



Administering Medicines

The Old School Henstead

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Administering Medicines including EYFS

This policy is with regard to Guidance in infection Control in Schools and other childcare settings (Public Health England 2014, revised 2016). If children are unwell and not fit for school, and if they are still suffering from an infection which may be passed to others, children should remain at home to be cared for. Children should not return to school for at least 48 hours into a course of antibiotics to avoid infecting others.

If a child becomes ill whilst at school, staff will make every effort to make the child comfortable. Staff will contact parents in order for the child to be collected.

Prescription Medicines

- Medicines should only be brought into school when essential i.e. where it would be detrimental to the child's health if the medicine was not given during the school day.
- Medicines should be given by a responsible adult directly either to the office for children in Years 1 to 6 or to a paediatric first aider.
- Medicines should be in the original container as dispensed by the pharmacist and with the prescriber's instructions for administration.
- The medicine should be clearly marked with the child's name.
- The appropriate dosage spoon should be included with medicines sent to the school.
- Any medicine administered will be recorded by the staff member.

- In EYFS, parents sign the record book to acknowledge the time of the administration of a medicine upon collection of the child.
- medicines will only be accepted for administering in school on the completion of the appropriate form by a parent/carer.

Non-Prescription Medicines

- We will not give paracetamol or ibuprofen routinely as their primary use is to control a raised temperature for which a child should be at home.
- We do not allow cough/throat sweets in school.

Parents' Responsibility

- Parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration.
- Parents must complete the parental agreement form kept in Reception or the school office before a medicine can be administered.
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, epipens and so on are kept within date.
- Parents are responsible for notifying the school if there is a change in circumstance e.g. if the child is no longer diagnosed to be asthmatic.

Long Term and Complex Needs

Where a child has significant or complex health needs parents should give full details prior to the child starting school, or as the child first develops the medical need. If and where appropriate, a health care plan may be put in place involving parents and relevant health care professionals.

Safe Storage of Medicines

- The school is responsible for ensuring that all medicines are stored safely.
- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration.
- Medicines are stored in the Office or the Reception classroom out of the reach of children.
- Where medicines need to be kept refrigerated they will be kept in the staffroom fridge.
- Where staff are taking medicine it will be stored and taken in the staffroom.

School Trips

On school trips the class teacher is responsible for taking, looking after and administering medicines.

Head Lice

The problem with head lice is of great concern to parents. It is a community problem that can be a particularly sensitive area within the school. The school respects the concern that parents voice when children in the same class as their own remain in school untreated. However, the responsibility for ridding children of lice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

Principles

As far as possible no-one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity.

Procedures

Parents are reminded through the school prospectus and letters at the beginning of term of the need to be vigilant and ways of dealing with head lice when they are identified. If a report is received, parents of children in the class are sent a letter asking them to check their child's hair. Intermittently, the school nurse will be asked to set up a "drop-in" session for parents to provide advice on treating head lice. A video might also be made available at this time. On occasions, promotional material is made available to the school and is distributed or advertised at the discretion of the Head.