



The local authority requires schools to have policies and procedures in place to ensure the effective management of pupils' medical needs.

Greenbrae Nursery aims to meet the needs of, and provide equal opportunities for, all the pupils. To fulfil this aim it is accepted that some children may require to take medication in order that they can continue to attend nursery.

In following the procedures set out below, the Nursery staff will take full account of Care Inspectorate guidelines on "Management of Medication in Daycare of Children and Childminding Services" and of the Aberdeen City Council policy on "Administration of Medicines in School".

- Healthcare needs will be gathered as part of the admission process for Nursery and will be recorded in the child's personal plan as well as on a medication form.
- Only medication supplied by the parent/carer will be administered to a child.
- An adult must always take the medication into Nursery and collect it at the end of the day, if daily. If medication is long term this will be signed in and logged in the medication cupboard. No child will take any form of medication into or from school.
- Medication should always be brought to Nursery in its original container (if prescribed, with the prescribed sticker), with the box clearly labelled with the child's name, date of birth, dosage, medication and expiry date.
- A child may only take medication (including non-prescription) if the parent/carer has completed the Nursery's medication form which can be collected from the school office or from a member of Nursery staff. Parents/carers will be supported by a member of the Nursery team to complete the medication form. A copy of the medication form should be kept in the medication folder and a second copy kept within the child's medication container.
- All medication will be stored securely (see separate information below on inhalers). Most medication should be stored in a locked cupboard or clear lidded container which is out of reach in an area that is below 25C. Some medication will need to be stored in a fridge. Storage information will be provided on the medication's packaging or patient information leaflet.

- Parents must name inhalers. Inhalers and EpiPens will be kept in the green bag in the class area, located at the garden fire exit door and will be with the child at all times. These will be administered by an adult as instructed on the medical form.
- Medicine spoons and oral syringes should be cleaned after use and stored with the child's medication. Adaptors for inhalers like 'spacers' should be cleaned as described in the product information.
- Each individual child's medication should be kept separate and stored in an individual clear lidded container, clearly labelled with the child's name, date of birth, dosage, medication and expiry date.
- Nursery or school staff should not give the first dose of a new medicine to a child, to ensure no adverse reactions to the medication.
- Pupils must always be supervised by an adult when taking medication. This will be witnessed by a second adult.
- Staff will be trained in the administration of specific medications (e.g. epi-pens/insulin) before the child attends the setting without their parent/carer being present. Where required, an individual risk assessment will be in place before the child begins attending the setting and will then be reviewed and updated regularly.
- Epi-pens will be kept in the green medical bag in the child's class area (to the left of the Nursery garden fire exit door), along with instructions for use and a copy of the medication form and allergy action plan. The green medical bag should be taken with the child at all times when in Nursery/school.
- Whenever a child takes medication, it will be recorded in the medication folder which is kept securely in the Nursery staff cupboard. Both the adult administering and the witness must sign the form, as well as parent/carer signing at collection.
- Where a child has long term or complex medical needs all teaching staff, including visiting and supply teachers, EYPs and pupil support assistants will be informed. For those children, a written set of procedures (protocol) will be drawn up following discussions with parents and the school doctor.
- In an emergency situation, the emergency services must be contacted immediately (by dialling 999 or 112). The School Administration/Janitor will ensure that emergency vehicles have ready access to the school. Where a child has been given medication in error, parents/carers will also be informed immediately.
- If a child refuses to take advised medication or spits out the medication, parents will immediately be informed. No member of staff will attempt to force

a pupil to take medication against his/her will except in emergency circumstances where non-administration is likely to be life threatening.

- Where medicine has been given in error (wrong medicine or incorrect dose), medical advice should be sought straight away (phone 111 if non-emergency) and parents contacted immediately. In an emergency situation, staff should contact the emergency services immediately by dialling 999 or 112 and follow guidance given. Where required, Duty of Candour procedures should be followed (see separate Duty of Candour policy). Where the above occurs, please ensure that you notify your line manager and a member of the school management team.
- A note of any medication handed in to be administered nursery should be kept on the Medication Audit Record in the Medication Folder in the Nursery Staff cupboard. This record should include the child's name, the name of medication, the date it was accepted, its expiry date and the date it was returned to parents/carers.
- Senior Early Years Practitioners must ensure that any out of date medication is returned to parents/carers to be disposed of appropriately.
- Pupil medication forms, and all other information in the medication cupboard will be reviewed by an SEYP every 3 months.

### **Legal Position**

There is no legal requirement upon staff, teaching or non-teaching, to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis.

The Education Authority will indemnify staff who volunteer to administer medication to pupils. The Education Authority will likewise indemnify any member of staff acting in good faith for the benefit of a pupil in an emergency situation.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for pupil safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between schools, parents, health professionals and other agencies will help to provide a suitably supportive environment for pupils with medical needs.

## **Parental/Carers Responsibilities**

Parents and any others who have legal responsibility for the care of children will keep children at home when they are acutely unwell.

Parents/carers will request from their general practitioner that dosage schedules for any medication prescribed will not include school hours wherever possible.

Parents/carers are responsible for their child's medication. If a child requires medication during nursery hours, arrangements for its administration will be agreed between the parents and the nursery.

Any medication to be administered in school/Nursery will be clearly marked with the pupil's name, will be brought to nursery by the parent/carer and will be delivered to the nursery where a form will need to be completed.

It is the responsibility of the parent/carer to check that medication is not out of date, that there is a sufficient quantity in school/Nursery, that it is renewed as necessary and that any unused supplies are uplifted for disposal.

It is the responsibility of the parent/carer to advise the school/Nursery in writing of any alteration to the prescribed dosage of medication.

Parents/carers must advise the school/Nursery in writing if their child is subject to any known allergic reaction e.g. to food stuffs which the child may come into contact with in the course of the school/Nursery day.

## **The Local Authority Responsibilities**

The local authority is responsible for ensuring that staff volunteering to administer medicines have appropriate training to support pupils with medical needs. This training should be arranged in conjunction with Health Professionals. Health Authorities have a duty to facilitate and support training and the local authority/school should be satisfied that training is adequate and appropriate.

## **Confidentiality**

All employees of Greenbrae School will treat medical information confidentially.

## **Training of Staff**

First Aid is the responsibility of the Early Years Practitioners and Pupil Support Assistants. Aberdeen City Council is responsible for ensuring that these people receive regular training.

## **Monitoring and Review**

We will monitor our procedures in light of any incidents or revised guidelines from the Care Inspectorate or from Aberdeen City Council.

In the event of an emergency situation, the Accident and Incident procedures must be followed to ensure that everything required is recorded, investigated and reported.