

**Adderley Nursery School**

**Medication, Illness and First Aid Policy**

**Approved: June 2025**  
**Next Review: June 2027**  
**Chair of Governors**: Sean Delaney  
**Head Teacher**: Nicky Hinchliff  
**Named First Aiders**: Alex Cook, Hayley Broadhurst  
**Responsible for First Aid Resources**: Nicky Hinchliff  
**SENCO**: Yvonne Spoors

*Children have the right to be healthy and have access to healthcare services.*  
*(United Nations Convention on the Rights of the Child, Article 24)*

**The Law**

Schools’ ‘appropriate authorities’ (Governing Boards of Maintained Schools, Proprietors of Academies and Management Committees in Pupil Referral Units) have a duty under section 100 of the Children and Families Act 2014 to make arrangements to support pupils at school who have medical conditions.

Appropriate authorities must also have regard to the Statutory Guidance, which should be read alongside this document. In addition, the Equality Act 2010 prohibits discrimination on the grounds of a protected characteristic such as disability, which may include some children with medical needs.

The Public Sector Equality Duty (PSED) requires public bodies to:

* Eliminate unlawful discrimination, harassment and victimisation
* Advance equality of opportunity
* Foster good relations between people who share a protected characteristic and those who do not

Schools must make reasonable adjustments for children with disabilities, which may include changes to practices, procedures, and policies. Some pupils may also have an Education, Health and Care Plan (EHCP), and schools must comply with the SEND Code of Practice.

Under the Health and Safety at Work Act 1974, schools must have a Health and Safety policy that includes support for children with medical needs and outlines procedures for risk assessments.

**1. Safeguarding**

Schools must ensure that policies, plans, procedures, and systems are effectively implemented in line with safeguarding duties. School nurses, voluntary bodies, and professional associations are available for advice and training.

**IF IN DOUBT OR IN AN EMERGENCY, ALWAYS SEEK MEDICAL ADVICE**

* It is the exception rather than the rule for prescribed medicines to be brought into school.
* Requests to administer prescribed medicines will only be considered if refusal would prevent a child from attending school long-term.
* Parents are encouraged to discuss with their doctor whether medication can be administered outside school hours.
* Staff are not required to administer medicine unless specified in their contract. If they agree, they must follow the policy guidelines.

**2. Short-term Illness (requiring antibiotics)**

* Parents are encouraged to request antibiotic dosages that can be administered outside school hours.
* Medication will not be administered for short-term illnesses.
* Children on antibiotics should ideally stay home until the course is completed.
* Children who vomit should not return until 48 hours after the last episode.
* Children should ideally stay home for the first 3 days of medication due to potential reactions.
* Products like Calpol will not be administered as they can mask symptoms.
* Parents must inform the school if a child is taking any medicine.

**3. Long-Term Medical Needs**

It is important to have sufficient information about the medical condition of any child with long-term medical needs. Inadequate support can significantly impact a child’s experience and functioning in school.

A written **Health Care Plan** should be developed in collaboration with parents/carers and healthcare professionals. This plan may include:

* Details of the child’s condition
* Special requirements (e.g. dietary needs, activity restrictions)
* Side effects of medication
* Emergency procedures
* Contacts for emergencies
* Actions to avoid
* Staff responsibilities

**4. Emergency Medication**

Adderley Nursery School will have procedures in place for administering emergency medication, as outlined in individual care plans.

Staff have a duty of care to act like any reasonably prudent parent, which includes:

* Calling emergency services
* Administering emergency medication if trained and consent is given

**Emergency medication must be:**

* Easily accessible
* Known to both staff and the child
* Clearly labelled

Common emergency medications include:

* **Buccolam (midazolam)** – for epilepsy
* **Adrenaline auto-injectors (e.g. Epipen, Jext, Emerade)** – for anaphylaxis
* **Glucose/dextrose tablets or Hypostop** – for diabetes
* **Inhalers** – for asthma

Training for staff is available through the School Health Advisory Service or specialist nurses. Staff must always check:

* Child’s name
* Prescribed dose
* Instructions on the label

**5. Record Keeping**

Adderley Nursery School ensures that a **Record of Medicine Administered to an Individual Child** form is completed and signed, detailing:

* Date
* Time
* Dose of medication administered

Parents are informed the same day if medication is administered or missed. A copy of the parent’s **Consent Form to Administer Medication** is kept with the medication.

