

<b>Name of Policy:</b> Medicines in School	<b>Version/Last Review Date:</b> October 2018 (V3)
<b>Statutory documents linked to policy:</b> <i>DFE Guidance – Medicines in Schools</i>	<b>Previous review date:</b> Oct 2014 (V1) May 2017 (V2)
<b>Other Policies linked to this policy:</b>	<b>Next Review Date:</b> Oct 2021 (V4)
<b>Governor Committee Responsible</b>	People & Resource Management

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

It is WNA's policy to follow advice issued by the Department of Health and to review this guidance accordingly whenever a child is admitted to the school with medical needs. The school responds positively to any child who has a medical condition that could affect their participation in school activities - either long-term or just for a short while and staff undergo training to meet such medical needs. As part of the school's ongoing review of Health and Safety issues, staff have drawn up the following guidelines for parents from the most recent advice given by the LEA and Department of Health.

### **Prescription Medicines in School**

There is no legal duty for a school to administer medicines. Few medicines need to be taken during normal school hours. Unless it says otherwise, 'three times a day' means medication can be given without the need for it to be taken in school. Parents should ask the prescriber about this e.g. 3 x per day = morning, afternoon and evening. However, some medicines can have fixed times or conditions specified by the doctor and in these cases staff can volunteer to administer the medicine. Parents should meet with the headteacher to reach agreement on the school's role in supporting their child's needs. If appropriate, prescription medicines should be handed into the office, with a signed consent form. The medicine must be in the pharmacist's original container and be clearly labelled with the name of the medicine, the child's name and the dosage. It is the parent's responsibility to collect the medicine at the end of the day. The headteacher is always willing to discuss individual cases should the need arise.

### **Non-Prescription Medicines (including herbal remedies)**

Department of Health advice to schools states that school staff must not give non-prescription medicines to children. Written permission can be given to administer pain-killers or travel sickness tablets for use on residential visits.

### **Asthma and Epi-pens and other long-term medical conditions (see Asthma Policy)**

It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs. We need to know about any particular medical need as a child is admitted or when a child develops a medical need. Pupils with asthma need to have a spare reliever inhaler- clearly labelled - to keep in school. It is the parent's responsibility to ensure that the inhaler has not reached its expiry date. Written health care plans, involving the parents and relevant health professionals are drawn up when a child with a severe medical condition enters the school.

Parents are responsible for ensuring that date expired medicines are collected from school and returned to the pharmacy for safe disposal. Epi-pens and inhalers should be collected at the end of each term.

### **Infectious Diseases**

Children with infectious diseases must not be at school. They should only return when they feel well, and must stay away longer if there is still a risk of infection. In the case of vomiting and/or diarrhoea a period of 48 hours since the last bout is essential. If you are unsure about whether or not your child is well enough to return to school, please telephone the school. Some diseases such as Chickenpox, German Measles and Slapped Cheek Disease (parvovirus) can be dangerous to unborn babies and the school has a duty of care to both staff and parents to notify them if there are such cases in school.

### **Headlice**

The problem of head lice is extremely common in primary schools and infestations are a persistent nuisance that exasperate parents and staff.

It should be noted however that head lice are not a health hazard because they do not carry serious diseases. Weekly checking is recommended and is the best way to control head lice. Lotions and advice on the treatment of head lice can be obtained from a pharmacy or GP. If live lice are identified during the school day, the parents of that child will be informed and advised to go to the GP or pharmacist.

### **Head bumps**

Parents will be informed by phone if their child receives a bump to the head at school, although the chance of serious injury is highly unlikely this is just intended to alert parents to look out for any warning signs should the bump be more serious than expected. All such injuries will be seen by a qualified first-aider. A written note is sent home with any child who bumps their head at school.

### **Sunscreen**

Children will spend two days engaged in Forest Schools activities and approximately a third of the time they are at school outdoors, so sensible measures need to be taken to protect children from the damaging effects of the sun. An application of good sunscreen (SPF of 15-20) at home in the morning should provide sufficient protection for children at school. WNA will provide sunscreen for children to use. Written permission will be obtained. In summer parents may wish to send their children to school with a sunhat and extra water. -Children should apply their own sunscreen.

This guidance is not intended to be a definitive explanation of all child health issues, but hopefully it clarifies our policy on the most common and sets out our position on giving medicines to children in school. Please meet with the headteacher if you need any further guidance.

**Appendix to Policy:**

- ◆ Form A - Contacting Emergency Services
- ◆ Form B - Health Care Plan
- ◆ Form C - Parental agreement for the school to administer medicine
- ◆ Form D - Headteacher agreement to administer medicine
- ◆ Form E - Record of medicine administered to each child
- ◆ Form F - Request for child to carry his/her own medicine
- ◆ Form G – Head Bump Letter
- ◆ Form H – Sunscreen Permission

FORM A

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information.

