



MEDICAL CONDITIONS AND MEDICATION POLICY

This policy will be reviewed annually or in response to changes in legislation		
Last Review	September 2023	Kindergarten Head
Approved	September 2023	Kindergarten Head

This policy should be read in conjunction with the Thomas's Kindergarten First Aid Policy.

Introduction

Thomas's Kindergarten is an inclusive community that welcomes and supports children with medical conditions and endeavours to offer them the same opportunities as others in the kindergarten. This applies whether the condition is ongoing, or a short-term illness.

Aims

Our aim is to implement and maintain an effective management system for the administration of medicines to all children in our care in order to ensure that the Kindergarten provides support to individual children with medical needs.

Procedures

Children with medical conditions or sickness

- We do not provide care for children who are unwell, have a temperature, or sickness, or diarrhoea, or who have an infectious disease. If a child becomes ill while at the kindergarten their parent or carer is contacted and asked to pick the child up.
- Children with head lice are not excluded, but must be treated to remedy the condition as soon as possible.
- Parents are notified if there is a case of head lice in the setting
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Children or families are not excluded because of HIV. Where appropriate, staff will be informed.
- Good hygiene practice when clearing any spilled bodily fluids is carried out at all times

- Staff suffering from sickness do not handle food
- Any child or staff member with diarrhoea and/or vomiting symptoms must stay away until they have been free of symptoms for 48 hours.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable

Liaising with parents over medical conditions

- The Kindergarten promotes ongoing communication with parents in order to ensure that the specific medical needs of all children in our care are known and met.
- Parents are asked to inform the Head if their child has any infectious disease, such as chicken pox or conjunctivitis, following appropriate medical advice on their child's return to Kindergarten.
- Parents provide medical information when their child joins the Kindergarten and must update the Head if there is a change to an existing condition or a new condition is diagnosed.
- Staff will liaise with parents to ensure that all medication is in date and that expired medication is returned to the parents.
- Staff at the Kindergarten will not administer any medication to a child without obtaining prior written permission from their parents.
- Prescribed medication can only be administered by staff if the parent has filled out and signed a Medication form. This applies to both acute / permanent medication (such as inhalers/adrenaline auto-injectors) and also for a temporary / short course of medication (such as course of antibiotics). See Appendix A and B for forms.
- Where parents have provided written permission for medication to be administered, staff will ensure that parents are informed on each and every occasion that any medication was administered.

Staff Medication

Refer to the Staff Code of Conduct.

Training

Where it is identified that the administration of prescription medication to a child requires technical or medical knowledge, appropriate individual training will be undertaken by staff from a qualified health professional.

Prescription and non-prescription medication

Following Government guidelines and in line with EYFS requirements, Thomas's Kindergarten has a procedure for the administration of medicines.

Prescription Medication

- Prescription medicines can only be administered if prescribed by a doctor, dentist, nurse or pharmacist specifically for the child concerned. Any medicines containing aspirin must also have been prescribed by a medical practitioner.
- Prescribed medication can only be administered by staff if the parent has filled out and signed a Medication form (available for staff on MSP) and provided information about when, how and how much they are to be administered. This

applies to both acute / permanent medication (such as inhalers/adrenaline auto-injectors) and also for a temporary / short course of medication (such as course of antibiotics).

- All medicines are kept in the First Aid cupboard, to be administered by the Medications Administrator. Medicine should be given by a responsible adult, witnessed by another adult, both of whom sign the medication form and record date and time administered.
- The Key Teacher or Medications Administrator will inform the parents about this the same day.
- Where parents chose to administer the medication themselves, this must be agreed in advance with the Head and parents are supervised at all times. Where the medication is stored at the Kindergarten, the relevant form must be completed by the parents and the medication form updated each time it is administered.
- All pupils with medical conditions that may require acute treatment should have medication in a medical bag that should be taken with them whenever they go off site and returned directly afterwards.
- Pupils with more complex medical needs, such as diabetes or epilepsy, will have a highly detailed healthcare plan to meet their specific needs.

Non-prescribed medication

- Non-prescribed medication would only be given to children in certain circumstances (e.g. a mild analgesic such as Paracetamol to relieve pain) and when the parent has provided written permission for the particular medication.
- In such cases, staff must contact the parent prior to giving any medication to check the time and amount of any medicine previously administered, and inform the parents of the time and amount of any medicine administered in Kindergarten, to avoid the danger of giving too much. Parents give permission for this eventuality on the Essential Pupil Information Form (EPIF).
- No over the counter creams or lotions should be administered without consent e.g. Arnica cream, Witchhazel. All cuts and bruises should be cleaned with water.
- Individually wrapped sterile adhesive dressings are safe to use provided that they are not used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used, First Aiders should establish whether the person requiring treatment has such an allergy from the Allergy information provided by parents. If the person has such an allergy, an alternative dressing. In this case a non-allergic plaster or dressing should be used.

Storage of Medication

- Medicines are always stored in accordance with individual product instructions.
- A child's medication will be stored separately from other children's, in a plastic container with their name displayed.
- All medicines must be stored in the original container in which they were dispensed. Staff must not accept any medication not in its original container.
- Members of staff should not dispose of medicines. Expired medicines or those no longer required by a child should be returned to the parent/carer

Records

Written records of all medication administered to every child in the care of the Kindergarten are retained by staff and relevant records can be provided to parents on request.