



Issue of Medicines to Pupils Policy

This Policy was approved by the <i>Trustees</i> :	<i>Autumn 2021</i>
The implementation of this policy will be monitored by the:	<i>SLT & H&S Committee</i>
Monitoring will take place:	<i>Annually or as appropriate</i>
The Policy will be reviewed by:	<i>Senior Deputy Head & School Nurse</i>
This Policy will be reviewed annually by the Senior Deputy Head/School Nurse, or more regularly in the light of any significant new developments. The next anticipated review date will be:	<i>Autumn 2022 or as appropriate</i>
THIS POLICY APPLIES TO THE SENIOR SCHOOL & IS LISTED ON THE SCHOOL WEBSITE	

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:-

No pupil will be given medication without his or her parent's written consent. If not on iSAMS, verbal consent may be obtained for that episode. Parent consent for the administration of over the counter medicines is requested on entry to the School via the Medical Form.

The issue of Paracetamol

Dosage: Children over the age of 16 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).

Children between the ages of 12-15 may be given 1 or 1.5 tablets (500-750mg) or Paracetamol Suspension 5-10mls.

Maximum Dose: This does should not be repeated more frequently than every 4 hours, not exceeding more than 8 tablets every 24 hours.

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 Duty First Aider.
2. Paracetamol will be stored in a locked medicine cupboard in the Sick Bay from where it will be issued. Access to the cupboard will be for the School Nurse and Duty First Aider only.

3. The School Nurse will be responsible for the purchasing of Paracetamol.
4. The School Nurse will advise the Duty First Aiders 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
 - vi) Parents are notified of time and dose administered.
6. The following details will be recorded in the pupil's individual medical file kept by the School Nurse/ Duty First Aider.
7. The pupil's individual medical file will be recorded on CPoms 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.

Note: - The Medical Form is filled in by parents when the pupil first joins the School.

Procedure for Administering Medicines

Medication may be administered to a pupil when supplied by their parent.

- A "Permission for Administering Medicines" form must be completed and supplied with the medication or a letter covering all the necessary medical information provided.
- Medication must be handed in to the main office before registration and will be locked in the sick bay medicine cabinet or fridge and administered as required.

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 adrenalin pen may be kept on the Student.
- The School Nurse must be informed by the Parents if a Student has an inhaler or adrenalin pen with them in School.
- An emergency salbutamol inhaler can be used by a pupil when parental consent has been given.

Protocol for sending pupils home due to illness

Safe Practice:

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

A pupil will be sent home when:

- The pupil is deemed by the School Nurse or Duty First Aider 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 Duty First Aider, 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
- Parent consent is required if pupils are travelling home alone and should confirm arrival immediately on return home.
- 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 Senior Deputy Head.