



**PEARTREE WAY NURSERY SCHOOL**  
**Administration of Medicines & Intimate**  
**Care Policy**

**Reviewed: September 2023**

**Date of Next Review: September 2024**

Signature:

Handwritten signature of Kathryn Evans in black ink.

**Kathryn Evans, Chair of Governors**

Date: 18.10.2022

Signature:

Handwritten signature of D. Willcox in black ink.

**Deborah Willcox, Headteacher**

Date: 18.10.2022

# Administration of Medicine

School staff cannot legally be required to administer medication or supervise a pupil taking it. However, all staff in school have a duty to act as any reasonable 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.

## **1. Procedures for managing prescription medicines which need to be taken during the school day.**

- Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.
- The school accept medicines that have been prescribed by a doctor and only if the medication needs to be taken at a prescribed time.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Medicines that need to be taken three times a day can be taken in the morning, after school hours and at bedtime and therefore do not need to be administered whilst the pupil is at school.

## **2. Controlled Drugs**

- Any member of staff may administer a controlled drug to the child for whom it has been prescribed if they have had appropriate training. Staff administering medicine should do so in accordance with the prescriber's instructions.
- Controlled drugs will be kept in orange bag with a photo of the child attached. Instructions for administration is kept inside the bag and a copy is kept in the school office. Bags are hung in the First Aid area in either Nursery or Pre-School. A record will be kept for audit and safety purposes.
- Controlled drugs will be returned to the parent when no longer required.

## **3. Procedures for managing non-prescription medicines**

- Staff will not give non-prescribed medicine to a child. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

## **4. Long-term medical needs**

The school must have all necessary information about the medical condition of any child with long-term medical needs.

- If a child attends hospital appointments or has support from medical professionals e.g. physiotherapist on a regular basis, special arrangements may be necessary and a Health

Care Plan may be written with the child's photo, involving the school, parents and relevant health professionals. This will be used to inform any Personal Evacuation Plan (PEP) necessary. Keyworkers will hold this information but plans will be available in the staffroom for emergency use.

#### **5. Administering Medicines**

- No child (under 16) should be given medicines without parent's written consent.
- A written record must be kept each time medicines are given.

#### **6. Refusing Medicines**

- If a child refuses to take medicine, staff will not force them to do so, but will inform parents as soon as practicable or on the same day.

#### **7. Record Keeping**

- Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions, including the child's name.
- Parents must sign a consent form before leaving medicine, giving dosage and time medicine is to be administered.

#### **8. Asthma – Inhalers**

- Children with asthma need to have immediate access to their reliever inhalers when they need them, therefore these will be easily accessible in the orange bags in the First Aid areas in Nursery and Pre-School
- Parents are responsible for supplying the inhaler which must be clearly marked with their child's name in a zipped orange bag.

#### **9. Off-Site Activities**

- A named member of staff would have responsibility for management of medication during an off-site activity. This is usually the keyworker for the child. This person must be given all the relevant information in writing by the parent.
- Parents/carers will be consulted prior to off-site visits should the child have more complex medical issues.

# Intimate/Personal Care

Peartree Way Nursery School is committed to an inclusive approach to care and education. Both the Nursery and Pre-School aim to ensure that all children's needs are catered for in a safe, sensitive manner.

To enable staff and children to deal with bowel and bladder 'accidents' quickly and efficiently, ensuring the protection of all involved, the following procedures will apply:

- When a child has an 'accident' it is important that the child is familiar with the adult who will be involved in changing them, preferably their keyworker or known practitioner. This will need all staff to be flexible and co-operative to provide cover, inside or outside, for the adult dealing with the incident.
- Staff should wear the protective equipment provided e.g. disposable gloves and aprons and dispose of soiled nappies in the appropriate bins.
- It is essential that the child should be reassured as quickly as possible that no-one is cross and that they will be dry and comfortable as soon as possible.
- Supply teachers, practitioners who do not regularly support groups, students or volunteers should not change the child.
- The member of staff dealing with the incident will quietly inform a second member of staff of their intention. When using the walkie talkies, only first names will be used.
- The child will be taken to the nearest children's toilet area or First Aid area if it is a nappy and helped to change his/her clothes as discreetly as possible or have their nappy changed for them. All wet or lightly soiled clothes will be double bagged and placed on the child's peg for collection at home time. If the clothes are too soiled the bag will be removed and disposed of in the appropriate bin.
- Where the child has had a bowel motion, the child will be assisted to sit on the toilet and then to clean themselves, where appropriate. If in nappies, they will be cleaned using the wipes etc. provided by the parents. Support will be appropriate to the child's needs without causing discomfort or distress.
- If a child is getting upset, is reluctant to be helped or is in need of a bath or shower, the stool is particularly loose, then their parent or carer will be called.
- If a child is wet from water play then they will be encouraged to dry and dress themselves with respectful practitioner support. Parents/Carers will be informed that Summer water play activities will be happening.

- School clothing loaned will be expected to be washed, dried and returned to school as quickly as possible.
- When a child has been changed, the incident will be logged, signed by the member of staff involved. Parents/carers will be notified when the child goes home, unless the child has diarrhoea when parents/carers will be contacted to collect the child.
- For children who are not toilet trained or are in nappies parents will be asked to sign giving their permission for the child to be changed whenever necessary. This is completed as part of the admission paperwork and held on file in the Admin Office.