



**Comper Foundation Stage School**  
**Medicines Policy**  
**December 2021**

<b>Updated:</b>	December 2021	
<b>Review:</b>	December 2024	
<b>Signed CoG</b>		Date: December 2021
<b>Print CoG</b>	JESPER EKELUND	Date: December 2021
<b>Signed HT</b>		Date: December 2021
<b>Print HT</b>	CATHERINE KING	Date: December 2021



## **MEDICATION POLICY**

**This medication policy has been written to support the day-to-day delivery of medications in school and strictly adheres to our 'Children with Medical Needs' Policy 2021.**

### **Medication:**

In accordance with Statutory Guidance for the Early Years Foundation Stage (Safeguarding and welfare requirements) 2017, the school will only administer prescription medicines that have been prescribed for the child by a doctor, dentist, nurse or pharmacist. The prescribed medicines should be provided in the original container; include the prescriber's instruction and be in date for the current condition.

Children taking prescribed medication must be well enough to attend school.

The nursery will not administer non-prescribed medication. If a child has a health reason to need medication such as Paracetamol or Calpol, a doctor or nurse should be able to prescribe this.

No medication containing aspirin will be given to any child attending Comper, unless it has been prescribed by a doctor, dentist, nurse or pharmacist.

Children's prescribed medicines are to be stored in original containers, in accordance with the product and prescribers instructions. Medication should be clearly labelled and stored securely. Medication must be stored out of the reach of children.

Changes to dosage from the initial prescription will require a written communication from the child's doctor, nurse, dentist, or pharmacist. The greatest of care will be taken to see that medication is administered according to instructions.

Some children may require an action plan for certain medical conditions e.g. peanut allergy or seizures. In such cases staff will be trained to administer the appropriate medication e.g. an epipen and staff will work closely with health professionals to ensure the child receives the appropriate care.

Where a prescribed medication requires medical or technical knowledge, tailored training is to be provided for at least two relevant members of staff. This should be delivered by a health professional prior to the child attending school.

### **Procedure:**

- Parents/carers must sign a medication form, to give permission for the administration of the medication; this is recorded on a medication form.
- This written record includes: child's name; date of birth; start date of the medication; details of the medication; dose to be given; time to be administered; how the medication is to be given; staff signatures; parent/carer signature.



- The greatest care will be taken to see that medication is administered according to the instructions and a signed record of any medication administered shall be made by staff on the medication form. This will be witnessed by another staff member.
- At the end of the child's session, parents/carers will be informed and asked to sign the medication form as confirmation.
- Staff will ask parents/carers to review their child's registration form and health requirements to check details are correct when children attend school with a prescribed medication.

Records will be held for two years, along with the child's records or until after the next Ofsted inspection.

**Staff medication:**

If a member of staff is taking medication which they believe may affect their ability to care for children, they should inform their line manager and only work directly with children after seeking medical advice and a thorough risk assessment being carried out. Comper will require evidence of this before the staff member is able to work directly with children.

All staff medication whether prescribed or un-prescribed will be securely stored and kept out of the reach of children in the nursery.