



EYFS & TPPS – Administration of Medicines

Administration of Medicines Policy

Taunton School recognises that many pupils will at some time need to take medication at school. Whilst parents retain responsibility for their child's medication, the school has a duty of care to the pupils whilst at school, and we will do all that is reasonably practicable to safeguard and promote children's welfare.

All staff in the school have a duty to act as any prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency. At Taunton School we have a qualified nurse and medical centre on the premises during term time.

Responsibilities:

- In the Pre-Prep the School Nurse takes responsibility for the administration of medicines during school hours, having taken due consideration of Government and Local Education Authority policies and guidelines.
- Where necessary the Nurse will ensure that procedures are understood and adhered to, that training is provided and that there is effective communication and consultation with Parents, Children and Health Professionals concerning pupils' medical needs.
- Throughout Taunton School there are named First Aiders who hold a current First Aid certificate and appropriately Paediatric trained First Aiders in the Early Years. All staff undergo Paediatric First Aid training every three years.
- However, all Staff will receive or have available to them:
 - Advice and information on common childhood illnesses and conditions - a poster is displayed in the Nursery office/bathroom
 - Basic First Aid advice to ensure that they feel confident to deal with minor everyday injuries
 - Specific training relevant to certain pupils e.g. Anaphylaxis training
 - Specific information and details regarding particular conditions that may apply to a member of the class for which they have charge
 - Some specified staff (e.g. Designated First Aiders, PE and Games staff, Staff taking educational visits) who volunteer their services, will be given further training to administer first aid and/or medication to pupils in the absence of the school Nurse.

Medical Records

- On admission to the school, all parents will be required to provide information giving full details of:
 - medical conditions
 - allergies
 - regular medication
 - emergency contact numbers
 - name of family doctor/consultants
 - special requirements (e.g. dietary)
 - Legal Guardian
 - Main carer
- At the beginning of each academic year all parents will be required to update the medical form. This process is administered from the Prep School Office and involves 3 Sys and Childcare Connect (System Information)
- A list of special diets and medical conditions is available to all staff via SIMS and the Nurse provides all class teachers with hard copies of information needed.

At Taunton School we will:

- Administer prescribed medicines during the school day if necessary (as long as we have written parental permission to do so).
- Require parents to inform the Nurse of dose and times and ensure medicines are supplied in the original container they were dispensed in.
- In conjunction with Nurse and parents, devise individual Medical Care Plans for managing long-term medical needs.
- Train all key staff for the administration of medication that requires specialist training (e.g. Epipen). Asthma training updated September 2019.
- When administering medicines ensure staff have clean hands, drink is available if appropriate and check the medication label for name of child, dose, route of administration and expiry date
- Class support staff and teachers are able to administer Calpol, Piriton syrup and inhalers during times when the Health Centre is closed and with written permissions from the parents.
- Ensure that asthma inhalers are always accessible to children by keeping a spare inhaler/junior Epipen with the Nurse in the Health Centre in Nurses room and where applicable by allowing pupils to carry their own inhalers
- Store prescribed medication safely and in the appropriate conditions, for example, in a fridge if medication is to be kept cool. This will usually be in the Health Centre.
- Document administration of any medication and inform parents by diary or note.
- Dispose of dropped tablets or unused tablets/medication by returning them to the parent or the pharmacist for disposal.

- Ensure that any drug errors or adverse drug reactions are reported to the Parents and also documented in the pupils medical records
- Provide workshops for staff and parents
- Provide a comprehensive training and support package
- Liaise with our designated partnership specialists
- Staff medication must be securely stored, and out of the reach of children, at all times.

Recording Accidents, near misses and minor bumps

Accidents and near misses

These are recorded on a template on Firefly the intranet site and filled in by the Headteacher of Nursery and TPPS with input from the team member that witnessed the accident. It is not the role of the Health Centre to do this. The Health Centre keeps a visit log with actions and will ring parents immediately if a visit to A&E is required.

Minor Bumps and Grazes are recorded in a log and actions book situated at the First Aid station in the Pre-Prep hall.

All accidents are recorded and the Accident book which has a tear off slip that is placed in book bags or on the signing out sheets and parents sign to say they have taken them.

Head Bump stickers are used to alert all staff and parents requesting the child observed regular and asked the Head bump questions.

Emergency Contact Numbers

Medical Centre: 01823 703161

School Duty Nurse mobile 01823 703166

Head of Pre-Prep and Nursery Office: 01823 703339/3300

Head of Pre-Prep and Nursery mobile: 07366 596911

If in any doubt seek advice or look at the training materials and charts in the Nursery Office or visit the Health Centre

We will only:

- Administer non-prescription medication if signed consent has been given by a parent e.g. calpol, piriton etc. following the home remedy protocol (this allows the supply and use of over the counter medication (OTC) within the independent sector, where health care professionals are required to facilitate this process).
- We will not administer Calpol before a condition has diagnosed as this could disguise more serious symptoms.
- Administer emergency medication in a life threatening emergency. These medications may be administered under article 7 of the Prescription Only Medication Order for administration by anyone for the purpose of saving life. (as above)
- 48 Hours absence is require for infectious illness and sickness.
- Nursery room carpets are steamed cleaned and deep cleaned regularly.
- Toys are sterilized daily and anti-bacterial wiped on large equipment.

Medication and Off-site Activities:

- A named member of staff has responsibility for the management of medication. This person will be given all the relevant information from the Nurse
- Parents wishing their children to take full responsibility for their own inhalers must agree this with written consent to Nurse.
- For residential visits, parents will be asked to give written consent for the use of certain OTC medication via a consent form
- Any medication that a pupil is required to take must be handed in to the named member of staff with clear written instructions when and how much is to be given. It must also be named and in its original container

Storing of Medication:

1. OTC medications

- They will be kept securely in a locked cupboard, in a locked room in the medical centre.
- If the medical centre is closed, they will be stored in the locked cupboard and locked TPPS office.
- A list is kept of medications stocked with indications for use, contra-indications, dosages, side-effects and the duration of treatment before nursing or medical advice must be sought They will be issued to pupils under a "homely remedy protocol" in the medical centre

2. Prescribed medications.

- Will only be issued to the pupil for whom they have been prescribed
- Must stay in their original container that should be childproof
- The original dispensing label must not be altered
- They will be kept securely in a locked cupboard or fridge, in the medical centre (outside of term time they may be held in the TPPS Office, in the locked cabinet or fridge).