



Managing Medicine Policy

At Adderley, Highfield and Gracelands Nursery Schools we follow:

- The Administration of Medicines Guidance for Birmingham Schools and Settings February 2018
- The policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the governments prevent strategy.

Managing Medicines Policy

RIGHTS RESPECTING SCHOOL

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

Article 6 - *Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.*

Article 23 (*children with disability*)

A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community. Governments must do all they can to provide support to disabled children.

Article 33 - *Governments must protect children from the use of illegal drugs.*

General Principles

We would ask parents/carers to request their doctor to prescribe medication, whenever possible, which can be taken outside the school day.

- The Senior Leadership Team and staff will treat all medical information as confidential.
- Parents/carers should be encouraged to ask the child's doctor to prescribe medication which can be administered outside the setting's hours whenever possible. For example, asthma preventer inhalers and antibiotics.
- There must be adequate arrangements, including clear procedures, for safe receipt, storage, administration and disposal of medication.
- If staff have any concerns related to administration of a medication, they **should not administer** it but check with the parents/carers or a healthcare professional.

Responsibilities

School

- All staff should be familiar with the Managing Medicines policy and procedures.
- All staff will receive support and training appropriate for the tasks they undertake, including the action to be taken in the event of an incident involving medication.
- A Review of Adderley, Highfield and Gracelands Nursery Schools provision will be recorded annually (**see Gracelands Medical Guidance and Procedures**)
- All staff will receive training each year based on medical need of the new cohort. The Head Teacher will keep a record of this.
- The named person responsible for dealing with pupils who are unable to

attend school because of medical needs is Mrs Lewis and Mrs Frank. If Mrs Lewis/Mrs Frank are unavailable the Senior Leadership Team at individual school will be responsible.

Parents/ Carers

- Where possible will administer medicines in the home prior to attending Adderley, Highfield or Gracelands Nursery School.
- Will ensure that their child has a sufficient amount of medication which is in date.
- Will replace their child's supply of medication on request.
- Will safely dispose of their child's date-expired medicines by returning them to the pharmacy.
- Will ensure that all medication is in its original container with the label from the pharmacist showing: child's name and date of birth; name and strength of medication; dose; any additional requirements; expiry date and dispensing date.
- Will follow The Birmingham Federation of Maintained Nursery Schools Complaints procedure if there are any concerns regarding the implementation of the Medical Policy.

On Admission to the Setting

Parents/carers will be asked to complete a consent Form to Administer Medicine (see Adderley, Highfield and Gracelands Nursery Schools Medical Guidance and procedures) giving full details of any medical conditions, regular and emergency medication, emergency contact numbers, name of family doctor, details of hospital consultations, allergies, special dietary requirements and any other health information that may affect their child's care.

Parents/carers will be asked on admission to sign to consent to any emergency medical treatment

- Where appropriate an individual *Care Plan/Alert card (see Adderley, Highfield and Gracelands Nursery Schools Medical Guidance and procedures) should be developed in partnership with parents/carers and the appropriate health care professionals e.g. the child's Health Visitor, Specialist nurse, GP and or Nurse Educator.(These are kept in the Medical Needs in the Early Years and with medication)
- Any resulting training needs should be identified and training requested from the Specialist Nurse or Nurse Educator

Administration of Prescribed Medication

- If medicine needs to be taken in measured doses then two members of staff need to be present when giving medicine.
- A record will be kept of all medication administered (see Adderley, Highfield and Gracelands Nursery Schools Medical Guidance and procedures).
- No medication will be given without prior written consent from parents/carers.
- If a child does need to receive medication during the setting's day, parents/carers must complete a Consent Form detailing all appropriate information (see appendix 1). A separate Consent Form must be completed by parents/carers for each medication. Verbal instructions are not acceptable.
- Parents/carers should be asked to come into the setting and personally hand over the medication to the child's room staff.
- The medication should be in the original container as dispensed. **The pharmacy label must be attached to the medication** clearly labelled with instructions for administration including:
 - Child's name
 - Name of medication
 - Strength of medication
 - How much to given (dose)
 - When to be given
 - Date dispensed and/or expiry date
 - Length of treatment or stop date where appropriate
 - Any other instruction
 - Expiry date whenever possible
- Where there is no expiry date the medication should have been dispensed within 6 months.

