

# Thomas Coram Centre and Nursery School

## Medicines Policy



**Thomas Coram Centre  
and Nursery School  
49 Mecklenburgh Square  
London WC1N 2NY**



<b>Reviewed and Approved: Summer 2025</b>	<b>Next review: Summer 2026</b>
Reviewed annually	

## **Guidelines for Managing Medication and Medical Dietary Needs**

This policy is informed by both the *Statutory Guidance for The Foundation Stage (2024)* and the *Statutory Guidance for Supporting Pupils in School with Medical Conditions (2015)*.

### **Aims**

- To ensure children with medical conditions and allergies are fully included in the activities of the school.
- To keep children safe and well and ensure they have access to safe medication when they need it.
- To ensure children can access as much nursery education as possible and miss as little as possible through ill health or health conditions.
- To help staff and families feel confident that children are safe, and procedures are clear and understood by all.
- To ensure children are not mistakenly given foods that they are known to be allergic to.

### **General approach to managing medicines**

- Parents may request that staff administer prescribed medication to their child for a short- or long-term conditions. At least one parent (or person with parental responsibility) must complete and sign the permission form before any medicine can be administered by staff (see Appendix 2).
- We only give medicines which are prescribed for the child receiving them. This includes all creams with the exception of nappy cream and sun cream. Parents are asked to complete a separate permission form for non-prescribed nappy or sun cream (see Appendix 3).
- All medication administered by the school must be prescribed by a doctor with the original label attached indicating the child for whom the medicine is intended and the date of prescription. Medicine can only be given before the expiry date on the medicine, medicine that has expired must be disposed of.
- When a prescribed medication is given, a staff member and a witness staff member sign the record and ask the parent to also sign when they collect the child (see Appendix 1).
- Medicine must be stored safely according to the directions on the label. Medicine that requires refrigeration may be stored in the fridge with child safety lock in Kinder or Toddlers. Medicine that does not need to be refrigerated is kept in a red bag labelled with the child's name and kept safely out of children's reach in each classroom. Non-prescribed creams will be clearly labelled with the child's name. Staff will record when a cream has been administered on the class record sheet.
- When a course of medicine is completed or discontinued, this should be recorded on the permission form and then this should be securely stored in the child's confidential file kept in the school office.

## Procedures

There are two documents which indicate to staff that children have a medical need or have dietary needs (failure to meet dietary needs may result in a medical need):

### 1. The register of children with Individual Healthcare Plans (IHPs)

The full register is kept centrally and in each team's base room. All teams also have copies of IHPs relevant to the children in their class. The original copy of the Individual Health Care Plan is kept in the child's confidential folder and stored securely in the school office.

### 2. The dietary needs list

This is displayed throughout the school and in all areas where children eat as well as in the kitchen. To ensure staff can identify children correctly the list includes recent photographs and first names of children with potentially dangerous allergies.

## How we manage children's medical and dietary needs including writing Individual Healthcare Plans

How we obtain information that a child has a long-term health need or a dietary requirement:

- At every home visitor centre visit for new children staff ask parents if children have any health conditions requiring medication or have a dietary need. This information is passed to the **Deputy Head teachers** who initiate the process to write an Individual healthcare plan (see Appendix 1) with the family. Staff always seek evidence that a child's medical condition is monitored by a medical professional. If a child has a high level of need, the school may request that the Individual Health Care Plan is signed by a medical practitioner before the child is left without a parent at nursery.
- At any other time if Mums, Dads or Carers need to tell their key person that their child has a health need the Key person must let the **Deputy Head teachers** and their team leader know. The **Deputy Head teachers** will then initiate the process of writing a plan with the family and passing it onto to a medical practitioner to verify.
- When a child's parent tells us that they have a dietary need due to allergies or an intolerance we seek to corroborate this with the child's doctor or other medical practitioner whenever possible and appropriate.

## Procedure to manage short term medicines

Parents should be directed to the school office with short term medicines for their children (eg. antibiotics). The office team will:

- Check the medicine is prescribed for that child and is in date (If a medicine is presented without the prescription label attached, it cannot be administered at school).
- Ask the parent to complete a parental permission for medicines form and sign it.

