



MEDICINES POLICY

At St. Andrew's Montessori we have written procedures in place for managing and administering prescription medicines on site.

If a child needs to take prescription medicines during the school day we ask a parent/carer to come into school and fill out the required form (see attached) which will be provided by any staff member. This gives authorisation to administer the required medicine to that child. We only administer medicine prescribed by a GP.

Only management is authorised to administer any medicine to children and should always have another adult present to witness. They are required to fill out the medicine form and file in the individual child's file.

At St. Andrew's Montessori we have an Emergency Medical Arrangement (see example attached) in place between parents and ourselves for children who have special medical requirements i.e. Nut Anaphylaxis Epi-pen. All Emergency Medical Arrangements are kept in the specific individual file and also displayed in the office.

Each staff member is aware that the following procedures must be adhered to:

- All medication is administered in the correct manner, ensuring that each child has taken it. Strict attention is to be paid to the information on the label i.e. name, dosage, frequency, storage requirements and expiry date.
- Information about the administration of medication, stating when and to whom the medication was given. This must include the name of child, the date and the time. The medical book should also be counter-signed by another member of staff.
- Parents are informed that their child has received their medication and asked to sign the medicine book at the end of the day.
- All medication is stored appropriately (clearly labelled medicine cupboard) according to the product instructions and in a secure place.
- Appropriate training is undertaken by staff.

St. Andrew's Montessori

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Principal: Samantha Rawson



Children with long term or complex medical needs.

At St Andrew's Montessori we will endeavour to provide a broad and balanced learning curriculum that supports children with long term and complex medical needs.

We will do this through:

- Individual Educational plans (IEPs)
- Daily consultation with parents and children.
- Regular advice from outside agencies involved with the family.

Every effort is made to gather as much information as possible about the child's condition to ensure that adequate support is in place. A care plan will be developed for each child through liaising with parents, carers and health professionals with an understanding of the child's health needs.

Staff Training

Training support and advice will be sought for staff members, in cases where there is no appropriate previous experience within the nursery setting. All staff members are first aid trained and any new staff members are sent on an up to date first aid course immediately.

Storage

We store medication in accordance with the written instructions on the packaging. All medication is kept out of reach of the children in a secure place. Emergency medicines such as asthma inhalers, Epi-pens are easily accessible to all staff.

We at St Andrew's Montessori will only administer prescribed medication. Under no circumstances would we administer non-prescribed medication to the children.