NB. The label 'to be taken as directed' does not provide sufficient information. Precise information must be supplied.

- Liquid medicines should be accompanied by a 5ml medicine spoon or an oral syringe.
- Medication should not be added to food or drinks. If a child cannot take medication in the form supplied e.g. tablet, written instructions must be provided by the parent/carer following advice from a Health Care Professional.
- Parent/carers are responsible for the replenishing the supplies of medication in person. They must ensure medication is in date.

Over the Counter Medicines (OTC) (non-prescription)

Sometimes a pupil's medical condition may mean that they need to take OTC medication.

OTC medicines can be administered to pupils on the same basis as prescription medication, i.e. where medically necessary, with the parent's consent, when approved by the Executive Head teacher in accordance with the school's policy and as set out in the pupil's Care Plan, if one is in place.

With OTC medications the dose and frequency must be consistent with the guidance and dosage on the packaging and staff will check with parents the date and time that the child took the most recent dose.

Storage, Return and Disposal of Medication

- Emergency medication i.e. reliever (blue) inhalers; EpiPens; emergency epilepsy medication, should be stored safely but must be readily accessible at all times i.e. not in a locked cupboard/room. All members of staff working in the setting should be aware of where emergency medication is stored.
- All medication with the exception of emergency medication i.e. reliever (blue) inhalers; EpiPens; emergency epilepsy medication and those requiring refrigeration should be kept in a locked cupboard as per pharmacy instructions.
- Medication requiring refrigeration will be stored in the fridge inside a plastic closed container, clearly labelled '**Medication**'. It will be stored separately from food and not be accessible to children. The temperature of the fridge will be recorded daily.
- A regular check should be made of the medication every 6-8 weeks. Medication will be returned to Parents/carers when: -
 - It is no longer needed/course completed
 - It is out of date
 - It is no longer clearly labelled
 - When the Care Plan is updated and /or information about how to treat the child's medical condition is updated
- Return of medication will be documented on the administration Record and the

parent will be advised to return unused medication to the pharmacy

- Any medication which has not been collected by parents/carers and is no longer required should be disposed of safely by returning it to a community pharmacy. If medication is disposed of in this way it should be documented.
- No medication should be disposed of into the sewage system or into the refuse. Current waste disposal regulations make this practise illegal.
- Sharp boxes should always be used for the disposal of needles or glass ampoules. Sharp boxes can be obtained by parents/carers on prescription from the child's GP or consultant. Collection and disposal of the boxes should be arranged with the Local Authority Environmental Services.
- Key workers with support from SENCO should be responsible for working in partnership with the parents/carers to ensure that:
 - The information on medication is accurate and up to date
 - there is sufficient medication available
 - that medication has not reached its expiry date
 - that equipment (i.e. asthma spacer devise) are clean and in working order

Medical Emergencies/Medication

- Emergency medication should be kept in a container/bag, labelled with the child's name and room. It should be kept in the setting and always accessible, never in a locked cupboard, but safe from the other children. A copy of the child's Care Plan/Alert Card should be kept with the medication and should include clear details of the action to be taken in an emergency.
- If children are involved in an off-site activities emergency medication, should be carried by a member of staff who would be responsible for administering it should it be required. Individual children's medication will be taken on Educational Visits along with the Travel First Aid kits, accident book and Record of Medication Administered.
- It is the responsibility of parents/carers to ensure medication is in date and there is sufficient amount in the setting.
- Staff who agree to administer emergency medication must receive any appropriate training from a health care professional. This should be updated annually.
- Guidance on calling for an ambulance is displayed by each telephone. If in

doubt, an ambulance should always be called.