- Copy the permission form and add a copy to the child's personal (paper) file in the office.
- Put the medicine in a red medicine bag with the permission form and a form to record when the medicine is administered, label the bag with the child's full name and give it to the child's Key person.
- The Key person will check the information and that they understand what they need to do to administer the medicine. They will then store the red bag appropriately, ie. in the fridge or on a high peg in the room and let their team know about it.
- When the course of medicine is complete, the Key Person will return it to the parent and return the form and recording sheet to the school office to be filed in the child's personal file. The Key Person should sign and date the form to show when the course was complete.
- The red bag and label should be returned to the office to be re-used (if possible).

**NB. We never administer medication which is not prescribed for the child with the original label present.**

- **The Deputy Headteacher** will add the child's name, brief details of their condition and of the medication to the IHP register which is kept in each room in the Health folder. This includes the date the medication will expire.
- The IHP is added to the health folder in each age phase.
- The Key Person and team leader must make sure they are immediately familiar with the child's IHP and share this at the next team meeting or as soon as possible with their team.
- Team leaders must ensure that they and their team are familiar with the health needs of all the children in their base room and regularly review the IHP register and Dietary needs register. Kinder team leaders also need to familiarise their team with kinder children's health and dietary needs across the centre including regularly reviewing IHP and dietary needs registers.
- If staff see that a child's medication has less than a month until it expires, please inform the school office immediately and remind Mums, Dads and Carers that they will need to obtain new medication.

### **How we keep information regarding a child's medical needs and / or dietary needs up to date**

A brief review of the IHP forms part of all review meetings for children, which take place approximately termly. If any changes need to be made the child's key person must inform **The Deputy Head teacher** so that the plan can be updated.

## When a child transfers between key groups, has a new Key Person or transfers between Toddlers and Kinder classes

- When staff meet to share information between teams / Key Person's health needs and dietary requirements should be the first item discussed for each child.
- In transfer meetings between a new Key Person and Mums, Dads and Carers, health needs should be the first item discussed.
- When a child transfers between classes, team leaders must ensure that medication is also be transferred and the new team leader and Key Persons are aware of the transfer on or before the child's first day in their new age phase. When transferring medication, please always check that the medication matches that listed on the IHP and that it is in date.

## To ensure medication is renewed in good time

- Teams should regularly review the IHP register and dietary needs register including medication expiry dates (listed on the register). Always remind families verbally if medication will need replacing in the next month and let **the Deputy Headteachers** know.
- The DHTs will give families written reminders when medication has less than a month before expiry which includes the information **that children with life-threatening conditions who are without in-date medication may not be admitted to nursery until their medication is renewed.**
- If a child's medication is no longer in date, they may not be able to attend nursery until it is replaced.

## To ensure children are not given foods known to cause them to have an allergic reaction (or foods that their family have opted to avoid for religious or other reasons)

- Key Persons must inform **the Deputy Headteachers** and their team leader as soon as a Mum, Dad or Carer lets them know that their child has a dietary need (or preference).
- The dietary needs register must be displayed in all classrooms and rooms / areas where children eat such as Orange room or the outdoor snack area. Staff must check the list before giving children food. The list is always shared with the kitchen.
- Staff must regularly review the dietary needs list at room meetings.
- All children have mats for mealtimes indicating their dietary needs / preferences which must be used at mealtimes.

## Staff members who require medication for life-threatening conditions

- In general, we expect all staff members to manage any medication they may need.
- **Staff must inform the senior leadership team immediately if they need to take medication which may affect their ability to work safely with children.**
- Staff must manage how they store any medication they use during the working day so that there is no risk of children accessing it, for example by securing storing it in a locker and never having it in classrooms.

- If a staff member has a life-threatening condition such as risk of anaphylaxis and has particular medication to counter this, such as an adrenaline auto injector, this should be stored centrally along with key information about that staff member's health needs.
- Medication that is centrally stored in the school office for staff must be clearly labelled with a brief health plan detailing when and how the medication should be used.

