

ST EDWARD'S SCHOOL

ISSUE OF MEDICINES TO PUPILS POLICY

It is the policy of St Edward's School to conduct its affairs in a manner whereby statutory and good practice health and safety requirements are met and maintained to the highest achievable standard.

IMPLEMENTATION AND PROCEDURES

In applying this policy the following points should be observed:-

The issue of Paracetamol

No pupil will be given medication without his or her parent's written consent. If not on Simms verbal consent may be obtained for that episode.

Dosage: Children over the age of 12 may be given 1 – 2 tablets (0.5g – 1.0g) to be taken orally/ or equivalent Paracetamol suspension. Children age 11 may be given Paracetamol Suspension 5-10mls (250mgs – 500mgs).

Maximum Dose: This does should not be repeated more frequently than every 4 hours, not exceeding more than 8 tablets every 24 hours. Pupils will be given only 1 dose in school.

1. The administration of Paracetamol will be the responsibility of the School Nurse in the first instance. In the absence of the School Nurse the responsibility for the administration of Paracetamol will be the appointed persons.
2. Paracetamol will be stored in a locked medicine cupboard in one of the Sick Bays from where it will be issued. Access to the cupboard will be for the School Nurse and appointed persons only.
3. The School Nurse will be responsible for the purchasing of Paracetamol.
4. The School Nurse will advise the appointed persons on the correct procedure to follow when administering paracetamol in her absence.
5. The procedure for issuing Paracetamol will be:
 - i) Record name of pupil
 - ii) Ask for age
 - iii) Check that the pupil is not taking or has taken any medicine already.
 - iv) Inform the pupil that there should be a **four-hour** interval before repeating the dose

- v) Give Paracetamol suspension if pupil unable to take tablets orally
6. The following details will be recorded in the pupil's individual medical file kept by the School Nurse/appointed persons
 7. The pupil's individual medical file will be initialed by the person administering the Paracetamol.
 8. The parents of any pupil making frequent requests for Paracetamol will be informed immediately.
 9. Parents will be reminded that it is not safe practice for pupils to bring medicines into school without prior arrangement with the school.
 10. Paracetamol will be used as an analgesic and will be given to those pupils who display a degree of pain deemed suitable for this form of pain relief.
 11. No other analgesic will be administered in school unless by prior arrangement with the School Nurse.

Note: - The accompanying form is filled in by parents at the time of entrance to the School by the pupil.

For Asthma , Migraine & Severe Allergy Sufferers

- Pupils requiring medication for migraine/asthma/allergy may bring a supply into school to be kept in a locked medicine cupboard or in the case of an inhaler or epipen may be kept on the Student.
- The School Nurse must be informed by the Parents if a Student has an inhaler or epipen with them in School

Protocol for sending pupils home due to illness

Safe Practice:

- Teaching staff will refer pupils deemed unwell to the School Nurse or appointed person for consultation and/or assessment
- Teaching staff will liaise with the School Nurse/appointed person when wishing to discharge pupils directly from school

A pupil will be sent home when:

- The pupil is deemed by the School Nurse or appointed person to be unfit to attend classes in school

Collection of pupils from Sickbay:

- During school hours pupils will be admitted to sickbay for assessment by the School Nurse or appointed person, treated, returned to class or sent home
- The parent/guardian will be informed as to the nature of the illness and that collection is necessary
- It is the responsibility of the parent/guardian to arrange for the collection of the pupil, if not in person, by a responsible adult
- Pupils are not permitted to travel home alone by public transport or taxi when unwell
- Sixth Form students traveling home alone using own transport should confirm arrival immediately on return home

In the event of an emergency requiring hospital referral:

- Parent/guardian will be informed of the circumstances and the nature of the emergency
- Where possible parent/guardian should collect the child from school and transfer to hospital by own transport
- If an ambulance is called and the parent/guardian present they will accompany pupil in the ambulance
- If parent/guardian not available an appointed person will accompany pupil to hospital and remain until the parent/guardian arrives

HEALTH & SAFETY REGULATIONS

Extra Curricular Activities

In the event of a pupil(s) sustaining injuries whilst attending activities outside school hours:

- Teaching staff will complete the Incident Report Form. Completed forms will be passed to the School Nurse for referral to the Deputy Head.

**Updated
To be reviewed
By whom**

**November 2011
As appropriate
Deputy Headmaster and School Nurse**