- If a parent is unable to accompany their child to hospital, a member of staff will stay with the child until their parent arrives. Staff accompanying the child should take the child's care plan with them which details the child's name, date of birth, parents contact details and basic medical information.

Refusing Medication

- If a child refuses to take medication, staff should never force them to do so.
- The refusal should be noted and the parents/carers informed as soon as possible on the same day.
- In the event of a child refusing to take emergency medication settings should call for an ambulance. Parents/carers should be informed as soon as possible.
- Staff should not restrain a child to administer medication unless it is an emergency e.g. child may need to be held firmly whilst administering an EpiPen.

Offsite Activities/Extended Day Care

- If children are involved in offsite activities any medication, including all emergency medication, should be carried by a member of staff who would be responsible for administering it should it be required.
- The consent and Record of Administration form should also be taken to ensure that normal administration procedures are followed.
- Children who attend Breakfast Club and After School Club must be able to access their medication during this time, there should always be a member of staff available to administer the medication that has been appropriately trained.

Specific types of Medication

Simple Analgesics (e.g. Paracetamol)

We will not administer any medication for pain relief or fever unless recorded on their Care Plan.

Children will be asked to stay at home until well enough to return to school.

Antibiotics

We will not administer antibiotics. Children will be asked to stay at home for 48 hours after antibiotics have been prescribed and the first few doses have been administered. This is to ensure that the child does not have an adverse reaction to the medication and is well enough to attend school.

Methylphenidate (e.g.Ritalin, Metadate, Methylin)

Methylphenidate is sometimes prescribed for children with Attention Deficit Hyperactivity Disorder (ADHD). Its supply, possession and administration are controlled by the Misuse of Drugs Act 1971 and its associated regulations. Methylphenidate will be stored in a locked non-portable container and place to which only named staff have access.

A record will be kept when new supplies of Methylphenidate are received and a record of when the drug is administered. A pupil's unused Methylphenidate will be sent home with their parent and a record that the medication has been returned will be noted, and the amount.

Application of creams & Lotions

- Creams and lotions can be applied in the setting. Parents/carers must complete a form giving consent and complete a care plan giving full details of the child's condition and details of application of the cream/lotion.
- The cream/lotion should have been applied previously to the child.
- If parents/carers request cream to be applied they are responsible for providing the cream, Labelled for the individual child.
- Where a child has eczema, the setting should discuss the individual requirements with parents/carers and health professional if necessary.
- Steroid creams for eczema are usually prescribed for twice daily application; these should be applied at home.
- Parents/carers are responsible for checking that ALL creams and lotions they supply are in date.

Sun Cream

- It is recommended that a sun screen with a high Sun Protection Factor (SPF) is used. The minimum should be SFP 15, is broad spectrum and has a four to five star rating.

- Where parents/carers provide sun cream/lotion this should be labelled with the child's name and should have been applied previously to the child. Written parental consent will be required. (see sun protection policy).

Record Keeping

- Parents/carers must complete a Consent Form to Administer Medicines (see Adderley, Highfield and Gracelands Nursery Schools Medical Guidance and procedures) each time there is a request for a medication to be administered. Information must include: -
 - Child's name
 - Name, strength and the quantity of medication provided
 - Clear, precise dosage instructions
 - Emergency contact names and telephone numbers
 - Parent/carer signature

If staff take responsibility for the administration of a medication and complete Adderley, Highfield and Gracelands Nursery Schools Record of Medication Administered (see Adderley, Highfield and Gracelands Nursery Schools Medical Guidance and procedures)

This includes: -

- Child's name
 - Name, strength and the of medication
 - Dose given
 - The date and time of administration
 - Names of staff administering medication
 - The quantity of medication received or returned
 - Parents will be informed on the same day and signature obtained
- Reasons for any non-administration of regular medication should be recorded and the parents/carers informed as soon as possible.
 - Wasted doses' (i.e. medication dropped on the floor should also be recorded.

