



POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL HINDLEY NURSERY SCHOOL

1. The Governors and staff of Hindley Nursery School wish to ensure that children with medical needs receive proper care and support. The Headteacher will accept responsibility in principle for members of the staff giving or supervising children taking prescribed medication where those members of staff have volunteered to do so.
2. If a child has been diagnosed with a communicable disease please refer to the guidelines for communicable diseases and illness, these can be found in the Headteachers office.
3. Medicines should only be taken to the Nursery when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the day. Medication will only be accepted in the Nursery if a doctor has prescribed it.
4. Medication will not be accepted in the Nursery without complete written and signed instructions from the parent. It only requires one parent to agree to or request that medicines are administered. Where parents disagree over medical support, the disagreement must be resolved by the Courts. In such a case the Nursery will continue to administer the medicine in line with the consent given, unless the Court decides otherwise.
5. Only reasonable quantities of medication should be supplied to the Nursery, (for example, a maximum of four weeks supply at any one time).
6. Each item of medication must be delivered in its original container and handed directly to the Headteacher (or to a nominated person authorised by the Headteacher).
7. Where the pupil travels on Local Authority 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.
8. Each item of medication must be clearly labelled with the following information:
 - Child's name.
 - Name of medication.
 - Dosage.
 - Frequency of dosage.
 - Date of dispensing.
 - Storage requirements (if important).
 - Expiry date.



9. The Nursery will not accept items of medication, which are in unlabelled containers. Staff should NEVER give a non-prescribed medicine to a child.
10. Unless otherwise indicated all medication to be administered in the Nursery will be kept in a cupboard out of the reach of children.
11. The Nursery will provide parents/carers with details of when medication has been administered to their child. (see attached documents)
12. Where it is appropriate to do so children will be encouraged to administer their own medication, if necessary under staff supervision.
13. It is the responsibility of parents/carers to notify the Nursery if there is a change in medication, a change in dosage requirements, or the discontinuation of the child's need for medication.
14. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service or the health visiting team.
15. The Nursery will make every effort to continue the administration of medication to a child whilst on trips away from the Nursery premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a child on a trip if appropriate supervision cannot be guaranteed. If a child has a health care plan then that must be taken on the visit.
16. It is important to have sufficient information about the medical condition of any child with long-term medical needs. The Nursery will produce a written health care plan for such children, involving the parents and relevant health professionals.
17. If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and inform the parents. If a refusal to take medicines results in an emergency, the school should dial 999.
18. For sick children who can not attend school every effort will be made to work in partnership with parents and other agencies to ensure the educational achievements and early years experiences are continued.

19. **Emergency Inhalers**



At Hindley Nursery School we will be holding Emergency Salbutamol Inhalers in Nursery and we will ensure that these inhalers will only be given to children, from whom consent for the use of the emergency inhalers has been granted and the child has a prescribed inhaler (see guidance on '*The Use of Emergency Salbutamol Inhalers in schools*'). The emergency inhaler will only be used if a child's own inhaler is missing, broken or empty and they are displaying Asthma symptoms outlined below

- Cough and wheeze when exercising
- Shortness of breath when exercising
- Intermittent coughing
- Or Asthma attack (see how to recognise an asthma attack, attached)

Written confirmation of the use the emergency inhaler will be kept with the children's information and the inhaler will be placed in a cupboard out of reach of the children with a list of those children with consent. All relevant documentation is attached to this policy document.

20. **Adrenaline Auto-Injectors (AAI)**

At Hindley Nursery School we will be holding Emergency Adrenaline Auto-Injectors in Nursery and we will ensure that these AAI will only be given to children, from whom consent for the use of has been granted for staff to administer an emergency Adrenaline Auto-Injector to a child who has been assessed as being at risk of anaphylaxis.

The school's spare AAI can be administered to a child whose own prescribed AAI cannot be administered correctly without delay.

AAI's can be used through clothes and should be injected into the upper outer thigh in line with the instructions provided by the manufacturer.

If someone appears to be having a severe allergic reaction (anaphylaxis) you MUST call 999 without delay, even if their own AAI device or a spare AAI has been used.

In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

Please see further guidance from The Department of Health on Guidance on the Use of Adrenaline Auto-Injectors in Schools.

This policy must be read in conjunction with:

Managing Medicines in Schools and Early Years Settings, produced by the DCSF

Managing Medicines in Early Years settings and Schools, produced by CYPD Wigan Council

Signed on behalf of the



Governing Body.....

Date.....

Reviewed Jan 2025