



## **Oxhill Nursery School Administration of Medication POLICY / PROCEDURES**

The nursery has accepted and follows the procedures provided by the LA for the Administration of Medical Treatment in Educational Establishments, and this applies to **all children on site**

Copies of the proformas to be completed with parents can be found in the filing cabinet in the main office and in the classrooms.

Parents are alerted to our policy for administering medication in the nursery brochure and will be asked to complete the necessary documentation before any medication can be given to their child.

This policy applies to all prescribed medicines and some over the counter medicines by prior arrangement. Medicines must be brought into nursery in their original container, with instructions, or chemist's prescription label intact. All medicines will only be administered with prior agreement from the parents. If after an hour the child's pain is not relieved or their symptoms show no improvement parents, emergency contacts will be contacted to take the child home.

NB. However, if a Qualified 1<sup>st</sup> aider recommends the emergency use of salbutamol inhaler to help open airways for a child this will be done "in loco parentis".

Prescribed medicines, including inhalers for asthmatic children, may be kept in the child's classroom for easy access. However, emergency medication given to children, for example experiencing fits, must be kept in a locked cabinet in the child's classroom. A copy of the completed form is held in the child's individual confidential folder kept in the locked filing cabinet in the main office.

Forms used to log the actual administration of the medication and the medication itself will be available in the child's classroom. These will be filled in by the adult administering the medication and witnessed by another staff member.

For more serious medical needs a Medical Plan will be completed by medical staff and signed by a doctor, the HT and the child's parents. Depending on the needs of the child e.g. allergic reaction to nuts, which may require immediate reactions by staff to ensure the child's safety, a shortened version of the plan along with a photograph of the child will be circulated and displayed in appropriate places.

A copy of the LA policy and procedures can be found in the Health and Safety Manual document.

<b>Date reviewed</b>	_____	(date)
<b>Signed on behalf of the governing body</b>	_____	
<b>Name of signatory</b>	_____	
<b>Role of signatory</b>	_____	