Insurance

If members of staff agree to administer medicines, they are covered under Birmingham City Council's public liabilities insurance.

Children with long term / Special medical needs

Should we be asked to admit a child to the setting with special medical needs we will in partnership with the parents/carers, the child's health visitor and any other professionals discuss individual needs.

Information will be sought from Health professionals for any child with a long-term medical condition.

Where appropriate an individual Care Plan/Alert Card will be developed in partnership with parents/carers and the appropriate health professionals e.g. the child's health visitor, Specialist Nurse, G.P. and/or Nurse Educator.

If the administration of prescription medicines requires technical/medical knowledge then individual training will be provided for staff from a qualified health professional. Training will be specific to the individual child.

Staff will be asked if they are willing to undergo training and administer medication, no member of staff will be required to administer medication.

First Aid Boxes

Adderley Site	Highfield Site	Gracelands Site
First Aid Boxes are located: <ul style="list-style-type: none">• Green Room• Studio 1• Studio 2• Block Play Room• Library• Reception• Top Room Family Nursery• Main Room Family Nursery• Art room Family Nursery• Extended Day Room Family Nursery• Outside Area (taken out each day)	First Aid Boxes are located: <ul style="list-style-type: none">• Front Office• Main Office• Big Nursery (Block Room)• Little Nursery• Blue Room	First Aid Boxes are located: <ul style="list-style-type: none">• Main Bathroom Area outside Nursery 2• Hanging Area Nursery 1

First aid boxes must display the following information: -

- The name of the person responsible for their upkeep;
- The nearest alternative First Aid box, in case further supplies are required;
- A list of the contents of the first aid box and instructions for replenishing arrangements;
- The location of the school's accident book.

Two members of staff each term will be responsible for maintaining and restocking the first aid boxes in line with the list of contents.



Medical Guidance and Procedures

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- The Administration of Medicines Guidance for Birmingham Schools and Settings February 2018
- The policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the government's prevent strategy.

Minimum Expected First Aid box contents per 50 people:

1 x Guidance Leaflet giving general guidance on first aid (for example HSE leaflet Basic advice on first aid at work)

- 60 x Adhesive Plasters
- 6 x No 16 Eyepad
- 8 x Triangular Bandage
- 24 x Safety Pins
- 4 x First Aid Dressings (18 x 18cm)
- 12 x First Aid Dressings (12 x 12cm)
- 3 x Gloves (Pairs)
- 20 x Wipes

As a guide the minimum contents of a travelling First Aid kit should contain: -

- A leaflet giving general guidance on first aid (for example HSE leaflet Basic advice on first aid at work)
- 9 x First Aid Dressings (12 x 12cm)
- 3 x First Aid Dressings (18 x 18cm)
- 6 x Triangular Bandages
- 12 x Safety Pins
- 4 x Eye Dressings
- 40 x Plasters
- 10 x Sterile Wipes
- 2 x Disposable Gloves (1 Pair)
- 1 x First Aid for Children Pocket Guide
- 1 x Pupil Accident Book

Adderley Nursery School

Saviours Road, Saltley,
Birmingham B8 1HN Telephone:
0121 464 4183 0121 464 2823

Email:
enquiry@addleyn.bham.sch.uk

Highfield Nursery School

Highfield Rd, Birmingham B8 3QU
Telephone: 0121 675 4617

Email:
enquiry@hifieldn.bham.sch.uk

Gracelands Nursery School

Grace Road, Sparkbrook,
Birmingham, B11 1ED

Telephone: 0121-772-3124
Email:
enquiry@grclands.bham.sch.uk

Dear parent/carers

Name of child XXXXXX – Medication in school

As you know, following consultation with you, your child, school staff and possibly the Health Visitor, it has been agreed that your child requires, or may require, medicine to be administered to them during school hours. Your parental consent form and, if your child has one, their Care Plan, explains what medication needs to be administered and when.

