

# ADMINISTRATION OF MEDICATION POLICY

---

Date Created: July 2024

Date Reviewed: July 2024

Next Review: July 2025

Revision number: 1

Created by: NM

The Chelsea Nursery (TCN) provides nursery education for children aged 6 months to 4 years. The nursery is linked to Cameron Vale School (CVS).

## Outline

The Chelsea Nursery Team understands pupils will at some time need to take medication whilst in the TCN. While parents retain responsibility for their child's medication, the nursery has a duty of care to the pupils while at nursery, and will do reasonably practicable to safeguard and promote children's welfare.

## Responsibilities

The Headmistress, Nursery Manager and all staff who have received the correct training take the responsibility for the administration of medicines during school time in accordance with the government's and RBKC policies and guidelines.

Medication will normally be administered by a member of staff. For this to take place an 'Administration of Medication Record Form' should be filled in by the parents. All staff are expected to maintain a professional standard of care.

Staff that volunteer their services, and/or those support staff with managing the administration of and administering medicines, will be given training to administer first aid and/or medication to pupils. The Chairman fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following the guidelines given. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made.

## Guidelines

On admission to TCN all parents will be required to provide the following information:

- Medical conditions
- Allergies
- Regular medication
- Emergency contact numbers
- Name of family doctor/consultants
- Special requirements.

At the beginning of each academic year all parents will be required to up-date the medical form.

TCN expects that parents will normally administer medication to their children. The nursery will only manage the administration or administer medicines when essential, that is where it would be detrimental to the child's health if medicines were not administered during the nursery 'day'. Any requests for medicine to be administered must come from a parent in writing and each request will be considered on an individual basis. We have a specific form for this purpose.

The information which is required from the parent is:

- Name of parent and contact number;
- Name of child and nursery class;
- Name of medicine;
- Name of prescriber and contact details.

Although parents should have detailed information, as set out below, the nursery will follow the instructions as provided on the original medicine container as dispensed by the pharmacist:

- How much to give;
- How it should be kept and stored;
- How it is to be administered;
- When to be given; and
- Any other instructions.

A separate form should be completed for each medicine to be administered.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Head of Nursery, the consultant community paediatrician or the child's consultant what can be done in the school, before the Head of Nursery and if required the Headmistress, makes a decision.

The Head of Nursery or Headmistress will decide whether any medication will be administered in the nursery, and by whom. In appropriate cases the Head of Nursery in consultation with the health professional (GP, paediatrician or nurse consultant) responsible for the child and anyone else the Head Teacher deems necessary will draw up a healthcare plan.

The medicine must be in the original container as dispensed by a pharmacist with the child's name and instructions for administration as supplied by the pharmacist on the label. The nursery will not deal with any requests to renew the supply of medicine. This is entirely a matter for the parents.

The nursery will not allow in any circumstances the administration of non-prescription medicines in school. This includes cough sweets and lozenges, and painkillers.

### **Intimate or Invasive Treatment**

The TCN will not normally allow these to take place in School, but in exceptional circumstances the Headmistress is authorised to agree to it.

### **Long-term Medical Needs**

TCN will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussions with the parents, and in most cases the family doctor. TCN also reserves the right to discuss the matter with the School's medical adviser.

### **Records**

A record of all medication will be kept and retained by the school. The information will include as a minimum:

- Name of the pupil;
- Date and time of the administration;
- Who supervised the administration;
- Which medication;
- How much was given; and
- A note of any side-effects