



# CARGILFIELD

## POLICY ON THE ADMINISTRATION OF MEDICINES NURSERY AND PRE-PREP

When parents request for their child to be given medication or a clinical test during the school day, or during an educational excursion, the following procedures must be observed:

- The School Nurse should be satisfied that it is either necessary or desirable that the medication and/or tests be taken or administered during the day.
- The first dose must be administered at home by parents to ensure the child does not have an adverse reaction to the medicine.
- All medicines must be delivered to and collected from the School Nurse by parents/carers.
- All medicines or tests will be administered by the School Nurse or her deputy unless arrangements have been made otherwise by the School Nurse or the Deputy Head (Pre-prep).
- Children who self-medicate will be supervised by the School Nurse or her Deputy unless other arrangements have been made by the School Nurse or the Deputy Head (Pre-prep).
- The parents must provide information on why the medicine is necessary and the information leaflet supplied should accompany the medicine.
- Written instructions regarding the quantity, frequency, method of administration and any other relevant information must be provided in writing.
- All medication should be provided in the original container with the child's name clearly marked on it.
- On receipt of the medicine the School Nurse will check the expiry date and dispensing date to ensure it is suitable for administration. She will also check the dosage with the parents and against the label.

CARGILFIELD SCHOOL

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- The School Nurse will keep a record of all medication brought in from home. This will include details on when the last dose was given at home along with details of when it was administered at school and how much was given.
- The record will be signed by both the School Nurse and the parents on delivery and collection of the medicine.
- Where a child refuses to take medicine or a test they should not be forced to do so. The parents will be contacted and in an urgent case reference may be made to the emergency services.
- Under no circumstances should staff dispense medication to pupils on their own initiative.

### **Channels of communication in cases of difficulty**

- If difficulties arise in the administration of medication or clinical tests the School Nurse will contact the child's parents and ask for guidance to be obtained from the child's GP or, with the permission of the parents, may contact the school doctor.

### **Administration of Calpol**

Due to Care Inspectorate guidelines we have separate procedures for the administration of Calpol in the Nursery from the rest of the school.

### **Nursery**

- Parents are asked to provide two sachets of Calpol labelled with the child's name and the expiry date.
- This will only be administered if the parents have requested this, or if their child becomes ill during the day.
- Prior to administration the Senior Matron or a member of the Nursery Staff will contact the parents for permission to do so and to double check if and when a previous dose has been given at home.
- If it has not been possible to contact parents a child must not be given Calpol, except in an emergency situation when the Senior Matron will make the final decision.
- At pick up, parents must sign the medical book to confirm they are aware that their child has received Calpol, the dosage given and the time administered.

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- If a sachet is used parents must bring a replacement next day.

### **Primary 1 to Primary 3 / Upper School**

- Parents will be asked at the start of Primary 1 to sign a form giving permission for their child to be given Calpol by the School Nurse or her Deputy should it be deemed necessary.
- The School Nurse will check with the parents of day children if and when a previous dose has been administered at home.
- At pick up parents must sign the medical book to confirm they are aware that their child has received Calpol and the dosage given and the time administered.
- Under no circumstances should a child under 12 be given aspirin, unless prescribed by a Doctor.

### **Storage of Drugs or Test materials**

- The School Nurse is responsible for the safe storage of all medicines.
- All medicines and test materials are kept under lock and key and access is allowed to authorised persons only.
- In case of an emergency all senior staff should be informed of the location of the relevant keys.
- Asthma inhalers must be readily available to pupils and will be kept in a safe place by the class teacher in the Pre-prep and will be carried by pupils in the Upper School. All staff will be informed on any children who carry these.
- If any medicine needs to be refrigerated it will be stored in a sealed and labelled container in the fridge in the pantry out of reach of children.

### **Renewal and disposal of supplies**

- It is the responsibility of the parent to renew supplies of the medication or test materials as required.

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- School staff should not dispose of medicines. Parents should collect medicines held at school at the end of each session. Parents will be responsible for disposal of date-expired medicines.

Reviewed by Tiffany Murdoch, Head of Nursery, August 2023

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