



## Medication Policy

***(this policy is in addition to the whole school First Aid policy and the Allergens and Intolerance Foods in School policy)***

### Policy statement

We promote the good health of children in Greenfield Little School. We have procedures outlined below which are discussed with parents and carers. Staff will only administer medicine prescribed by a child's GP or other medical professional (see exclusion).

### Exclusion

If a child has a high/rising temperature, and parents are unavoidably delayed, provided that we have consent from parents, we may decide to administer a dose of liquid paracetamol in order to reduce the fever and risk of convulsion. If we are unable to contact the parents, in extreme cases, we may administer a dose of liquid paracetamol if their temperature reaches 39 degrees or over.

### Procedures

- All staff must complete **Administration of Medication** in Schools training when they join Little School.
- Parents must complete consent forms to permit staff to administer medication. The exact dosage to be given for medicine prescribed by the child's GP must be clearly marked on the container with the date and the child's name. These are the only instructions that the staff will follow.
- If a child has been given any type of medication at home prior to attending Little School (e.g. Tixily or Calpol) the staff must be informed.
- In the case of prescribed medication, a period of 24 hours must pass between the first dose being given and the child's return to Little School. This is to ensure that there is no adverse reaction to the prescribed medicine and because the staff cannot cater for children who are unwell.
- Children should not attend school for 48 hours after the last incidence of vomiting or diarrhoea.
- We do not have a specified recuperation period for children who have experienced a high temperature. However, children must be well and must not be reliant on medication to keep their temperature down when returning to school or nursery.
- The school follows NHS guidelines for exclusion periods relating to all other infections or contagious illnesses.
- If a child become unwell at school, their parents will be contacted and asked to collect them.
- Children who are unwell should remain at home.

- Parents must inform staff if they are bringing medication into Little School so that it can be stored safely out of reach of children in the lockable medicine cabinet or in the lockable refrigerator.
- Medication must not be left in the child's bag.
- Medication forms should be completed on the school app. A log will be kept with the medication which must be dated and signed by the member of staff giving the medicine and include the dosage and method of administration. The administering of any medication must be witnessed by the Nursery Manager, Deputy Nursery Manager, or a senior member of staff.
- Any medication administered should be logged in the "general comments" section of the child's care diary on Tapestry, including name of medication, dosage, date and time.
- The medication records are checked by the Nursery Manager, or in their absence the Deputy Nursery Manager, monthly.
- Specialist training, such as the use of EpiPens/Jext Pens, is provided during First Aid training.
- All parents are issued with Public Health England guidelines on infectious diseases along with the relevant exclusion times.

**If a child becomes unwell during the day** *(not including after a serious accident or a suspected life-threatening illness)*

- The parent/carer will be informed immediately and asked to collect their child. Parents will be asked to collect their child if they have a temperature of 38°C or over.
- Staff inform the Senior Leadership Team who will provide support in rooms if necessary.
- Wherever possible, the child is kept away from the other children under the constant care of an adult (within the room).
- If the child deteriorates rapidly the Nursery Manager and Head of Pre-Prep will be informed and an ambulance will be called.
- In cases of sickness and diarrhoea, infection control measure will be followed in line with the whole school First Aid policy.
- Children are not permitted to return to Little School for 48 hours after the last incidence of sickness or diarrhoea.
- All staff and children show extra vigilance with handwashing, cleaning and sterilising toys, equipment and furniture.

Reviewed: January 2026

Next review date: January 2027

Reviewed by: Nursery Manager