



Medication Policy

When dealing with medication of any kind at DUCKS, strict guidelines must be followed.

DUCKS staff take on the additional responsibility of administering medicine on a good will basis and will do their best to ensure medicine is given when a parent/carer has requested. However, there may be instances where events beyond the staffs control mean this is not possible. If a parent/carer wants a guarantee that the medicine will be administered at an exact time then the parent/carer must come in and administer the medicine themselves.

Prescribed medication

- prescribed medicine can only be given to the person named on the prescription label for the dosage stated
- the parent/carer of any child requiring prescribed medication must allow either a senior member of staff in the Kindergarten or a member of staff in the Infants' School Office to have seen the prescription label. The staff member must note the details of the administration on the Medication Request Slip
- the parent/carer must sign and date the slip to confirm the agreed dosage and acknowledge the statement at the top of the form
- staff will confirm the dose and time given on this form with a second supporting signature and this form will be given to the parent at the end of the course of medication
- at the time of administering the medicine a member of staff will offer it in a manner acceptable to the child
- if the child refuses to take the appropriate medication then a note must be made on the form. A child will not be forced to take any medication
- where medication is "essential" or may have side effects, discussion with the parent must take place to establish the appropriate response to the child refusing the medicine

Non-prescribed medication

- if a child needs liquid paracetamol or ibuprofen during their time at DUCKS, such medication will be treated as prescribed medication i.e. only given with express permission and using the

record of medicines given to children i.e. the Medication Request Slip. This permission is also given on the Entry Profile and Arbor and will be used if parents are uncontactable

- for any non-prescribed cream for skin conditions e.g. Metanium, Vaseline, written permission must also be obtained from the parent/carer. This is asked for on the Entry Profile
- children who may be experiencing teething pain may be given teething gel or granules, if this is to be the case then a Medication Request Slip must be completed as for prescribed medication;
- if any child is brought to DUCKS in a condition in which he/she may require medication, sometime during the day, we will decide if the child is fit to be left at DUCKS. If the child is staying, the parent/carer must be asked if any kind of medication has already been given, at what time and in what dosage. If paracetamol or ibuprofen has been given for a temperature, we deem the child to be unfit for school in some circumstances, see below;

As with any kind of medication detailed in our Entry Profile, staff must ensure that the parent/carer is informed of any non-prescribed medicines given to the child whilst at DUCKS, together with times and dosage given.

Homely remedy medications used at DUCKS

Homely remedy medications belong to category General Sales List (GSL) and may be administered without a prescription. Only the listed medicines below shall be administered in this way. The homely remedies list shall be reviewed and updated as necessary in consultation with the School Medical Officer. The following are in current use at DUCKS.

Paracetamol sachets

Ibuprofen sachets

Cetirizine

Anthisan cream

Vaseline

Sun cream

Paracetamol or ibuprofen

- current medical advice is not to give paracetamol or ibuprofen for a temperature up to 38.3°C, however we will closely monitor children if they develop a temperature whilst at DUCKS. We will be more concerned about a child who has a temperature and is grizzly, unhappy and sleepy rather than one who is generally well in themselves. Above all else we use our knowledge of individual children to guide us;
- children should not attend either the Kindergarten or Infants' School if they have been given paracetamol or ibuprofen for a temperature and a poor night's sleep and if they continue to present with symptoms such as sleepiness and general discomfort;
- if a child develops a temperature during the day and requires paracetamol or ibuprofen then their parents will be informed and paracetamol or ibuprofen will be given on the understanding that they will be collected and taken home as soon as possible;

Dosage of non-prescribed paracetamol or ibuprofen

DUCKS staff will only give children the stated dose of paracetamol or ibuprofen as shown below. If parents wish DUCKS staff to administer a higher dose, then a GP letter or prescription label dated within six months must be supplied to DUCKS.

CHILD'S AGE	DOSE – Up to 4 times a day
3-6 months	One 2.5ml spoonful
6-24 months	One 5ml spoonful
2-4 years	One 5ml spoonful AND one 2.5ml spoonful

Do not give this medication to your child for more than three days without speaking to your GP.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they do not have to be administered by any member of staff. However, where staff are trained and feel confident they will do so on a case by case basis.

Administering medications the five Rs

Always administer any medication at DUCKS with another colleague within hearing AND SIGHT to confirm you have followed the five Rs.

- Right person (Identity check)
- Right medication (Label, allergies and current medications)
- Right time (Timing of last dose)
- Right dose (eg paracetamol preparations)
- Right route (eg oral, topical, eye, ear)

First Aid Boxes

First aid boxes should only contain items permitted by the Health & Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages, and eye pads. No other medical items such as paracetamol, should be kept in the first aid box.

Storage

All medication for children must have the child's name clearly written on the container which depending upon the type of medication will be stored in an orange medicine bag in a clear container on a high shelf in the classroom, or in the nappy change area of the Kindergarten.

Any antibiotics requiring refrigeration will be kept in the Infants' School staff room fridge or the Kindergarten fridge on the ground floor in a plastic box.

Procedure for recording absence from school

Parents are requested to advise DUCKS of any absence via the email DUCKSAbsence@dulwich.org.uk or email to the class teacher. The contents of this will be copied and pasted into the narrative box on the Arbor register by the admin team.

Where a phone call has been made to enquire about an absence, the details of this will also be recorded in the narrative box on the Arbor register also by the admin team.

Exclusion period for infectious diseases taken from HPU poster displayed at DUCKS.

	Exclusion period
Chickenpox	Until vesicles have crusted over but a minimum of 5 days from the onset of the rash and able to cope with a full day at DUCKS
Conjunctivitis	No exclusion unless eyes are sore and weepy, however antibiotic eye drops must be provided
Diarrhoea and or vomiting	48 hours from last episode of diarrhoea and/or vomiting, having eaten properly and having had a normal stool.
Fever	When well enough to cope with a busy day at DUCKS
Hand, foot and mouth	None
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
Measles	4 days from onset of rash
Mumps	5 days from onset of swollen glands
Ringworm	Treatment required but exclusion not usually required
Rubella	4 days from onset of rash
Whooping cough	48 hours from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment
Verruca	Covered in swimming pools, gymnasiums and changing rooms. Please inform your class teacher

Other relevant documents

Medication Request Slip

Fit for school letter

Last reviewed: August 2018

Next review: August 2019