It is parents' responsibility to contact me, or their child's key person in order to check your child's medication regularly, and at least on a termly basis, to ensure it is in date, there are no changes to the dose and it is still needed by your child. The medication should be replaced or removed as necessary, especially at the beginning of each new academic year.

If there are changes to your child's condition and/or medication, please inform the school as soon as possible.

Yours sincerely

Mrs S Lewis & Mrs V Frank

Executive Head teachers

Adderley, Highfield and Gracelands Nursery Schools

Consent Form to Administer Medicines on School site and off-site activities

School staff will not give your child medication unless this form is completed and signed.

Dear Executive Head teachers

I request and authorise that my child* be given/gives himself/herself the following medication: (*delete as appropriate)

Name of child		Date of birth	
Address			
Daytime Tel no(s)			
Group/Class/Form			
Medical Condition or Illness, and reason for medication			
Name of medicine:	N.B Medicines must be in their original container, and clearly labelled		
Special precautions e.g. take after eating			
Are there any side effects that the school needs to know about		Dose	
Time of Dose		Maximum Dose (if applicable)	
Start Date		Finish Date	

I confirm that:

- I have received medical advice stating that it is, or may be in an emergency, necessary to give this medication to my child during the school day and during off-site school activities;
- I agree to collect it at the end of the day/week/half term (delete as appropriate) and replace any expired medication as soon as possible, disposing of any unused medication at the pharmacy;
- This medicine has been given without adverse effect in the past/ I have made the school aware any side effects that my child is likely to experience, and how the school should act if these occur (delete as appropriate);
- The medication is in the original container labelled with the contents, dosage, child's full name and is within its expiry date; and
- The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy and my child's Care Plan. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed (parent/Carer)	
Date	
Based on the above information the Executive Head Teacher acknowledges that it is, or may be, necessary for your child to be given medication during school hours	
Signed (Executive Head Teacher)	

Due to the age group of the children, this information is for all staff on school site. It will alert staff of any treatment urgently needed. By signing this form you agree for this information to be shared on the medical noticeboard at your child's school with a photograph of your child.

A. 1 Adderley, Highfield and Gracelands Nursery Schools' Record of Medication Administered

Name of child.....
 Date of birth.....Class.....
 Name and strength of medication.....
 Dose and Frequency of medication.....
 Time last dose given if applicable

Date	
Quantity received	
Quantity returned to Parent /Pharmacy (please indicate)	
Staff name and signature	

Maximum dosage.....
 Other medication being taken.....

Date									
Time Given									
Dose Given									
Staff Signature									
Print Name									
Additional notes, e.g. parent notified									
Parents signature and date									

Personal Alert Card

Insert pupil photo	Name: Class: Date of Birth: School:	
Emergency Contact Numbers		
Family Address:		
Name:	Home:	Mobile:
Name:	Home:	Mobile:
GP:	Number:	
Health Visitor:	Work:	Mobile:
Specialist:	Work:	
Treatment of Symptoms:		
Special request from parents:		
Parent/Carer signature	Date:	
Print Name:		
Health Visitor signature (as required)	Date:	
Print name:		
Head Teacher signature	Date:	
Print Name:		

Discussed with parent where alert card will be displayed	<input type="checkbox"/> classroom <input type="checkbox"/> staffroom <input type="checkbox"/> kitchen <input type="checkbox"/> office <input type="checkbox"/> other
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Medical Condition & Daily care requirements:	
Care Requirements: Special consideration for school trips:	
Symptoms:	
If subject to seizures:	
What does the seizure look like?	
Is there any warning signs?	
How long does the seizure usually last?	
Is there a pattern to the seizures?	
How long does the child take to recover?	
Is there a known trigger?	
Management issues: eg special precautions needed, indications for swimming, when to notify parents.	
Management of Condition:	
Emergency medication prescribed <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes – what medication & how will this be administered?	
Date plan developed:	Date plan to be reviewed: