



## Peregrines Nursery and Falcons School for Girls

### Administration of Medicine including EYFS

Primary person responsible for this policy: Margaret McLafferty

Job title: First Aid Officer

Last review date: June 2021

Next review date: June 2022

Relevant ISI coding (if applicable): 13d

**Circulation:** This policy is addressed to all members of staff and volunteers in our school. It applies wherever staff or volunteers are working with pupils.

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## **1. Purpose**

- To provide the timely and competent administration of medication and the effective implementation of the policy.
- To promote health and safety awareness in children, parents, carers and staff when medication is administered.

## **2. EYFS Staff**

In the EYFS we currently have 2 members of staff qualified in paediatric first aid.

There is a rolling programme of training for First Aid. Training of staff is updated every three years. At Peregrines and Falcons we aim to achieve paediatric First Aid training for as many staff as possible, in particular EYFS staff. There is a paediatric trained First Aider on the school site at all times and the welfare requirements of the EYFS framework mean that a qualified paediatric First Aider accompanies all EYFS children on off-site visits. Appendix 1 contains the list of staff qualified in paediatric first aid.

## **3. Administration of Medicines**

In certain circumstances when it is necessary for a child to take medication during the school day, staff will undertake to administer the medicine only if the following procedure is followed:

- Parents/carers must complete the Administration of Medicines Request Form (appendix 2). These forms are kept in the First Aid Rooms of No.7, No.22 and Staff Room of No.11 and must be completed on the day the medicine is brought to school.
- All prescription medicines must be in the original container and labelled by the pharmacy or physician.
- Non-prescription (over the counter) medication should be in the original container and with recommended safe dosage clearly indicated.
- Medicines containing aspirin should only be given if prescribed by a doctor.
- If a child has to be administered a medicine it must be recorded on 'A Consent to Administer Medication' form. This is filled in and signed by both the parents and first aider.
- If an individual healthcare plan is in place, it must be signed by the parents. A copy of this healthcare plan must be kept in school alongside the relevant medication, which must be prescribed by a recognised medical professional, be in date and have clearly stated dosage instructions and the original leaflet which states side effects. The healthcare plan, medication and any other paraphernalia relating to the healthcare plan must be stored in the child's classroom and in the First Aid cupboard of the Staff Room at No.11 in a

clearly labelled container with the child's name, condition, date of birth and photograph clearly visible on the exterior.

- Parents must regularly renew the school supply of medicines and are responsible for visiting the GP to collect repeat prescriptions. Staff should remind parents when medication is approaching its expiry date.
- The school will not be held responsible for any side-effects resulting from the correct administration of prescribed medication.
- If the administration of prescribed medication requires medical knowledge, individual training must be provided for the relevant member of staff by a health care professional.
- The medicine MUST have been prescribed by a recognised medical professional, be in date and have clearly stated dosage instructions and wherever possible the original leaflet which states side effects.
- If long-term medication is to be administered, a Record of Medication Administered Form needs to be filled in. Appendix 3.

### **3.1 Emergency Medication**

The exception to this is the administration of emergency medicine in the event of a child suffering an acute allergic reaction or in chronic conditions such as asthma and diabetes. The school ensures that medicine is administered immediately.

A record is kept of children who suffer from allergic reactions to certain foodstuffs or other substances and is distributed to all staff including kitchen staff. This record and photographs of children with the above conditions are updated regularly and displayed in the dining hall.

Children who suffer with severe allergic reactions and who have been prescribed an EpiPen have always had two EpiPens at school. One in the classroom and one in the staff room at number 11. **There is currently a countrywide shortage of EpiPens. Each child has a named EpiPen in their classroom.**

The child's teacher must ensure that they have their EpiPens when they go off site, e.g. sport/outings. All staff are responsible for reading the instructions of how to administer an EpiPen. These instructions can be found in the Staff Room and staff are given regular practice sessions with a practice EpiPen.

All children with asthma must bring a ventilator to school. In the event of an asthma attack, the teacher will aid the child with the use of their pump, if necessary.

In EYFS, the teacher and learning assistant are responsible for the child's emergency medication and for ensuring that a responsible person carries it when the child has to go off-site.

All children with medical conditions have easy access to their medication. Children who do not carry and administer their own emergency medication know where their

medication is stored and how to access it. They understand the arrangements for a member of staff to assist them with taking their medication safely.

