



**Dorothy Gardner Centre  
Mary Paterson Nursery School  
Queens Park Children's Centre**

**Medicines in schools Policy**

All children who are very ill are expected to be kept at home and away from cross contamination. They should be looked after in an environment which is better suited to their full recovery.

Any child who is prescribed antibiotics should be given these at home by their parents until the full course has been taken away. At the discretion of the setting, if the child appears recovered and well after spending at least 3 days at home, working parents may bring their child back and staff administer a lunch time dose of antibiotics prescribed by a doctor.

Under Health and Safety regulations, nursery staff are not allowed to give children any of the following: Calpol, Junior Disprin, antiseptic liquid or creams. All parents need to give permission to put a plaster on a cut or wound. Injuries needing cleaning will be treated with a cotton swab and water or a non-alcoholic antiseptic wipe and a plaster applied if necessary and permission has been given by the parent.

Whilst in loco parentis to the children who attend the wither nursery, we must cater for the needs of those children who suffer from specific medical needs. This may require us to administer medication regularly or in an emergency. Disability Discrimination requires that children who attend the nursery are not treated less favourably than other children.

**Administration of medication**

No member of staff can be compelled to administer medication unless the task is specified as part of their job description.

The Executive Head Teacher and the staff at Dorothy Gardner Centre and Mary Paterson Nursery School have agreed to the following system for the administration of medicines in school:

- All medicines brought into school must have been prescribed for the child by his/her GP.
- All medicines must be kept in a locked medicine cabinet – at Mary Paterson in the bathroom and at Dorothy Gardner in the main room of the nursery.
- The medicines must be labelled with the child's name, condition and with the dosage to be given



- All medication must be in original containers and packaging
- A health plan from the GP or hospital must be prominently displayed with information about the protocol to be followed in the event of the child becoming ill
- All medicine must be given by one of the paediatric first aiders and counter signed by a colleague to say that the medicine given was the correct dose
  - All medicines must be regularly checked for date and general condition
  - Medicines that are out of date will be returned to parents and replacements will be requested
- An EpiPen can only be used by staff who have received training from a Professional First Aid instructor or qualified health professional
- The child's parents must give permission for their child to be given medicine by nursery staff
- A strict record of who and when medicine was given must be kept. There must always be a witness present when a member of staff gives medicine.

Information regarding guidance for Medicines in Schools can be found at:

'Managing medicines in schools and EY settings' [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)

Approved by FGB - September 2018

Date to be reviewed: September 2019