POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

BACUP NURSERY SCHOOL

Managing Medicines

1. The Governors and staff of Bacup Nursery School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

2. Medication will only be accepted in school if a doctor, dentist or nurse prescribed it.

3. Medication will not be accepted in school without complete written and signed instructions from the parent.

4. Each item of medication must be delivered in its original container and handed directly to the Head Teacher (or to a nominated person authorised by the Head Teacher).

5. Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.

6. Each item of medication in original container must be clearly labelled with the following information:

    - Pupil's name.
    - Name of medication.
    - Dosage.
    - Frequency of dosage.
    - Date of dispensing.
    - Storage requirements (if important).
    - Expiry date.

7. The school will not accept items of medication, which are in unlabelled containers.

8. Unless otherwise indicated all medication to be administered in school will be kept in a locked medical cabinet.

9. The school will provide parents/carers with details of when medication has been administered to their child.

10. Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school form 7 must be completed.

11. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication. Where medication has been given at home which may impact on the child in school, it is the parents responsibility to inform the school on that day or as soon after as possible, i.e. medicine given on a weekend, parents to inform school first day back.

12. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service if required.

13. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

Application of Non Prescribed Creams and Personal Care Products

The school recognises that some children require the application of non-prescribed creams and personal care products (Barrier cream, nappy cream, sun cream).

These products may be applied provided that:

- The parent/guardian has given prior written consent
- The product is supplied by the parent/guardian
- The parent/guardian has clearly labelled the product with their child's full name
- The product is in the original container
- Staff record each application, including date, time and staff signature
- Parent/guardian will apply the product BEFORE school, and staff will re-apply at changing times (Where more regular application is needed, a GP's consent will be required)
- Where a cream is required for the treatment of a diagnosed medical condition e.g. eczema, fungal infection, medicated creams, this will be treated as a medication and must be prescribed by a GP or other authorised healthcare professional, with the prescription label clearly displaying the child's name.
- Staff will check with the parent regarding nappy cream or barrier cream after 2 weeks to establish if application is still needed. Staff member to make a note with the date, on the original written consent from parent.

Roles and Responsibilities

Lancashire County Council

Provides a general policy framework for the Governors and Head teacher to develop policy.

Governors

General responsibility for all school policies taken in to account the Head Teacher, staff and parents views.

Head Teacher
Responsible for putting the policies into practice and developing day to day procedures.
Ensures that:

- Staff receives the appropriate training when required.
- Medicines are stored safely and access restricted.
- Forms are completed and stored.
- Health plans are generated when necessary.
- Confidentiality is maintained.
- Monitor policy and procedures.

Help and Advice

Lancashire Early Years SEN Service	01772532729
Health Protection Agency	01257 246450