



DUCKS MEDICATION POLICY

When dealing with medication of any kind at DUCKS, strict guidelines must be followed.

DUCKS staff take on the additional responsibility of administering medicine on a good will 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 staffs' 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

Annual training is provided by the Senior Nurse from the Medical Centre at Dulwich College (main site) for the administration of:

- Epi pens
- Asthma inhalers

When a child joins DUCKS requiring more specific medical intervention e.g. Diabetes or epilepsy, training is sought and provided by paediatric experts.

Recording

Parents complete a Medication Request Slip requesting and giving consent for DUCKS staff to administer prescribed medication. This records the dosage due and when this has to be administered. Two homely remedy trained staff will administer and countersign the Medication Request Slip when prescribed medicine is administered.

When any homely remedies are administered they are recorded in the medication record book. This book is kept in the office in the Kindergarten and Infants' School. Homely remedies are also recorded (dose and time) in the child's Home-Link book so the parents are aware of their administration.

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. In EYFS, this is confirmed with the parents' / carers' signature on the white accident form.

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 the office or educational staff in the Kindergarten or Infants' School Office (as relevant). 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, then 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 cetirizine during their time at DUCKS, such medication will be treated as prescribed medication i.e. only given with express permission from a parent at the time and administered by homely remedy trained staff. This is to ensure no medication was given prior to school.
- Anthisan cream must be administered by homely remedy trained staff. It is not necessary to request permission at the time unless the parent has not given prior permission which can be found on isams.
- 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 DUCKS in a condition in which he/she may require medication, sometime during the day, we will decide if the child is fit to be left at DUCKS. 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 (see rules on return as set out in the letter in the Appendix)

As with any kind of medication detailed in our Entry Profile, staff must ensure that the parent/carer is informed of any non-prescribed medicines given to the child whilst at DUCKS, together with times and dosage given, either via email or in the child's Home-Link book.

Homely remedy medications used at DUCKS

Homely remedy medications may be administered without a prescription. The homely remedy medications listed below are in current use at DUCKS and are the only medicines that DUCKS 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 homely remedy to any child). The homely remedies list shall be reviewed and updated as necessary in consultation with the School Medical Team.

- Paracetamol sachets
- Ibuprofen sachets
- Cetirizine
- Anthisan (bite and sting) cream
- 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 DUCKS. 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 either the Kindergarten or Infants' School 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, then 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

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

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. However, where staff are trained and feel confident, they will do so on a case-by-case basis.

Administering medications, the five Rs

Always administer any medication at DUCKS 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 an orange medicine bag in a clear container on a high shelf in the classroom, or in the nappy change area of the Kindergarten.

Any antibiotics requiring refrigeration will be kept in the Infants' School staff room fridge or the Kindergarten fridge on the ground floor in a plastic box.

Procedure for recording absence from school

Parents are requested to advise DUCKS of any absence via the email DUCKSAbsence@dulwich.org.uk or email to the class teacher. The contents of this will be copied and pasted into the narrative box on the Arbor register by the admin team.

Where a phone call has been made to enquire about an absence, the details of this will also be recorded in the narrative box on the Arbor register also by the admin team.

Sending Pupils Home

If a child is sent home from DUCKS due to illness, they will be sent with a letter in the form as attached at Appendix 1.

Exclusion period for infectious diseases

In the event a pupil has an infectious disease they should not return to DUCKS until the expiry of the exclusion periods as set out below (and such information is displayed on posters within DUCKS).

	Exclusion period
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 DUCKS
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

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). Please inform your class teacher

Policy Owner: Head of DUCKS
Last Reviewed: December 2023
Date of Next Review: Academic Year 2025-26



APPENDIX 1

Dear

Thank you for collecting ----- today. We are sending them home for the following reason;

- A temperature of 38°C or above
- They have had diarrhoea and or vomiting
- They have signs of an infectious disease, possibly -----

We would like to confirm the following in relation to their return to DUCKS:

- Children with a high temperature, sudden onset persistent cough and or a loss of smell or taste should not attend school and will be sent home. Children will wait in a quarantine area for collection where strict infection control measures will be implemented.
- If your child is positive for COVID please follow the NHS isolation guidance of isolating for 3 days.
- When children are kept at home or have been sent home with any Covid-19 symptoms or fever, there must be no school until 48 hours without any symptoms. <https://111.nhs.uk/covid-19/> is the website for checking symptoms.
- If children have symptoms of diarrhoea and/or vomiting, children can only return to DUCKS once they are free of diarrhoea and/or vomiting for 48 hours after the last bout of symptoms. Children must also be eating normally, had a normal stool and well enough to cope with a day at DUCKS.
- If a child has a confirmed infectious disease, the following exclusion periods will apply:
 - Chicken pox – until the vesicles have crusted over but for a minimum of 5 days from onset of rash. Return when able to cope with a full day at DUCKS
 - Measles – 4 days from onset of rash
 - Rubella – 4 days from onset of rash
 - Mumps – 5 days from onset of swollen glands

- If your GP prescribes antibiotics, please can you request the least number of doses per day, i.e. 2 or 3 doses daily, rather than 4 daily doses. If antibiotics are needed to be given on return, please complete a Medication Request Slip.

We shall therefore be expecting ----- back on -----at the earliest.

If you have any questions, please call 020 8693 1538.

Thank you