



MEDICINES (EYFS) POLICY

Introduction

This policy informs practice in the Early Years Foundation Stage only. No pupil, regardless of age may hold any drug or medicine. Permission will only be given under exceptional circumstances and not without agreement of the school nurse. The medication should be kept securely in a locked cupboard in a locked room.

Record Keeping

Medicines should not be given to children, if a child is ill enough to require a course of medicine he/she should normally be at home.

In the Nursery, any drug administered or treatment given to a pupil must be documented in the medicines book.

Treatment records, Calpol record sheets and remaining stock sheets are checked by the Nursery Management Team on a regular basis. The complete sheets must be held for a minimum of 5 years.

A Calpol consent form will be signed by parents on registration. It is only administered in the case of a temperature when waiting for the parent or guardian to arrive. The medical consent form is sent out annually in September.

Administration of Medication by Staff

In the Nursery, Medication will be administered by the key worker who will record the pupil name, drug, dose, amount and date. Parents will be informed when medication is administered. Only prescribed medication should be administered by staff and parents must sign the medical form before leaving the child and again when they collect their child.

When a child is requiring antibiotics to be administered by the staff, the packet must state the child's details, the dosage to be administered and the frequency. Staff will only administer antibiotics after a 48 hour period to reduce the risk of allergic reactions.

Working in partnership with parents, if parents agree we shall only administer Calpol to stop a child's conditioning worsening. A medical form will need to be signed by a parent/carer collecting the child.

With written permission we may administer teething gel.

In Reception, parents complete a 'Permission and Instructions slip' if they require Staff to give medicine to their child and the medicine is bought in and stored in the Staff room.

Both Nursery and Reception staff reserve the right to refuse a request to administer medicines whilst a child is in our care.

Epi-pens can only be administered in the event of an allergic reaction. A separate form should be signed by a parent, granting authorisation of its administration. Training for staff has been given.

Ill or Infectious Children

Please refer to government guidelines with regard to recovery times of infectious children.

Any child who suffers from diarrhoea or who vomits, must be kept away from school for 48 hours.

Children taken ill at school can with verbal permission and a signed consent form be administered Calpol to prevent a condition worsening, until the parent collects the child.

Policy Owner

The policy owner is the School Nurse.

Issue Date

Issue date: September 2018.

Review Date

This policy will be reviewed annually. The next review is due in September 2019.