

Early Years Administration Of Medicines and Control of Infectious Diseases Policy and Procedures

Approved by:	Erika Vargova	Date: 01/09/2023
Last reviewed on:	September 2023	
Next review due by:	September 2024	

Paragraph 3.46 of the EYFS 2023 states that: Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up to date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

Information

Parents will be asked as part of the admissions procedure about their child's health and any medical conditions requiring medication. Any requirement for medication will be recorded at the admission meeting and the parent will be asked to complete a Combined Information and Consent form (Appendix A), which they will sign and which includes information on medical conditions.

For medical conditions which arise after entry into the school the parent must

inform their child's teacher and complete a new Combined Information and Consent form. Parents will be asked annually for revisions to the form.

Types of Medication

Only medicines prescribed by a doctor, dentist, nurse or pharmacist will be administered to any child.

Medicines containing aspirin must have been prescribed by a doctor.

No homeopathic or pain relief medicines will be administered unless prescribed by one of the named medical persons above.

Storage

All medication will be stored in accordance with the manufacturer's instructions.

Medicines will be kept out of the reach of children in a secure place.

Storage will be in the medical room unless it requires to be kept in the fridge in which case it will be kept in a sealed container clearly marked as a medical product and not intended for consumption, on the top shelf of the fridge in the kitchen. At St Georges medicines will be kept in a locked cupboard or the fridge if necessary.

All medicines will be clearly marked with the child's name, date of birth, the name of the medicine and the dosage: including amounts and timing.

Medicines will never be kept at a child's peg or in a child's pocket.

Record of administration

A written record: The Administration of Medicines Form (Appendix B) will be kept with the child's medicine, which records every occasion when the medicine is administered. The record will include the date, time and dosage. The person administering the medicine will sign the record for each dose given.

Parents must provide the school with the time when the last dose of medicine was administered outside of school.

Administration

Medicines will only be administered by a person with full paediatric first aid training.

Further training, from a qualified health professional, will be provided if specialised technical or medical knowledge is required.

Reporting

Parents/Carers will be informed on the same day or as soon as practical when a medicine has been administered.

Infectious diseases

Paragraph 3.45 of the EYFS 2023 states: "The provider must promote the good health, including the oral health, of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill."

The school aims to promote the good health of children through a clean environment, nutritious food, regular exercise and the development of good hygiene habits.

All staff who handle food undergo food safety and hygiene training.

There is a dedicated place for ill children to rest away from other children.

The Local Health Protection Team (HPT) will be contacted for further advice on infectious conditions when required.

Information to Parents

All parents are informed in writing at entry to the school of the need to keep children at home for 48 hours, if children are infectious with diarrhoea or vomiting.

All infectious conditions are included in the exclusion table

<https://khub.net/documents/135939561/735696704/HPECS+guidance+Exclusion+table.pdf/7829f6cb-6040-c703-b938-fb764683aaec>

(Appendix C) which is displayed outside every kindergarten.

If a child comes to school with an infectious condition reference will be made to the exclusion table and advice sought from LT about sending the child home. Further advice may be sought from the HPT.

Further advice will be obtained when necessary from:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Related Policy: First Aid Policy

