



## Medication Policy including EYFS

### Rationale

Children with medical health needs have the same rights of admission to school as other children. Most children will have short term medical needs at some time (childhood illnesses requiring antibiotics for example); others may have or develop longer term medical needs (regular medication for epilepsy, asthma, diabetes as examples). Others may need medication in particular circumstances (children with severe allergies requiring the need for an auto-injector). It is important to have sufficient information about the medical condition of a child with a health care need. Inadequate support of these needs can have an impact on the child's cognitive or physical abilities, behaviour or emotional state. This policy's purpose is to outline the school's position on the storage and administration of medication.

### Objectives

- To ensure pupils with acute or chronic medical needs have full care and support at school.
- To ensure all appropriate medical information will be passed to appropriate staff within the professional limits of confidentiality.
- To promote and support the safe administration of medicines.

### Success Criteria

- That medicines are stored and administered safely.
- That pupils requiring medication can take part in school life as much as possible.
- That staff are aware of their responsibilities.

### Methodology

### Implementation

Most situations can be managed in a school setting, allowing the pupil to participate as fully as possible in normal school activities. It is important that accurate, up-to-date medical information is maintained and collaborative working between the staff in Westbourne, Prep and Senior School, parent/guardian, health professionals and other agencies established.

Parents/guardians are responsible for providing the school during admission to Westbourne, Preparatory or Senior School with a completed health information record. This can be accessed using the ISAMS PARENTS App/Parent Portal, selecting current student, selecting the information icon on the dashboard and selecting links.

## **Non-Prescribed Medication**

The medical rooms in Westbourne, Prep and Senior School hold a small stock of over the counter medication wound dressings.

Non-prescription medicine is for dealing with minor ailments that do not require consultation with a doctor. It includes such things as Paracetamol, Piriton, Simple Linctus, Saline Eyedrops, Burn gel, throat lozenges.

## **Senior School Pupils**

Consent for medication and first aid treatment is given by the Pupil's Parent or Guardian by completing the Medical Information Form.

Medication is given to Senior School girls, Years 7-13, after consultation with a School Nurse, or in her absence with a member of staff with relevant training. When a pupil is given paracetamol for example, it is documented and recorded on ISAMS on medical centre. Parents are notified via the ISAMS PARENT App of the medication administered, reason for the medication, time and dose. Parents/guardians may be contacted before medication is given.

A child must only be given aspirin if prescribed by a doctor. It **WILL NOT** be given in any other circumstances. Ibuprofen or non-steroidal medication **WILL NOT** be administered to anyone with a history of asthma and stomach problems unless parents have given consent.

## **Preparatory School and Westbourne Pupils**

Consent for medication/first aid treatment is given by the Pupil's Parent or Guardian by completing the Medical Information Form.

Westbourne girls are only given medication (both prescribed and non-prescribed) with specific permission from parents. Preparatory School girls are only given medication after consultation by a School Nurse or other trained staff, usually by telephone, with a Parent or Guardian. Parents/Guardians are notified via the ISAMS Parent App of the medication administered, time and dose.

## **Prescribed medication, Senior School, Preparatory & Westbourne**

The Medicines Act 1968 specifies how medicines are prescribed, supplied and administered. Anyone may administer a prescribed drug with consent to a third party if it is done in accordance with the prescriber's instructions.

**All medication brought into school must be in the original container as dispensed by the pharmacist, clearly labelled with the child's name, the directions for use, dosage and storage, and where appropriate, a dispensing spoon.**

Parents should be encouraged to ask the child's doctor to prescribe medicines that can be administered outside school hours wherever possible. Parents should be encouraged to discuss with their doctor and/or pharmacist the practical implications of having to take medicine into school. For example, it is sometimes possible to dispense a course of medication in two separate containers, which may help with the practicalities of having a supply of medication at home and at school.

All prescribed medication should be handed in to the School Nurse or School Secretary by the pupil or parent in Senior School and to the teacher, School Secretary, or School Nurse by the parent in Prep and Westbourne. A medical consent form must be completed by the Parent/Guardian for prescribed medication. This can be accessed using the link in the ISAMS PARENTS App, located in information and interactive forms.

A paper copy of the medical consent form can also be obtained from the School Nurse or School Secretary. (See Appendix A)

All medication is then stored in a safe place-fridge or locked medicine cabinet in the Medical room. A School Record of prescribed medication administered will be kept on ISAMS under medical centre and parents will be informed via the ISAMS PARENTS App of the time and dose the prescribed medication was administered.

**The person administering the medication will usually be the School Nurse, but other members of staff on occasions may have to administer medication.**

There are designated fridges in the Medical Rooms and Westbourne Staff Room, for medications requiring refrigeration.

It must be clearly labelled with:

- the child's name
- the name of the medicine
- the strength of the medicine
- the quantity of the medicine
- the dose
- when it should be given
- (length of treatment where appropriate)
- expiry date

**The product instructions must be read by the person administering the medication prior to its administration.** The medicine should have been dispensed within the last three months. The instruction "to be taken as directed" does not provide sufficient information.

If medication needs to be changed or discontinued the school must be informed in writing by the parent.

The school can only accept medicines prescribed by a registered medical practitioner. The school will not agree to administer herbal or homeopathic medicines. The School Nurse is not qualified to oversee the administration of such remedies.

Creams that have been prescribed by the GP for the treatment of eczema can be applied by girls themselves if they are capable or by the School Nurse or teaching assistant if needed, once parents have completed the appropriate medication consent.

## **Administration of Medicine**

Staff agreeing to administer medication must feel confident and happy taking on the task. They should have received training appropriate to the task they are asked to perform.

The school Nurse is available for advice and further training.

- Staff should wash their hands before and after administering the medicine.
- All necessary paperwork should be assembled and available at the time of administering medication.

- Medication should only be administered to one child at a time.
- It is expected that in normal circumstances the child requiring medication will be known to the member of staff administering it. If this is not the case the member of staff should positively identify the child by: the child confirming their full name, date of birth or by a colour photo from the school database.
- If there are concerns about giving the medication to a child then the member of staff must not administer the medication and must check or inform parents, documenting any action.
- The school 'record of medication form' is completed accordingly on ISAMS
- If a child refuses to take the medication, she should not be forced to do so. Refusal should be documented and parents informed as soon as possible on the same day.
- If a refusal could result in an emergency then The School's emergency procedures should follow. Before administering medication, the member of staff should check:
  - The child's identity.
  - That there is written consent from a parent/carer (prep).
  - That the medication name, strength and dose instructions match the details on the consent form
  - That the name on the medication label is that of the child being given the medication.
  - That the medication to be given is in date and has been prescribed within 3 months.
  - That the child has not already been given the medication.

### **Aftercare/Afterschool Clubs**

Medication that needs to be taken home each evening can be collected from the Medical Rooms or from the fridge by the class teacher in Westbourne. Senior School Pupils must collect their medication at the end of the school day from the Senior School Medical room supervised by a member of staff.

In Prep/Westbourne 'Aftercare' staff will take responsibility for collecting the medicine and hand it over to the parent/carer at the end of the session.

If an extra dose is required whilst the child is in 'Aftercare/afterschool Club' staff will be informed by the school nurse or form teacher either directly or via email. Aftercare staff will inform parents verbally regarding any doses administered.

**Please note that the School cannot accept responsibility for reminding parents that the medication needs collecting.**

### **School Trips/residentials.**

A designated teacher with a first aid qualification will be informed of any medical conditions requiring medication to be taken during the trip. In Westbourne and Preparatory School, a record of this medication will be completed and added to the pupils medical notes. This must be signed and dated by the person administering the medication.

Children in Senior School are encouraged to manage their own medical conditions on school trips. The designated first aider will be made aware of their medical condition and will check to make sure they have taken their medication or managing their condition appropriately.

### **Emergency Medication**

Emergency medication needs to be readily available in an emergency. Emergency medication includes an Auto-Injector, Asthma Reliever Inhalers, Epilepsy Medication, Piriton, Hypo-Stop box and Insulin.

**In Westbourne and Prep, adrenaline auto-injectors and asthma reliver medications are kept with staff in the Classroom.**



Staff have been informed where Adrenaline Auto-Injector and inhalers are located and how to access them. Instructions for the use of Adrenaline Auto-Injector are found on the box.

***Spare Emergency medication is kept in Senior School Main Reception, Medical room, Pavilion, and Swimming Pool.***

Staff are trained yearly in asthma, anaphylaxis and epilepsy management.

**There is a spare Adrenalin Auto Injector kept in the catering department which is available in the event of an emergency where the child does not have access to their own device. A spare Asthma Reliever Inhaler is also kept in the catering department in the event of an emergency.**

It is the responsibility of the Westbourne/Preparatory Class Teacher to ensure that the emergency medication is always taken with the child. In the Preparatory Department the medication is kept in a clear labelled box/bag and kept with the teacher. It is evacuated with the class in a fire alarm.

