Balmerino Primary School Nursery Class

Protocol Regarding Medication in School

Medication broadly falls into three categories:

1. Blue inhalers (note: Brown preventative inhalers fall into category 3)

Blue inhalers need to be taken by the child when they feel breathless or wheezy. The inhaler should be kept in an accessible place known to all staff. The child’s keyworker should ensure that the parents have completed an ‘Administration of Medication Form’ and that all staff (including Lucy Jess and Tracey Harkins) are aware of the child’s protocol. Where necessary, Lucy Jess will draw up a Care Plan. The inhaler should be taken on outings. The member of staffadministering the inhaler should record the number of puffs on the correct form.

1. Emergency Medicine (e.g. Epipen and Buccal Midazolam) and other medications requiring a protocol e.g. insulin.

Any child who requires emergency medication will have a protocol in place. Depending on the nature of the medication (e.g. epi-pen, insulin) staff should attend an awareness raising session in order to administer it. Lucy Jess will ensure there are adequate numbers of trained staff and that any child who may need a protocol or Care Plam has one. The protocol or Care Plan will state who has responsibility for administering the medication.

1. Over the Counter/Prescription Medicines

Sometimes children need to take medicines in nursery – including creams. The child’s keyworker should ensure that the parents have completed an ‘Administration of Medication Form’ and that all staff (including Lucy Jess and Tracey Harkins) are aware of the child’s medication. Nursery staff will ensure that medication is administered. Each dose is recorded. The medication will be kept in a secure, designated place in the nursery – easily accessible to staff but not to children. It should be locked up overnight.

In all cases, medication should only be given where the correct paperwork has been completed, Lucy Jess is aware and following these principles: [Administering medication in schools (sharepoint.com)](https://fifecloud.sharepoint.com/sites/SchoolsEd/SitePages/Medication-in-schools.aspx)

Tracey Harkins will maintain an overview of all medication in school which will be available to Lucy Jess and all relevant staff.

All medication stored and administered in Nursery should have a pharmacist’s label stating the child’s name and the dosage. On the administration of medication form, the parents should state specific symptoms indicated for the medication to be taken or specific times at which it should be taken. They should be asked to confirm that the child has already had at least once dose of the medication outside of nursery. Medication should only be administered in nursery when a dose has already been taken while in the parents’ care – this is to ensure there won’t be an adverse reaction while in our care. When the medication is administered, the dosage should be logged and this log should be signed by the EYO administering the medication and by a second person witnessing the dose.

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