

# Thomas Coram Centre



## Admissions Policy & Procedure

February 2020

Policy adopted and agreed by the schools Governing Body: February 2020  
Reviewed bi- annually.

# Guidelines for Managing Medication and Medical Dietary Needs at Thomas Coram Nursery

Last updated February 2020

This policy is written with regard to the Statutory Guidance for The Foundation Stage 2017 and informed by 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 medication is given a staff member and a witness staff member signs the record and asks 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 Lamb Kinder or Moses 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.
- 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 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 Jan (Deputy Head teacher) who initiates the process to write an Individual healthcare plan (see appendix 1) with the family when appropriate. This is then passed to child's GP or other relevant medical practitioner such as a hospital consultant to ensure it is accurate. 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 Jan and their team leader know. Jan will then initiate the process of writing a plan with the family and passing it onto 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.

### **When the IHP is completed and prescribed medication is brought to nursery**

(NB we never administer medication which is not prescribed for the child with the original label present);

- Jan 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 room.
- 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 Jan 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 at least termly. If any changes need to be made the child's key person must inform Jan 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 Jan know.
- Jan 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 Jan 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 meal times indicating their dietary needs/ preferences which must be used at meal times.

### **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 members health needs.
- Medication that is centrally stored in the main 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.



# Individual healthcare plan- Appendix 1

Name of school/setting

Thomas Coram Nursery School

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date (at termly review)

## Family Contact Information

Name and relationship to child

Phone no. (work)

(mobile)

Name and relationship to child

Phone no. (work)

(mobile)

## Clinic/Hospital Contact

Name

Phone no.

## G.P.

Name

Phone no.

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.

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

Daily care requirements

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

Arrangements for school visits/trips etc.

Other information

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with  
Health care practitioner name and signature

Staff training needed/undertaken – who, what, when

Signature of Parent/ person with parental responsibility





# Parental agreement for setting to administer medicine- Appendix 2

The school/setting 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.

Date for review to be initiated by	
Name of school/setting	Thomas Coram Nursery School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
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/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

# Record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

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

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

Date			
Time given			
Dose given			
Staff initials			
Staff witness initials			
Parent initials			

Date			
Time given			
Dose given			
Staff initials			
Staff witness initials			
Parent initials			



**Appendix 3 Parental Consent form to apply non- prescribed nappy and sun creams**



## Thomas Coram Nursery School and Centre

49 Mecklenburgh Square London WC1N 2NY

Head Of Centre: Perina Holness Tel: 0207 520 0385

### Parents' Consent for Sun Cream & Nappy 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 (e.g. How often/how much etc.)

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

Signed \_\_\_\_\_

Date \_\_\_\_\_