When the children move into Senior School, they are encouraged to take responsibility for their medication themselves and they should always carry it with them. The school is to be provided with spare emergency medication for senior girls. This medication is evacuated by the school nurse or receptionist in the case of a fire alarm. Children may not attend school without their prescribed Emergency Medication including Adrenaline Auto-Injector, Inhalers, Insulin and anticonvulsant medication. This must not have passed its expiry date. Parents must provide a spare Adrenaline Auto-Injector or provide consent to use spare emergency inhaler.

Consent must be completed using the ISAMS Parents App for permission to use the emergency asthma inhaler. A paper copy of use of the Emergency Asthma inhaler can also be obtained from the School Secretary or found in Appendix B of the Schools Asthma policy.

Parents/guardians may be contacted by the School Nurse to discuss further if their daughter has an allergy and treatment required. An Allergy Action plan/Alert Card may be required, and this form/plan will be sent home for the parents to read and sign.

- It is parents' responsibility to ensure Emergency rescue medicine is regularly checked for expiry dates and to ensure ample quantity of medication is available. Girls are not permitted on school trips without 2 inhalers or 2 Adrenaline Auto-Injector.
- Any child who might potentially require emergency medication will have an appropriate school alert card. This has a photograph of the child and provides instructions on how the medication should be administered. School alert cards are kept in a file in the medical room. Lists of girls complete with photos can be found in the staff rooms, kitchens, swimming pool, music block, reception and food and nutrition department.
- Parents are asked to inform school regularly of any changes in their daughters' condition or medication. This must be emailed to the School Nurses.
- Girls with diabetes should be encouraged to keep to their required diet. Glucose in the form of sweets, Lucozade, biscuits, glucose tablets should be readily available to treat hypoglycaemia. If injections are required, then a clean private room with washing facilities should be made available. Supplies of emergency medication such as insulin is kept in the fridge in the medical room.
- HYPOSTOP boxes are kept in Senior School Main Reception, Swimming Pool, Preparatory Staff Room & Medical room and Westbourne Evacuation Bag.

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**Emergency Response**

If an ambulance is called in the case of anaphylaxis, it is important to write down the time the Adrenaline Auto-Injector was administered to the individual. If diabetic/Epileptic all medication should be given to Paramedics.

999 call to be made by pressing 9 first to obtain outside line.

- Clearly explain situation, symptoms, treatment, individuals name, age and past medical history.
- Contact school nurse, inform Head, Deputy, Facilities Manager and groundsmen.
- Ask a senior member of staff to inform parents/guardians as described above.
- All medical history, address, next of kin to be collated to accompany individual to hospital.
- Document events as soon as possible after the event.
- Confirm which hospital the ambulance is destined for and keep parents updated.

**Existing Medical Conditions**

Specific written treatment plans are drawn up for girls in the Preparatory School with special medical conditions and signed by the Parents. Senior School girls carry their own medication for asthma, Diabetes and Anaphylaxis.

Preparatory School pupils have a box with all their necessary medication and treatment plans, which is kept in the classroom, taken to lunch, the Pavilion and off site as necessary and evacuated with the pupils in the case of a fire alarm.

**Monitoring**

The Nursing team are responsible for ensuring that teaching staff are aware of the pupils' medical needs within the professional limits of confidentiality and are adequately trained to deal with emergency situations. This is carried out regularly on staff training days and at staff briefings.

**Evaluation**

The effectiveness of this policy will be assessed every two years and/or after any major drug error or adverse reaction in the school.

**Review**

This policy will be available to all staff and reviewed & evaluated every two years.

Signed by the Headmistress:

*CAMauro*

Approved by  
The Governing Body

Approved by The Governing Body:

Date:

*29/2/24*

Review date: January 2026

## SCHOOL MEDICATION CONSENT FORM

Child's Name .....

D.O.B. ....

Class/Tutor Group .....

Name and strength of Medication .....

How much to give (i.e. dosage to be given) .....

When to be given .....

Any other instructions .....

Number of tablets/quantity given in school .....

**NB All Medication must be clearly labelled with your daughter's name and should be in the original container as dispensed by the Pharmacy with clear instructions on how much to give.**

Telephone number of parent/guardian .....

The information is, to be best of my knowledge, accurate at the time of writing and I give consent to school staff administering the medication in accordance with school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped. My daughter is fit to attend school.

Parent/Guardian's signature .....

Print name .....

Date .....

If more than one medication is to be given, a separate form must be completed.