### **Staff training**

- The correct administration of some medication and some health procedures requires specialist knowledge. Examples are the use of an Adrenaline Auto Injector or feeding a child using a gastrostomy 'button'. When children with a particular need of this kind are admitted to the nursery school staff receive training from the appropriate medical practitioners.
- Sometimes this may require a child's parent to stay with them at nursery or delay their start date until staff have the appropriate training to ensure their child is safe at school.

## APPENDIX 1

Thomas Coram Centre and Nursery School



### Individual Health Plan

<b>Name of school</b>	Thomas Coram Centre and Nursery School
<b>Child's name</b>	
<b>Group (Toddlers / Kinder)</b>	
<b>Date of birth</b>	
<b>Child's address</b>	
<b>Medical diagnosis or condition</b>	
<b>Date</b>	
<b>Review date (at termly review)</b>	

**Family Contact Information**

<b>Name and relationship to child</b>	
<b>Phone number(s) (work, mobile)</b>	
<b>Clinic / Hospital Contact</b>	
<b>Name</b>	
<b>Phone number</b>	
<b>GP Practice</b>	
<b>Name</b>	
<b>Phone number</b>	

**Explain who is responsible for providing support in school.**

**Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.**

**Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by / self-administered with / without supervision.**

**Outline daily care requirements.**

**Specific support for the pupil's educational, social and emotional needs.**

**Arrangements for school visits / trips etc.**

**Other relevant information.**

**Describe what constitutes an emergency, and the action to take if this occurs.**

**State who is responsible in an emergency (explain if different for off-site activities).**

\_\_\_\_\_

Plan developed with \_\_\_\_\_ (Health care practitioner)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Staff training needed / undertaken - who, what, when

Signature of parent / person with parental responsibility:

\_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 2

### Thomas Coram Centre and Nursery School



#### Parental agreement for school to administer medicine or prescribed cream

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

<b>Name of school</b>	Thomas Coram Centre and Nursery School
<b>Name of child</b>	
<b>Date of birth</b>	
<b>Group (Toddlers / Kinder)</b>	
<b>Medical condition or illness</b>	
<b>Medicine</b>	
<b>Name / type of medicine (as described on the container)</b>	
<b>Expiry date</b>	
<b>Dosage and method</b>	
<b>Timing</b>	
<b>Special precautions / other instructions</b>	

<b>Are there any side effects that the school needs to know about?</b>	
<b>Self-administration - Y/N</b>	
<b>Procedures to take in an emergency</b>	

**NB. Medicines must be in the original container as dispensed by the pharmacy.**

### Contact Details

<b>Name</b>	
<b>Daytime telephone number</b>	
<b>Relationship to child</b>	
<b>Address</b>	

**I understand that I must deliver the medicine personally to**  
 \_\_\_\_\_ (agreed member of staff).

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school's policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

**Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Part 2 Record of medicine administered to an individual child**

<b>Name of school</b>	
<b>Name of child</b>	
<b>Date medicine provided by parent</b>	
<b>Group (Toddlers / Kinder)</b>	
<b>Quantity received</b>	
<b>Name and strength of medicine</b>	
<b>Expiry date</b>	
<b>Quantity returned</b>	
<b>Dose and frequency of medicine</b>	

**Staff signature** \_\_\_\_\_

**Signature of parent** \_\_\_\_\_

<b>Date</b>			
<b>Time given</b>			
<b>Dose given</b>			
<b>Staff initials</b>			
<b>Staff witness initials</b>			
<b>Parent initials</b>			

<b>Date</b>			
<b>Time given</b>			
<b>Dose given</b>			
<b>Staff initials</b>			
<b>Staff witness initials</b>			
<b>Parent initials</b>			



**APPENDIX 3**

**Parental Consent form to apply non-prescribed nappy and sun creams**

Thomas Coram Centre and Nursery School  
49 Mecklenburgh Square  
London WC1N 2NY



Head Teacher: Perina Holness  
Tel: 0207 520 0385

**Parental Consent for Nappy Cream and Sun Creams only**

NB: For other prescribed creams please use 'Permission for Medicines' form

**I give permission for staff to use:**

\_\_\_\_\_ cream / lotion

for my child, \_\_\_\_\_, as  
described below (eg. How often / how much etc).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Parent / Carer (delete as appropriate)

Date \_\_\_\_\_