



Our Lady's Preparatory School and Day Nursery

Medication Policy (including procedures for signing-in and administering medication)3.5

Background to the Policy

In the event that a child attending Our Lady's requires prescribed medication, pain relief or teething gel during the day, permission needs to be given by a parent for such medicines to be administered.

Medication can only be administered by the senior members of staff authorised by Our Lady's Management and should also be witnessed by a qualified member of staff where reasonably possible.

Prescribed Medication

The relevant details for prescribed medication provided by parents, to be given to their children, are recorded on the form for this purpose. Certain senior staff members are authorised to complete this form, which must be signed by parents, and the staff-member counter-signs the form.

The details recorded on this form must include:

- the full name of medication;
- the explicit dosage to be administered (which will not be exceeded unless accompanied by a doctor's authorising letter);
- any storage instructions to be followed; and
- the exact times for administering, so that the form can be referred to during the day as required.

The parent/guardian will be asked to verify the completed medicine form as the staff member will talk them through the form before it is signed by both parties.

All medicine forms must be signed again by the parent/guardian when the child is collected regardless of whether the medicine has been administered or not. The key person should ensure this happens during the handover when the child is collected and that the medicine is given back to the parent(s).

The following principles apply and must be satisfied for prescribed medication to be administered by Our Lady's staff:

- Our Lady's staff can only administer medication prescribed by a Medical Doctor in the UK.
- Any child who has been prescribed medication by a doctor, that they have not taken before will be expected to have received the first dose at least 24 hours before they come in to Our Lady's, in order to ensure the child does not have any allergic reaction to the medication.
- Medication needs to be supplied in its original packaging, labelled with the child's name and must display the original label affixed by the dispensing pharmacy.
- Medicine must be both within its expiry date and be in line with the child's age and the "course of medicine dates" on the dispensing pharmacy label, as the staff member signing in the medication will verify this.
- Cough medicine will not be administered unless prescribed by a doctor.
- Medicines containing aspirin will only be given if prescribed by a doctor.

When administering the medicine, the staff named in the list below can ask any qualified member of staff to witness.

If in extenuating circumstances (e.g. inhalers, trips off site etc.), there is no qualified staff available and the child may otherwise suffer from a delay in administering medicine, the named staff member should use their judgement and ask a competent member of staff to witness the administering of the medicine.

Procedure for Signing in and Administering Medicine

Until further notice, medicine may only be signed in and administered by the following members of staff:

Name	Title / Role
Helene Robinson	Headteacher
Angela O'Reilly	Deputy Headteacher
Sam Kilcoyne	Nursery Manager
Elaine Charlton	Teacher

Hannah Callaghan	Teacher
Simon Cassell	Director of Studies
Joanne Arnold	Teacher
Wendy Wessendorff	Teacher
Sam da Silva	Teacher
Kim Gill	Teaching Assistant
Sue Trimmer	Teaching Assistant
Emma Friday	Teaching Assistant
Caroline Gorton	Deputy Nursery Manager
Claire Cooper	Senior Nursery Nurse
Lauren Daly	Senior Nursery Nurse
Helen Grainger	Pre School Leader
Claire Smith	Holiday Club Coordinator
Nikki Artis	Forest School Leader
Louise Bidwell	Forest School Leader

Pain Relief

During the day, if required, one dose of Calpol (or equivalent) can be administered to a child by staff, as long as prior consent has been given by parents on the general consent form.

Under normal circumstances pain relief and teething gel can only be signed in on an “if needed basis”. Reference must be made to the time of any dose given prior to the child being brought into Our Lady’s, by contacting the parent / carer if required.

Parents will be contacted before a dose is administered, so they are aware that their child requires pain relief and can authorise such treatment (as well as to make them aware in the event that the child requires early collection under the Child Health and Exclusion Policy).

If, in extenuating circumstances, a child’s temperature is dangerously high and parents cannot be contacted by telephone, the Nursery Manager, Deputy Manager, Head Teacher or Deputy Head may take the decision to administer Calpol (or equivalent) prior to speaking with the parents. This decision will only be made if the professionals above feel that the child is in medical danger and such intervention / treatment is necessary.

As stated above, cough medicine and medicines containing aspirin will not be administered unless prescribed by a doctor.

This Policy should be read in conjunction with the Child Health and Exclusion Policy.

Monitoring & review

Our Lady's will review this Policy every year and any guidance or advice published by Public Health England, the Department of Health / NHS Direct and/or other relevant bodies will be monitored on an ongoing basis, in the event that ad-hoc amendments or revisions are appropriate outside of this timeframe.

Reviewed: January 2018**Signed:**A handwritten signature in cursive script that reads "Helene Robinson".

**Helene Robinson
Headteacher**

To be reviewed: 12 months from "Reviewed" date