

# Forfar

## EDUCATION

### **Forfar Education First Aid & Medicines Policy**

When dealing with medication of any kind, strict guidelines must be followed. Forfar Education staff take on the additional responsibility of administering medicine on a goodwill 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 staff's 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.

#### **Training**

All EYFS staff are Paediatric First Aid trained, which includes training for the administration of:

- Epipens
- Asthma inhalers

When a child joins Little Crickets Forest School requiring more specific medical intervention (e.g., Diabetes or epilepsy), training is sought and provided by paediatric experts.

In addition the selected staff members are trained in the administration of medicines.

#### **Recording**

Parents complete a Medication Request Form (on Blossom) requesting and giving consent for staff to administer prescribed medication. This records the dosage due and when this has to be administered. Two trained staff will administer and countersign the Medication Request form when prescribed medicine is administered.

Non-prescribed remedies are also recorded (dose and time) in the child's Blossom diary) so that parents are aware of their administration. At Little Crickets we do not administer any non-proscribed medication.

#### **Accident or Injury**

Parents and/or carers will be advised of any accident or injury sustained by their child on the same day (and as soon as reasonably practical after it occurs) along with any first aid treatment given. This is confirmed with the parents'/carers' signature.

#### **Prescribed Medication**

- Prescribed medicine can only be given to the person named on the prescription label (and at the dosage stated). The prescription label must be attached to the actual medication (e.g., tube, bottle); it is not sufficient for the label to be on the box.
- The parent/carer of any child requiring prescribed medication must complete the Medication Request Slip and give it with the medication to a member of staff. The staff member taking receipt of the medication must check and note the details of the administration on the Medication Request Slip and check it against the prescription label.
- The parent/carer must sign and date the Medication Request Slip to confirm the agreed dosage and acknowledge the statement at the top of the form.
- The staff member administering the medication will confirm the name, dose, and time given on the Medication Request Slip with a second supporting signature.
- At the time of administering the medicine, the relevant member of staff will offer it in a manner acceptable to the child.
- If the child refuses to take the appropriate medication, a note must be made on the Medication Request Slip. 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 or to the side effects.

### **Non-prescribed Medication**

- If a child needs liquid paracetamol, ibuprofen, or antihistamine medication during their time at school, such medication will be treated as prescribed medication, i.e., only given with express permission from a parent at the time and administered by trained staff. This is to ensure no medication was given prior to school.
- Written permission must also be obtained from the parent/carer on the Medication Request Slip for the administration of:
  - Any non-prescribed cream for skin conditions (e.g., Metanium); or
  - Teething gel or granules for children who may be experiencing teething pain.
- If any child is brought to school or nursery in a condition in which they may require medication sometime during the day, we will decide if the child is fit to be left at school/nursery. 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, staff may deem the child to be unfit for school in some circumstances.

Staff must ensure that the parent/carer is informed of any non-prescribed medicines given to the child whilst at school/nursery, together with times and dosage given, either via the Blossom diary or phone call.

### **Non-prescribed Medication**

Home remedy medications may be administered without a prescription. The home remedy medications listed below are in current use and are the only medicines that staff shall administer without a prescription. They will only be administered to those children whose parents have previously consented (such consents can be found on ISAMS and must be checked before administering any home remedy to any child). The home remedies list shall be reviewed and updated as necessary.

- Paracetamol
- Ibuprofen
- Cetirizine (or equivalent antihistamine)
- Anthisan (bite and sting) cream (or equivalent)
- Vaseline
- Sun cream

### **Paracetamol or Ibuprofen**

Current medical advice is not to give paracetamol or ibuprofen for a temperature up to 38°C; however, we will closely monitor children if they develop a temperature whilst at school/nursery. 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 school/nursery 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, 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**

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

### **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

This medication should not be given to a child for more than three days without speaking to their 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.

### **Administering Medications: The Five Rs**

Always administer any medication 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** (e.g., paracetamol preparations)
- **Right route** (e.g., 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 of Medication**

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 the first aid cupboard.

Any antibiotics requiring refrigeration will be kept in a sealed container in the fridge.

### **Exclusion Period for Infectious Diseases**

In the event a pupil has an infectious disease, they should not return to school/nursery until the expiry of the exclusion periods as set out below:

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 Little Crickets.

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 - Your child can return once they are fever free for 24hrs without the use of an antipyretic (i.e. a drug to reduce a fever)

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 Page 6 of 7

Mumps - 5 days from onset of swollen glands

Ringworm - None (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 None (Verucca must be covered in swimming pools, gymnasiums and changing rooms).

**Policy Owner:** Group Head of Early Years

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