Care Plans are reviewed:

* At least annually
* Whenever there are changes to the child’s condition or treatment
* When a child moves schools

Medical records are considered **sensitive personal data** under GDPR. These records:

* Must not be displayed publicly
* Should be accessible in emergencies
* Are retained until the child is 25 years old

Each time medicine is given, staff must record:

* Child’s name
* Name of medicine
* Dose
* Method of administration
* Time/frequency
* Side effects (if any)
* Expiry date
* Names of staff administering mediciation

**6. Linked Information**

The following information is linked to the administration of medication and first aid:

* Emergency contact details
* Doctor’s contact details
* Immunisation records
* Infectious disease control guidance
* Hand washing procedures
* Cleaning procedures for bodily fluids
* Vulnerable children protocols
* Exclusion periods for communicable diseases

**Best Practices:**

* Always check the medicine record before administering
* Record administration immediately
* Administer medicine in the presence of another staff member when possible
* Parents should sign the medicine record to confirm communication
* Parents are responsible for ensuring medicine is in date and replenished as needed

**7. Storage**

Adderley Nursery School stores both emergency and non-emergency medication safely and securely:

* In a cool, secure place inaccessible to children
* Emergency medication is stored in a known, easily accessible location
* If locked, keys must be quickly accessible

**Refrigerated Medication:**

* Stored in a clearly labelled, closed container
* Kept away from food where possible
* Fridge temperature is monitored daily and recorded

**Self-Medication:**

* Children must be able to access their medication quickly if self-administering
* All storage areas are secure and supervised

**Staff Medication:**

* Must be stored safely and out of reach of children

**8. Return and Disposal of Medication**

Some medical conditions require the use of sharps (e.g. for diabetes). These must be handled and disposed of safely:

* Sharps bins must be used and brought to the point of use
* Bins should be emptied when two-thirds full
* Children must not carry sharps bins to and from school

**Parents/Carers are responsible for:**

* Disposing of expired or unused medication
* Collecting medication when:
  + Treatment is complete
  + Medication is expired (typically after 3 months)
  + Labels are illegible or instructions change
  + A child leaves the setting or at term end

If medication is not collected, it will be taken to a local pharmacy for safe disposal.

**9. Refusing Medicines**

If a child refuses to take their medicine:

* Staff must not force the child
* The refusal must be recorded
* Parents/carers must be informed immediately

**10. Educational Visits / Activities Beyond the Setting**

Adderley Nursery School is committed to ensuring that children with medical needs can participate safely and fully in school trips and off-site activities.

**Key practices include:**

* Conducting a risk assessment for each trip
* Consulting with parents, pupils, and healthcare professionals as needed
* Including relevant information in the child’s Care Plan or creating a trip-specific plan
* Ensuring a trained staff member or parent accompanies the child
* Including off-site administration of medicine in the Consent Form

Parents must also inform any **wrap-around care providers** separately about their child’s medical needs.

**11. First Aid**

Adderley Nursery School ensures that:

* First Aid boxes are available in all rooms accessed by children and adults
* Boxes are clearly marked with a white cross on a green background
* Supplies are appropriate to the risks identified in the setting

**First Aid boxes must:**

* Be checked weekly
* Contain only approved items (no creams, lotions, or drugs)
* Include items like plasters, sterile dressings, bandages, gloves, and eye wash

**Each box must display:**

* The name of the person responsible for upkeep
* The location of the nearest alternative First Aid box

**Additional Notes:**

* Plasters may be used unless a parent has stated otherwise
* First aid resources are introduced to staff during induction
* Most staff hold a current paediatric first aid qualification

**12. Emergencies**

Adderley Nursery School has procedures in place for general emergencies:

* Staff know how to call emergency services
* Responsibilities for emergency procedures are clearly assigned

**Care Plans** include:

* Specific emergency procedures for individual children
* When and what medication should be administered

**If in doubt, staff are advised to always call an ambulance.**

**Important Guidelines:**

* Staff must not drive a child to hospital
* If a parent cannot accompany the child, a staff member will go with them and stay until the parent arrives
* Health professionals, not staff, will make medical decisions in the parent’s absence
* Staff will carry basic medical information (e.g. Care Plan, child’s name, DOB, parent contact)

Here’s the final section of the **Medication, Illness and First Aid Policy** for **Adderley Nursery School**, covering **Head Injuries** and a summary of the **Appendices**:

**13. When a Child Sustains a Head Injury**

If a child sustains a head injury:

1. A qualified first aider must assess the child.
2. Parents/carers should be informed as appropriate.
3. The incident must be recorded in the accident book.
4. Head injury guidance slip completed
5. The parent/carer collecting the child must sign and retain accident slip and head injury guidance
6. The child’s key person and provision leader will be informed.
7. Information about the injury must be communicated clearly during transitions between staff teams.
8. Serious head injuries (e.g. unconsciousness, symptoms from the head injury checklist, or hospital treatment) must be:
   * Recorded on an accident sheet
   * Reported to Birmingham City Council (if applicable)
   * Stored securely in the leadership office