery once the prescribed course has been completed.

Paracetamol and Anti-histamine

A supply of paracetamol and anti-histamine is held by the School office. This will not be offered to Nursery children. However in extreme circumstances and if agreed by Main First Aider and parents, a dose of paracetamol or anti-histamine may be given.

Asthma

The Nursery recognises that pupils with asthma need access to relief medication at all times. Pupils with asthma will be required to have an emergency inhaler and a spacer (if prescribed) in Nursery. Parents are encouraged to ensure that all children have two inhalers in Nursery. The Nursery may ask the pupils parent or carer to provide a second inhaler. Parents are responsible for this medication being in date and the School office will communicate with the parents if new medication is required and a record of these communications will be kept. The school inhaler will only be used in an emergency. The school will develop IHCP's for those pupils with severe asthma and complete the Individual Protocol for pupils with mild asthma.

Anaphylaxis

Every effort will be made by the Nursery to identify and reduce the potential hazards/ triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the Nursery population. The Nursery complies with the School Nursing Service who recommend that all staff are trained in the administration of auto injectors and that training is renewed annually.

In accordance with the Medicines and Healthcare Products Regulatory Agency (MHRA) advice the Nursery will ask parent/carer(s) to provide two auto-injectors for Nursery use. Parents are responsible for this medication being in date and the School office will communicate with the parents if new medication is required and a record of these communications will be kept.

Epilepsy

The Nursery recognises that epilepsy is a common condition and welcomes all pupils with epilepsy. The Nursery believes that every child with epilepsy has the right to participate fully in Nursery life.

A record of all the medical details of children with epilepsy will be kept. The Nursery will work with parents, carers and health professionals to develop an appropriate emergency plan. This will be included in the IHCP.

The Nursery will ensure that relevant staff understand epilepsy and seizure first aid, and if necessary that there is at least one member of staff trained to administer emergency medicines on the premises at all times.

Hay fever

Parent(s)/carer(s) will be expected to administer a dose of antihistamine to their child before Nursery for the treatment of hay fever.

Severe Allergic Reaction

Where a GP/Consultant has recommended or prescribed antihistamine as an initial treatment for symptoms of allergic reaction this will be detailed on the pupils IHCP. The school office will administer one standard dose of antihistamine (appropriate to age and weight of the pupil) and it is very important that symptoms are monitored for signs of further allergic reaction. During this time pupils must **NEVER** be left alone and should be observed at all times.

If symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms then if the pupil has been prescribed an adrenaline auto injector it will be administered without delay, an ambulance called, and the parents informed.

Medical Emergencies

In a medical emergency, first aid is given, an ambulance is called, and parents/carers are notified. Should an emergency situation occur to a pupil who has an IHCP or EHCP, the emergency procedures detailed in the plan are followed, and a copy of the IHCP or EHCP is given to the ambulance crew. If applicable the pupil's emergency medication will be administered by trained Nursery staff. If the pupil's medication isn't available staff will administer the school's emergency medication with prior parental consent.

In accordance with amendments made to the Human Medicines Regulations 2012 from October 2014 a sufficient number of salbutamol inhaler(s) will be held by the school to cover emergency use. Parents are expected to provide two in date auto-injectors for administration to their child. If the Nursery does not hold two in date auto-injectors for each pupil, then a suitable number of auto-injectors will be purchased for use by the Nursery in an emergency.

Parental consent to administer the 'Nursery inhaler and/or auto-injector' will be gained when the pupil joins the Nursery using Medical Forms 2 to 6 for asthma or anaphylaxis (Appendix 3 to 7). The school office will hold a register of the pupils diagnosed with asthma and/or anaphylaxis, and if parental consent has been given to administer the school medication. The school office will be responsible for ensuring the school medication remains in date.

Instructions for calling an ambulance are displayed prominently by the telephone in the School Office, Staff Room and Nursery office.

