



*This policy applies to all pupils at Town Close House including those in EYFS.*

## **MEDICINE POLICY**

### **POLICY FOR CHILDREN WITH MEDICAL NEEDS INCORPORATING PROCEDURES FOR CHILDREN WHO BECOME UNWELL AT SCHOOL**

This policy covers the procedures that are to be followed when a child requires medication during the school day.

Administration of medication is always best done by the parent/carer of the child. For children who require medication during school hours and whose parents cannot administer it themselves, the School will make every effort to meet the child's medical needs.

#### **1. Children requiring prescribed medication**

Staff who provide support for pupils with medical needs or, who volunteer to administer medication, do this **only** with the support of the Headmaster, the Head of the Pre-Prep Department and the child's parents. When a parent requests that medicine be administered to their child at school, the circumstances will be considered and the decision will have regard to the best interests of the child and implications for the staff. Only prescribed medication in the original packaging and/or bottle clearly showing the child's name and dosage required will be administered by staff, except in special circumstances. In general, medicines, other than asthmatic medicines, should not be expected to be administered unless this is absolutely necessary. This includes paracetamol (or Calpol).

**It is the responsibility of the parent/carer to collect their child's prescribed medicine from school before the end of the School day.**

**To help avoid the taking of medicines at school we ask that parents support us in the following ways:**

- **A three-time daily dose can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime or while the child is at school.**
- **The doctor should be asked, if possible, to adjust the medication to avoid school time doses. This is most important.**
- **Following a period of illness, a child's own doctor is the person best able to advise whether or not the child is fit to return to school and it is for parents to seek and obtain such advice as is necessary. Children who are not fit to fully participate in the School day, and who still require daytime medication, should be kept at home.**

If parents require the School to administer medication to their child they **MUST** put such a request in writing using the **School's Medicine Form (A)** and sign and date their request. In the first instance they should contact the School office or support staff or, in the case of a child in our EYFS classes, they should contact the child's key person. They then must agree on the support to

be provided. In cases where there is a need for long term individual medication regimes these should be discussed between the School office and support staff, the First Aid Officers and, in the case of EYFS children, with their key person.

**SUMMARY: If prescribed medicines are to be administered in school staff must follow guidelines on such matters. The medicines must be kept safely and according to the instructions on the label. The labels should contain the following information:**

- name of pupil
- name of medicine
- expiry date
- date of dispensing
- dose and frequency
- cautionary advice/special storage instructions

**Medicines will not be administered by staff if:**

- timing of administration of medicine is crucial
- some technical or medical knowledge or experience is required.
- where any intimate contact is required
- they are analgesics (painkillers) and not part of a prescription i.e. Calpol
- parents do not take responsibility for collecting the medicine at the end of the school day
- parents have not signed a consent form for the course or the dose of the medicine to be given

### **Children requiring Epipens**

Some children will require Epipens to be kept at school for emergency use. All Epipens are to be kept in individual labelled containers in agreed locations (Medicine Form C). These are made available and known to staff. Parents **MUST** take responsibility for ensuring that the Epipens held at school are in date. Whenever it is necessary to use a prescribed Epipen, then parents will be informed, a written record will be made on Medicine Form C and the appropriate emergency actions taken. Epipens will be made available for the pupil concerned at all times, even when the child is on a school trip or taken off site.

### **Children requiring Inhalers**

Some children will require inhalers to be kept at school. All inhalers are to be kept in individual labelled containers in agreed locations (Medicine Form C). These are made available and known to staff. Parents **MUST** take responsibility for ensuring that the inhalers held at school are in date. They will be available for the pupil concerned at all times, even when the child is on a school trip or taken off site. A written record of the use of the inhaler will be made on Medicine Form C if this has previously been agreed with the parents.

## **2. Procedures for the administering of paracetamol (or Calpol) provided by the School**

When children fall ill at school, it is **not normal practice** to administer paracetamol (or Calpol) to children.

**Before** paracetamol or Calpol is administered to a child, parents will be contacted and permission sought. A Medicine Form (B) will be completed, recording the circumstances under which the medicine was given and notes made about the parental permission.

Only, in the following **exceptional** circumstances, will the School administer paracetamol (or Calpol) to the children:

1. For children who become acutely unwell with a very high temperature.
2. For adolescent girls with severe period pains. This may be an unexpected occasion or part of a care plan previously agreed with parents/carers.

In the case of adolescent girls, special arrangements can be made and agreed in writing by the parents for the administration of paracetamol (or Calpol) for pain relief as part of an agreed plan.

In the case of children with a very high temperature, all parents will be expected to take them home **as soon as possible** once paracetamol (or Calpol) has been administered. Children will be kept in the Sick Rooms away from other children and adults, to restrict the spread of infection. (Staff should complete a 'Sick Room Record' form, a copy of which should be passed to parents).

For EYFS children, paracetamol (or Calpol) will only be administered by a key person.

It is therefore vitally important that the School is kept advised of parents current contact details.

**N.B.**

ALL staff administering medicine at this school **MUST** follow the procedures outlined and complete the medicine forms on the next pages.

*Last reviewed September 2011  
Next review September 2012*



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**MEDICINE FORM (A)**  
(One form to be completed for each medicine)

Child's name:	Child's date of birth:	Today's date:
Name of medicine: <i>(in original container as dispensed by pharmacy)</i>		
Dose to be given:	Time(s) to be given ( if possible):	
Expiry date of medicine:	Any side effects anticipated:	
<p><b><i>I agree to this course of medicine being given to my child.....in the way directed/described in the instructions: signed.....date.....</i></b></p> <p><b><i>I agree to the daily dose (es) detailed above to be given to my child.....today: date.....signed.....</i></b></p> <p><b><i>I agree to take responsibility for collecting this prescribed medicine at the end of the School day: signed.....date.....</i></b></p>		

**RECORD OF ADMINISTRATION OF MEDICINE – COPY FOR PARENT/SCHOOL**

Name of child:
Name of medicine given:
Dosage given:
Date and Time(s) of administration:
Name and signature of person administering medicine:
Name and signature of witness:



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**MEDICINE FORM (B)  
FOR THE ADMINISTRATION OF PARACETAMOL (OR CALPOL)**

Name of child:
Permission of Parent/Carer: (please specify how permission was sought and how permission was given)
Details of paracetamol (or Calpol) given, including expiry date:
Dosage given:
Date and Time(s) of administration
Name and signature of person administering medicine:
Name and signature of witness:
Circumstances in which paracetamol (Calpol) was administered. Please give exact reasons:





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### SICK ROOM RECORD

Child's Name:

Child's Emergency Contact Name/s:

Time the Contact/s are called and the arrangements that are agreed for collection:

Time child is taken to the Sick Room:

Time/s child is checked:

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Time child is collected: