



Monkton Primary School and EYC Administration of Medicine Policy



Health and Social Care Standards

2.23 "If I need help with medication, I am able to have as much control as possible."

4.11 "I experience high quality care and support based on relevant evidence, guidance and best practice."

SHANARRI

SAFE, Respected & Responsible

UNCRC

Article 24 "I have the right to good quality health care, to clean water and good food."

SSSC

3.8 "Keep to my employers health and safety policies, including those relating to substance misuse."

Management of Medication

If a child requires to be given medication while being cared for within Monkton Primary School or EYC, an Administration of Medicines form must be completed by the parent or carer. If the medication has to be taken 3 times per day, this should be done at home and not in school e.g. one dose before school, one at home time and another in the evening. Some medicines don't need to be prescribed by a health professional. Non prescribed medication can be purchased over the counter.



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All medicines must be in their original bottle/package, clearly named and the dosage specified. Each child's medication should be kept separate to prevent mix ups. It should be stored in a sealed tub, along with their consent form, full name and photograph.

Medicines will be held in the office in a first aid cupboard or in a high cupboard in the EYC (if for an EYC child). If the medication requires to be refrigerated, it will be held in the fridge in the medical room. For medication to be stored in a fridge (between 2 - 8 degrees), the temperature of the fridge should be checked and recorded each day using a minimum and maximum thermometer. No medicine should be kept in bags.

Medication will not be administered if the Administration of Medicines form has not been completed.

All staff, including supply staff should know which children require medication, where the medication is stored, and how to access it.

Procedure for the Administration of Medicines

In order to assist in the observation of safe practices, staff are asked to follow the procedures as follows: -

Staff members will not administer the first dose of medicine to the child. Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication.

Ensure that the request for administration of medicine form is completed by the parent/carer. A new entry should be completed where there is a change in circumstance.

Staff can only administer medication for the length of time stated on the bottle, staff will not administer medication beyond this timescale unless we have a doctor's letter.

- When administering the medicine staff should ensure that there are 2 members of staff present and both should sign the 'Record of Medication Taken by Pupils' form.



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- Staff should ensure that the medication is returned home every day unless it is retained in school wherein the appropriate form 'Record of Medication Taken by Pupils' - Appendix 5- should be completed
- Medication no longer required should be returned to the parent for disposal. Where medication is not collected or returned to the parent / carer, it should be disposed of by handing into the local pharmacy in Monkton. The Child's record should be updated to reflect this.
- Medicine spoons and oral syringes should be cleaned after use and stored with the child's medication.

Emergency medication

Storage and administration of emergency medications, including Epi-pens and Inhalers are outlined below. In the event of a building evacuation, fire alarm etc. staff should ensure that these medicines are taken out to the relevant muster point with the children as staff cannot re-enter the building until the all clear is given and stressful situations heighten the potential need for inhalers etc.

Epi-pens

Where a child requires an epi-pen for allergic reactions, the child must carry one with them at all times and the school should also be issued with one if possible. All details should be recorded on our medication conditions form. Whilst Monkton Primary School aspires that all members of staff receive the required training, parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Monkton Primary School is kept up to date.

Asthma Medications

The child should have an inhaler with them, which will be stored at school in the case of an emergency. Each child's inhaler should be kept in the first aid cabinet situated in the medical room or in a high cupboard in the EYC (if for an EYC child). All details should be recorded on our medication conditions form and in our medical log. A Child Asthma Action Plan form should be requested from Parents completed by a doctor or Asthma Nurse. Parents are reminded that it is



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their responsibility to ensure that their children's medication requirements are up to date and that Monkton Primary School is kept up to date. Spacers should be cleaned as described by the manufacturer product information. Spacers should be kept with inhalers. Inhalers should be given when required up to 2 weeks before the expiry date. Parents should be reminded 3 weeks before expiry date to allow time to order a replacement.

If a child is given too much medication or medication is given to the wrong child:

1. Staff will phone for medical advice immediately
2. Staff will contact the parent/carer
3. Staff will complete an incident sheet

If a child spits out or refuses to take medication:

1. Staff will encourage child to take medication explaining reasons for medication
2. Staff will seek medical advice immediately
3. Staff will contact/parent/carer
4. Staff will not force child to take medication
5. Staff will complete incident sheet

Medical Emergencies

1. The duty staff member will be the first aider and will have access to first aid kits, which are kept in the centre.
2. There is an incident and accident book in the nursery and all staff will be advised on how to complete this properly using South Ayrshire Council's Accident Reporting Procedures. The relevant bodies will be notified of any significant incident.
3. All registration forms will contain parental permission for seeking medical assistance in the event of an emergency.



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4. Emergency contact numbers will be obtained through registration forms.
5. Staff will in the first instance if appropriate contact emergency services.
6. Parents will be informed, without delay, about any aspect of their child's physical or emotional health, which causes staff concern.
7. It is the responsibility of parents to disclose all relevant health information to childcare staff.

Fever Management

1. If a child has a fever of more than 37.5 degrees C please keep the child well hydrated by giving them cool water to drink.
2. Paracetamol or other drugs should not be used with the sole aim of reducing body temperature in children with fever who are otherwise well
3. If a child is not thirsty encourage small sips and often
4. Keep them cool by undressing them to their underwear and use a light sheet to cover them
5. Keep them cool and in a cool room 18 degrees C, open a window if required
6. Contact parents throughout
7. If a child shows other signs of being unwell e.g. temperature rises above 38 degrees C, floppy or drowsy **Urgent** medical advice should be sought.

For further information please refer to Care Inspectorate Management of medication in daycare of children and childminding services (Publication code HCR-0514-087). Updated December 2024.