

# Supporting Pupils with Medical Conditions Policy 2019

## Shiplake Village Nursery



<b>Approved by:</b>	The Governors of Shiplake CofE School and Shiplake Village Nursery	<b>Date:</b> 11 February 2019
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<b>Last reviewed on:</b>	11 February 2019
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<b>Next review due by:</b>	11 February 2020
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## **Administering Medicine**

We do not give children non-prescribed medication, such as cough mixture, Calpol, teething gel etc.

If a child needs to take medication prescribed by a doctor, parents are to discuss this with a member of staff. Parents will be asked to sign an additional permission form before we can administer this medication to their child.

In some cases a child on antibiotics may be asked not to attend for 2-3 days in case they react to the medication and to prevent the spread of an infection to others, We will follow the guidance set out by the HPA - Health Protection Agency where they detail the most common infectious diseases and the recommended periods for which children should be kept away from school or nursery.

All medicine given to us to administer must be in its original bottle/container and not decanted. It must have the manufacturers guidelines on it and if a prescription medication the details from the Doctor / Pharmacy / Dentist or Health Professional.

We will record the course of medication along with the date and time each dose was administered to your child and request a parental signature at the end of the day.

## **Supporting Children with long term medical needs**

If a child has long term medication that needs to be administered at Nursery parents are asked to fill in a form with details the medical treatment a child is receiving and details of their condition. Even if medication is not required in Nursery we ask parents to provide us with information about any long term medical conditions and ongoing treatments. It is vital that parents keep us informed of any medication they may have given their child before they arrive into our care. We need to know what medicine they have had, the

dose and time given. These forms will be kept in the child's file in a locked filing cabinet and reviewed regularly with staff and parents.

We will ensure that all medication given to us will be stored correctly and we will check that it is still within its expiry date,

We will ensure that our staff receive the appropriate training to administer prescribed medication including epipens.