Controlled Drugs

The Nursery does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves whilst in Nursery. Controlled drugs will be stored securely in a non-portable locked medicines cabinet in a locked room and only named staff will have access. Controlled drugs for emergency use e.g. midazolam will not be locked away and will be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for

the administration of any medication, a record will be kept of any doses used and the amount of controlled drug stock held in Nursery.

Pupils taking their own medication – NOT APPLICABLE TO THIS AGE GROUP

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. Appropriate arrangements for medication should be agreed and documented in the pupil's IHCP or EHCP.

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, adrenaline auto injector, midazolam etc.) will be kept securely (where access by pupils is restricted). Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key and staff will be fully briefed on the procedures for obtaining their medication.

Emergency medicines such as inhalers, adrenaline auto injectors and midazolam must not be locked away. Parents will be asked to supply a second adrenaline auto injector and/or asthma inhaler for each child and they will be kept in the school office. Staff must ensure that emergency medication is readily available at all times i.e. during outside sessions and in the event of an unforeseen emergency like a fire.

Medicines that require refrigeration are kept in the office fridge to which pupil access is restricted and will be clearly labelled in an airtight container. There are specific arrangements in place for the storage of controlled drugs see page 7.

Waste Medication

Where possible staff should take care to prepare medication correctly. If too much medication is drawn into a syringe the remainder (amount above the required dose) should be returned to the bottle before administration. If only a half tablet is administered the remainder should be returned to the bottle or packaging for future administration.

If a course of medication has been completed or the medication date has expired, it will be returned to the parent/carer for disposal.

Spillages

A spill must be dealt with as quickly as possible, and staff are obliged to take responsibility/follow the guidelines. Spillages will be cleared up following the Nursery's procedures and considering the control of infection. Any spilled medication will be deemed unsuitable for administration and if necessary, parents will be asked to provide additional medication.

The Nursery has additional procedures in place for the management of bodily fluids which are detailed in Personal Care Plans.

Record Keeping – Administration of Medicines

For legal reasons records of all medicines administered are kept at the Nursery until the pupil reaches the age of 24. This includes medicines administered by staff during all educational or residential visits. The pupil's parent/ carer will also be informed if their child has been unwell during the Nursery day and medication has been administered.

Recording Errors and Incidents

If for whatever reason, there is a mistake made in the administration of medication and the pupil is:

- Given the wrong medication.
- Given the wrong dose.
- Given medication at the wrong time (insufficient intervals between doses) .
- Given medication that is out of date.
- Or the wrong pupil is given medication.

Incidents must be reported to the Schools Senior Management Team who will immediately inform the pupil's parent/carers. Details of the incident will be recorded locally as part of the schools' local arrangements. Local records must include details of what happened, the date, who is responsible and any effect the mistake has caused. Senior Management will investigate the incident and change procedures to prevent reoccurrence if necessary. NB: Incidents that arise from medical conditions that are being well managed by the school/Nursery do not need to be reported or recorded locally.

Staff Training

The Nursery will ensure a sufficient number of staff complete Managing Medicines in Schools training before they can administer medication to children in Nursery. The Nursery will also ensure that other staff who may occasionally need to administer a medicine are instructed and guided in the procedures adopted by the Nursery by the person who has completed the Managing Medicines course. Staff given instruction by the Lead for Medicines MUST complete a competency test and achieve a score of 100% in order to administer medication.

Supply and locum staff will be given appropriate instruction and guidance in order to support the pupils with medical needs in their care. All Nursery staff are trained annually to administer an auto-injector and asthma inhaler in an emergency.

A record of all training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required.

The Nursery will ensure that the staff who administer medicine for specific chronic conditions are trained to administer those specific medicines, for example, Diabetes (insulin) Epilepsy (midazolam). Training in the administration of these specific medicines is arranged via the school nurse.

Complaints

Issuing arising from the medical treatment of a pupil whilst in Nursery should in the first instance be directed to the Head teacher. If the issue cannot easily be resolved the Head teacher will inform the governing body who will seek resolution.

Reviewed and Adopted:	
Frequency of Review:	Annually
Committee Responsible for Review:	Governors
Date of Next Review:	Summer 2027