If a child has to be administered an emergency medicine, the office will inform parents immediately that emergency medication has been used.

Name	Job Title	Paediatric First Aid (expires on)	Emergency paediatric first aid (expires on)	EYFS staff
Sandy Girardin	Year 1 Teacher		06/01/23	
Chrys Heath	School Secretary		06/01/23	
Olivera Orlandic	Learning Support		06/01/23	
Amber Walters	PE and Games Lead		06/01/23	
Alicia Carrillo	Learning Support		06/01/23	
Margaret Mclafferty	Learning Support/FAO	14/12/20		x
Maria Herry	Learning Support	06/06/22		x
Maria Diez	Learning Support	08/10/22		
Patrick Addis	Year 2 Teacher	25/07/20		
Maria Peters	Teacher	08/10/22		x
Phillipa Paris	Visiting Ballet tutor	06/07/20		
Nancy Wright	Learning Support	08/10/22		
		<b>Non-Paediatric Specific First Aid</b>		
		(expires on)		
Carla Di Nucci	Reception Teacher - Outdoor Learning	First Aid 06/12/20		x
Madeleine Lang -	Year 5 teacher/Music Lead.	Emergency First Aid at work 10 Feb 23		

## Appendix 2 – Permission to Give Medication and Medical Procedures Form



### Peregrines Nursery And Falcons School for Girls

#### PERMISSION TO GIVE MEDICATION AND MEDICAL PROCEDURES FORM

##### **ONLY TO BE COMPLETED BY PARENT/CARER WHEN MEDICATION IS TO BE GIVEN IN SCHOOL**

Medicine cannot be given without prior written permission from a pupil's parent or guardian.

All prescription medication must be handed over to the first aider or class teacher upon arrival at school by a responsible adult and this permission slip filled out. **If your child is traveling on the school bus please hand the medication to the person in charge with, a permission slip, name of medication, dosage and time/s clearly stated.** The medication should not be given to your child to hand over or left in their school bag. Medication should be collected at the end of the day and signed out from the first aid room by an adult. The Medicine Given Record Sheet must also be checked to avoid double dosing.

**Bus pupils medication will be handed to you at drop off.**

**PLEASE NOTE:** Any non-prescription (over the counter) medication will not be given.

- All prescription medication must be in the original container, labeled by the pharmacy or physician, and administered by or in the presence of the responsible adult as per the written instruction by the custodial parent or guardian and by the physician; pupils may not self-administer their own medication. The medicine should be clearly labeled with the pupil's name and year group written on the bottle/container/packet.

All medication should be handed over to The First Aider or class teacher. Medication permission forms can be emailed to you contact: [Margaret.McLafferty@falconsgirls.co.uk](mailto:Margaret.McLafferty@falconsgirls.co.uk) or ask a First Aider for a copy.

**The following procedure will be in effect by the Head Teacher and First Aid officer in case of allergic reaction to medication, illness or accident:**

- An ambulance will be called.
- Contact parent/guardian – emergency contact if parent cannot be reached.
- After a reasonable amount of time has lapsed and if neither parent nor emergency contact can be reached, the Headmistress will seek medical advice from the pupil's doctor or hospital.
- The Headmistress will continue trying to reach parent/guardian/emergency contacts until contact has been made.

##### **TO BE COMPLETED BY PARENT WHEN MEDICATION IS TO BE GIVEN BY THE SCHOOL**

I hereby give my permission for The Peregrines/ Falcons Schools First Aiders to administer prescription medication, to my child: \_\_\_\_\_ class \_\_\_\_\_ according to the directions on the label.

Medicine Name \_\_\_\_\_ Dose \_\_\_\_\_ Time \_\_\_\_\_

I further agree not to hold **Peregrines Nursery And Falcons School for Girls** and any individuals giving the medication/treatment responsible in any and all claims arising from the administration of this medication or treatment. Whilst we endeavor to ensure medication is given the school cannot offer an absolute guarantee.

I agree to notify the school in writing when any change in medication/treatment is necessary.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

First Aider Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Appendix 4 – Medication/Treatment Administered Slip

Medication/Treatment Administered Slip	
Name & Year	<input type="text"/>
Time, Medication & Dose	<input type="text"/>
By <input type="text"/>	Date <input type="text"/>
Reason for administering medication, treatment: <input type="text"/>	