1. Your telephone number: 0191 273 9477
2. Give your location as follows: **Benwell Nature Park, Atkinson Road, Newcastle or Armstrong Road, Benwell, Newcastle upon Tyne.**
3. State that the postcode is: NE4 8XT / NE4 8QP
4. Give exact location in the school/setting
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state where the crew will be met and taken to

**Speak clearly and slowly and be ready to repeat information if asked**

FORM B - Health Care Plan

Name of school/setting	West Newcastle Academy
Child's Name	
Group/class/form	
Date of Birth	
Child's Address	
Medical diagnosis or condition	
Date of diagnosis	
Review date	

**Family Contact Information**

Name	
Phone no. (work)	
(home)	
(mobile)	

Name	
Phone no. (work)	
(home)	

(mobile)	
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**Clinic/Hospital Contact**

Name	
Hospital / Clinic	
Phone no	

**G.P.**

Name	
Phone no	

**Describe medical needs and give details of child's symptoms**


**Daily care requirements (e.g. before sport/at lunchtime)**



**Describe what constitutes an emergency for the child, and the action to take if this occurs**


**Follow up care**


**Who is responsible in an emergency (state if different for off-site activities)**

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**Form copied to**

Headteacher	
Class teacher	
First Aiders	
ScholarPack	
File	

FORM C

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form

Name of school/setting	West Newcastle Academy
Date	
Child's Name	
Group/class/form	
Name and strength of medicine	
Expiry date	
Storage	
Amount to be given (dosage)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school	
Length of course of treatment	

**Note: Medicines must be in the original container as dispensed by the pharmacy with the child's name on. We can only administer medicine prescribed by a doctor.**

Daytime phone no. of parent or adult contact	
Name and phone no. of GP	

Agreed review date to be initiated by	

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

Parent's signature .....

Print name .....

Date: .....

**FORM D**

**Headteacher agreement to administer medicine**

It is agreed that

.....

*(name of child)*

will receive

.....

*(quantity and name of medicine)*

every day at

.....  
*(time medicine to be administered e.g. lunchtime or afternoon break)*

.....  
*(Name of child)*

will be given/supervised whilst he/she takes their medication by

.....  
*(name of member of staff)*

This arrangement will continue until

.....  
*(either end date of course of medicine or until instructed by parent)*

Date .....

Signed .....

*(Headteacher/named member of staff)*

FORM E - Record of medicine administered to an individual child

Name of school/setting	WNA
Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time given	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dose given	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of member of staff	<input type="text"/>	<input type="text"/>	<input type="text"/>
Staff initials	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time given	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dose given	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of member of staff	<input type="text"/>	<input type="text"/>	<input type="text"/>
Staff initials	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time given	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dose given	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of member of staff	<input type="text"/>	<input type="text"/>	<input type="text"/>
Staff initials	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time given	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dose given	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of member of staff	<input type="text"/>	<input type="text"/>	<input type="text"/>
Staff initials	<input type="text"/>	<input type="text"/>	<input type="text"/>

FORM F - **Request for child to carry his/her own medicine**

This form must be completed by parents/guardians

**If staff have any concerns discuss this request with healthcare professionals**

Name of school/setting

Name of child

Class

Address

Name of medicine

Procedures to be taken in an emergency

**Contact Information**

Name

Daytime phone no

Relationship to child

I would like my son/daughter to keep his/her medicine on him/her for use as necessary

Signed \_\_\_\_\_

Date \_\_\_\_\_



FORM G

Childs Name:	Date:
Incident:	
Added into accident book on:	
Teachers Signature:	

Your child has had a bump to the head, and has received First Aid as described above. Minor head injuries often cause a bump or bruise. As long as your child is conscious (awake), with no deep cuts, there is unlikely to be any serious damage. (from NHS Direct - <http://www.nhs.uk/Conditions/Head-injury-minor/Pages/Symptoms.aspx> )

It is recommended that after a head injury, a child is observed closely for 24 hours to monitor whether their symptoms change or worsen.

If you have any concerns, it is recommended that you contact your family doctor or NHS Direct on 0845 4647.

In an emergency, dial 999 and ask for an ambulance:

- unconsciousness, either briefly or for a longer period of time
- difficulty staying awake or still being sleepy several hours after the injury

- clear fluid leaking from the nose or ears (this could be cerebrospinal fluid, which normally surrounds the brain)
- bleeding from one or both ears
- bruising behind one or both ears
- any sign of skull damage or a penetrating head injury
- difficulty speaking, such as slurred speech
- difficulty understanding what people say
- reading or writing problems
- balance problems or difficulty walking
- loss of power or sensation in part of the body, such as weakness or loss of feeling in an arm or leg
- general weakness
- vision problems, such as significantly blurred or double vision
- having a seizure or fit (when your body suddenly moves uncontrollably)
- memory loss (amnesia), such as not being able to remember what happened before or after the injury
- a persistent headache
- vomiting since the injury
- irritability or unusual behaviour
- 

FORM H

## CONSENT

As the weather gets warmer we need to protect the children from sunburn whilst outside.

Parents should apply sun cream to their child in the morning before they come to school. The school will hold a suitable sun protection lotion in the school office which may be given to children to apply to visible areas (face, ears, neck, arms) at lunchtime. This will be supervised and if children miss an area they will be prompted to cover that area. **Staff** will help children with this and apply cream to the face, ears or neck as necessary.

**Volunteers will not be allowed to apply cream to children.**

Please inform the school of any other relevant information that WNA needs to know (e.g. sensitivities):

.....

.....

.....

I do / do not give permission for my child to be given sun protection cream whilst at school.

Name of child: .....

Signed: .....

Name of parent: .....

Date: .....

Date

Dear Parents/Guardians

### Child Health and Administration of Medicines in Schools

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Lotions and advice on the treatment of head lice can be obtained from a pharmacy or GP. If live lice are identified during the school day, the parents of that child will be informed and advised to go to the GP or pharmacist.

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Yours sincerely

Susan Percy  
Headteacher