



### **BRITISH SCHOOL OF TENERIFE EARLY YEARS MEDICINE POLICY**

#### **POLICY**

At the British School of Tenerife, we do not administer medication.

Parents can administer prescribed medicines where possible before and after school. If a child needs medication during the school day, then parents should come to school at the necessary time to administer it themselves.

If a child has been prescribed antibiotics, then parents are asked to keep them at home for 24 hours after the Medication was first administered.

Inhalers will be administered if a child has breathing difficulties or asthma.

#### **PROCEDURES FOR ADMINISTERING INHALERS.**

If a child only has an inhaler on an 'as required' basis, the parent must complete the Inhaler Consent Form which must be in place before the child starts in Early Years. The signed letter is kept in the medicine file and a copy in the child's individual file.

If a child needs their inhaler during the day, then the school must contact the child's parents. If we cannot contact them then we will administer the inhaler as described on the inhaler consent form, the parent must be asked to sign the Medicine Form at the end of the session on collecting the child.

- Only the Head of Early Years, will administer the inhaler.
- When a parent brings an inhaler in for their child, they must bring a paper from the doctor with the child's name on it and the dosage required.
- The date of issue must be checked
- The inhaler is then placed in the cupboard above the sink in the Early Years kitchen.
- Parents must state the name of the inhaler, the dosage, time due and why the child needs the medication.
- Parents must also complete the time and amount the last dose was given at home before coming to school.
- The member of staff who takes the inhaler from the parent at the beginning of the day must sign the medicine form.
- When medication is administered the medicine form must be completed by the Head of Early Years with the correct information including time administered, who administered it and the signature of a witness.

#### **HIGH TEMPERATURES**

If a child has a temperature of 38.0°C or over whilst at school the parents will be contacted immediately to collect the child straight away as we cannot administer medication. If the parents cannot be contacted, we will contact the next person on the emergency contact list.

### **NAPPY CREAMS**

Nappy creams are used as requested by the child's parents. Parents are asked to provide the cream, this must be clearly labelled with the child's name.

### **SUN CREAM**

Parents are requested to send suntan cream into school, this needs to be labelled with the child's name and stored in the child's box.

### **EPIPENS**

If a child attends school and has to be administered an Epipen in the event that they have a severe allergic reaction the following procedure will be followed.

- The Epipen must be provided by the child's parents and kept in school.
- The Head of Early Years and all staff must receive training from either the child's parent or a medical professional. This ensures that if the child has to be administered the Epipen, there will always be someone onsite that can do so.

### **MEDICATION WHEN ON EARLY YEARS OUTINGS**

If the child is going out on a full day trip and uses an inhaler the inhaler must be kept with the class teacher. The Drug Control Form must be taken on the outing. The medication will then be administered in the same way as when a child is in the school.

**Jenni Garnett**

**To be reviewed- January 2020**