

# Mitchell Walk Playgroup

## Administering Medicines Policy

### Introduction

#### Children with Medical Needs

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis.

Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

Most children with medical needs can attend school or a setting regularly and take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

**Advice taken indicates that there are very few medicines that cannot be given outside the normal 3 hour session at nursery school.**

The majority of medicines that we come in contact with are those that may be required in a particular circumstance such as an unforeseen asthma attack or the need to hold epi-pens in case of a severe reaction.

#### Responsibility

Each request for medicine to be administered to a pupil should be considered on its merits. The supervisor should have regard for the best interests of the pupil and the implications for the school, particularly the staff. Whether agreeing or refusing to administer medicines in school, the supervisor's decision will be defensible if it is clear that he or she acted reasonably.

Agreement to request to administer medicines to pupils will be covered by the Local Authority employer's liability insurance in the event of a claim.

The supervisor and management committee must ensure that:

- the playgroup has a clear written policy on the administration of medicines and that this is implemented in practice;

- parents are aware of the school's policies and procedures for dealing with medical needs;
- agreement is reached with parents of children with medical needs about what level of support the school can provide;
- advice is taken when appropriate from the Consultant in Communicable Disease control on the circumstances when pupils with infectious diseases should not be in school and the action to be taken in the event of an outbreak of a communicable disease.
- appropriate records of the administration of medicines are made and kept on file; and
- Form 1 (attached) is completed by the parents before any administration is undertaken.

### **Parent Responsibilities**

At Mitchell Walk Playgroup we rely on parents to keep us informed about any medical condition or treatment that their child receives. Any treatment needing to be undertaken during a session (whether regularly or in the event of an emergency) should be discussed with the supervisor.

### **Staff Responsibilities**

- Understand the nature of the condition of any pupil with medical needs in their care and the circumstances in which they may need extra attention.
- Be aware of the likelihood of an emergency arising and what action to take if one occurs.
- Follow the school procedures for the administration of medicines.
- Administer medicines in accordance with the training they have received.

The supervisor and staff of educational establishments are under no legal or contractual duty to administer medicines. This is a voluntary rule.

Parents are made aware that named staff have volunteered to administer medicine, and only after having relevant training from a health care professional.

No non prescribed medicine will be administered.

### **All Medicines should:**

- be in their original container;
- be brought to the setting by parents daily (collecting the medicine at the end of the session is the parent's responsibility);

- Emergency medicines (epi-pens etc) remain in school until the child leaves the school to transfer to another.

## **Medicine Storage**

Epi-pens are kept in the First Aid boxes marked 'Epi-Pens'. All staff will know the whereabouts of these within the school.

Inhalers etc will be kept in the child's classroom in the cupboards which are out of reach of children.

## **Record Keeping**

- Form 1 is used by the parent to Request Administration of Medicine.
- Should medicine be administered, Form 2 records when, dose, time etc.
- There is a specific form for the administration of epi-pens and rectal diazepam.
- All forms are kept with the child's registration forms in the office.

## **Staff Training**

Playgroup staff must not administer medication without appropriate training from health professionals. If school staff volunteer to assist a pupil with medical needs then appropriate training must be arranged.

## **Confidentiality**

At Mitchell Walk Playgroup we respect the child's right to confidentiality and information will be shared with relevant staff members after discussion with parents about who needs to be informed. It may prove necessary to share information with all the playgroup's staff to ensure the safety of the individual.

## **Trips & Outings**

Medicine, including epi-pens, will be carried by the member of staff allocated to that child for the trip.

This Administering Medicines Policy was adopted at a meeting of Mitchell Walk Playgroup held on

Date:

Signed on behalf of the Mitchell Walk Playgroup Management Committee:

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Name: .....

Role: .....

To be reviewed on (date):

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This policy was reviewed / updated on

Date:

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