



## **Medication Policy**

***(this policy is in addition to the whole school First Aid policy and the Allergens and Intolerance Foods in School policy)***

### **Policy statement**

We promote the good health of children in Greenfield Little School. We have procedures outlined below which are discussed with parents and carers. Staff will only administer medicine prescribed by a child's GP or other medical professional (see exclusion).

### **Exclusion**

If a child has a high/rising temperature, and parents are unavoidably delayed, provided that we have consent from parents, we may decide to administer a dose of liquid paracetamol in order to reduce the fever and risk of convulsion. If we are unable to contact the parents, in extreme cases, we may administer a dose of liquid paracetamol if their temperature reaches 39 degrees or over.

### **Procedures**

- Parents must complete consent forms to permit staff to administer medication. The exact dosage to be given for medicine prescribed by the child's GP must be clearly marked on the container with the date and the child's name. These are the only instructions that the staff will follow.
- If a child has been given any type of medication at home prior to attending Little School (e.g. Tixilyx or Calpol) the staff must be informed.
- In the case of prescribed medication, a period of 24 hours must pass between the first dose being given and the child's return to the EYFS. This is to ensure that there is no adverse reaction to the prescribed medicine and because the staff cannot cater for children who are unwell.
- Children who are unwell should remain at home. However, if a child is feeling better, their temperature has been normal for 24 hours and they have not had liquid paracetamol during that period, they may return to Little School.
- Parents must inform staff if they are bringing medication into Little School so that it can be stored safely out of reach of children in the lockable medicine cabinet or in the lockable refrigerator.
- Medication must not be left in the child's bag.
- Medication books are kept within the Fledglings and Owlets rooms and must be correctly completed. Owls and Robins follow the whole school Medication Policy

during term time and in the holidays medication to Owls and Robins is administered following this policy. They must be dated and signed by the member of staff giving the medicine and include the dosage and method of administration. The administering of any medication must be witnessed by the Nursery Manager or Deputy Nursery Manager.

- The parent/carer must countersign the medication record on collection of their child so that they are aware of when the last dose was given.
- The medication records are checked by the Nursery Manager, or in their absence the Deputy Nursery Manager, monthly.
- Specialist training, such as the use of epipens, will be provided for staff if required.
- All parents are issued with Public Health England guidelines on infectious diseases along with the relevant exclusion times.

**If a child becomes unwell during the day** (*not including after a serious accident or a suspected life-threatening illness*)

- An unwell child monitoring form will be completed.
- The parent/carer will be informed immediately and asked to collect their child. Parents will be asked to collect their child if they have a temperature of 38 degrees or over.
- Staff inform the Senior Leadership Team who will provide support in rooms if necessary.
- Wherever possible, the child is kept away from the other children under the constant care of an adult (within the room).
- The monitoring form will be continued until the child is collected.
- If the child deteriorates rapidly the Nursery Manager and Head of Pre-Prep will be informed and an ambulance will be called.
- In cases of sickness and diarrhoea, infection control measure will be followed in line with the whole school First Aid policy.
- Children and staff are not permitted to return to Little School for 48 hours after the last incidence of sickness or diarrhoea.
- All staff and children show extra vigilance with handwashing.

Reviewed: Autumn 2020

Next review date: January 2022

Reviewed by: Head of Pre-Prep and Nursery Manager