

## MANAGING ILLNESS AND MEDICINES POLICY 2021-22

<b>Recommended by the</b>	Teaching and Learning Committee
<b>Approved by the FGB:</b>	On 8 <sup>th</sup> December 2021
<b>Date of next review:</b>	Annually (or as appropriate)
<b>Responsible Officer:</b>	S While-Paddon

This policy adheres to guidance and recommendations made in the publication *Managing Medicines in School and Early Years Settings* issued March 2005 Reference: 1448-2005DCL-EN. It will be reviewed annually by the school nurse who will liaise with the Health and Safety and Disability Leads.

There are regulations regarding Medicines in a School Setting. Only certain medication is allowed to be carried by pupils whilst in school. By law parents/carer must give written consent for their child to carry their own medication and to be given medication. Conditions such as allergy causing anaphylaxis, asthma and diabetes mean pupils need to carry their own medication whilst at school. For other recognised and diagnosed medical conditions there is medical provision for medication in school. However, unless it is deemed essential for their condition (e.g.: certain migraine medication) the pupil is generally not allowed to carry their own medication. All forms should be completed by the parent/carer. It is the parent/carer's responsibility to ensure that medication is handed into the main office, preferably to the nurse or first aider. Medication should be in date, it is **NOT** the school's responsibility to notify parents if medication has gone out of date. Parents will also be responsible for ensuring there is an adequate supply of medication for their child whilst at school. **Anaphylaxis medication** should be in a plastic box with the child's name labelled on all sides. Individual protocols and a recent photograph of the pupil should be included in the box along with consent forms allowing staff to give the medication. The pupil should also carry their own supply of emergency medication whilst in school. Parents/carers of pupils with anaphylaxis medication should make a note of expiry dates to ensure medication is renewed when necessary. A child under 16 should never be given aspirin. Staff will not give aspirin unless specifically prescribed by the GP. There is no legal duty requiring school staff to administer medication. This is a voluntary role. If teaching staff wish to administer medication, they must have the appropriate training and guidance and follow the school policy on administering medicines.

### Supporting Pupils with Medical Needs

Comberton Village College believes in promoting equal opportunities for all pupils in every aspect of school life. The school will judge each pupil's needs individually as young people vary in their ability to cope with poor health or a particular medical condition. Parents/carers have responsibility for their child's health and should provide the school with information about their child's medical condition.

There are disabled toilets throughout the school and a showering facility in the Centre.

There is a lift in the science block and the History/RPE building and the Sixth Form. Lift keys are held with the site team, in reception and in the science technicians' department. The site team, the Sixth Form Administrator and library staff have a key to the Sixth Form lift. Wheelchair users will have their own key made.

### Medication

Medicines should only be taken at school when essential: that is where it would be detrimental to a child's health if the medicine were not administered during the school day. We would encourage parents to ask the prescriber to consider the use of medicines that only need to be taken outside school. If medication were required three times a day, it could be taken before school, after school and before bedtime so as to obviate the need to bring medicines into school. Parents/carers should complete Medication **Form 1** for medication that has been prescribed by the doctor or for analgesics bought over the counter. Parents/carers should also complete Medication **Form 2** if they wish their child to be allowed to **carry their own** medication at school. Medicines should always be provided in the original container or box as dispensed by the pharmacist and include the prescriber's instructions for administration. The child's name, the prescribed dose and expiry date should also be clear. The school will not accept medicines that do not conform to the above rule.

Over-the-counter preparations such as paracetamol should also be in the original packaging with instructions, child's name and date of birth, dosage and expiry date clear. Form 1 can be used for these items.

No child will be given medicines without their parent/carer's written consent.



Forms 1 and 2 are used.

### **Recognised Medical Conditions**

Migraine or regular headache  
Period Pain  
Osgood Schlatters Disease  
Hay Fever Eye Drops  
Infection requiring Antibiotics

Written parental/carer consent is required. Parents/carer should complete **Form 1**. Medicines should always be provided in the original container or box as dispensed by the pharmacist and include the prescriber's instructions for administration. The child's name, the prescribed dose and expiry date should also be clear. The school will not accept medicines that do not conform to the above rule.

Over the counter preparations such as paracetamol should also be in the original packaging with instructions, child's name and date of birth, dosage and expiry date clear.

If your child has a condition that requires medication during school hours but is not listed above then please contact the nurse. The nurse is available during school hours to discuss any queries you may have regarding medication in school.

No child will be given medicines without parent/carer's written consent on Form 1.  
Form 1 is used.

### **Illness**

If a pupil is unwell they should not be in school. Please do not send your child to school if they are ill. Parents should follow the Government recommendation and guidance relating to Covid 19. Any pupil who vomits and or has diarrhoea will be sent home. Pupils who have vomited and or had diarrhoea within the last 48 hours should not be sent to school. If your child has had diarrhoea or vomiting it is recommended that the period that pupils should be kept away from school is 48 hours from last episode of diarrhoea or vomiting. Parents/carer should contact the pupil absence/attendance line to inform the school if their child is going to be off school ill.

### **If your child becomes unwell/injured whilst at school**

If your child becomes unwell or is injured whilst at school they should inform their teacher. The teacher will send them to see the nurse/first aider. During lesson periods pupils should go to the Medical Room. The medical room is situated along the main corridor next to the Exams Office. If the nurse/first aider is not in the medical room the pupil should go directly to reception and inform staff they need to see the nurse/first aider. The nurse/first aider is in the medical room during break and lunch times. Pupils will always be examined by the nurse/first aider and appropriate treatment undertaken. If it is felt that a pupil needs to go home then a parent/carer will be contacted and asked to collect their child. Parents/carers should ensure contact details are current and that they have arrangements in place for their child to be collected from school should the need arise. A responsible adult must collect them. Pupils will generally not be allowed to walk home, or catch a bus alone. If the nurse/first aider sends a pupil home they will either ask the pupil to sign out with the attendance officer. When the nurse is at lunch or unavailable there are alternative first aid arrangements using first aid trained staff. Pupils should attend reception and they will be directed appropriately.

### **Accidents and Emergencies**

If a pupil has an accident at school, they will be examined by the nurse/first aider and appropriate treatment undertaken. If there are concerns about the injury parents will be contacted and asked to refer the child to the GP or Accident Department at the local hospital. If a parent/carer cannot be contacted and it is felt the pupil requires immediate medical attention then an ambulance will be called. If a parent/carer cannot be contacted then an appropriate staff member will accompany the pupil in the ambulance and remain with the child until a parent/carer arrives. Staff will notify parents/carer as soon as reasonably possible about the incident. If a staff member accompanies a pupil to hospital in an ambulance, they should take a print out with the pupils details and contact numbers with them.



Information that may be needed by Emergency Services

School telephone number 01223 262503

Location of school Comberton Village College  
West Street Comberton

Post code CB23 7DU

Your name

Name of child and date of birth or age

A brief description of child's symptoms/condition

Inform ambulance control of the best entrance and state that the crew will be met there by a member of staff. Inform site team that an ambulance has been requested.

### **RIDDOR and Accident Forms**

If a pupil has an accident in school details will be noted on the daily medical occurrence spread sheet.

The RIDDOR form is completed online. Copies of the incident are placed in a folder held in the medical room and all incidents are reviewed on a termly basis within the Health and Safety meeting. All accidents will be audited each term to help improve the health, safety and welfare of pupils. At the end of the academic year completed forms are archived.

### **Pupils Medical Information**

Medical information can be found under the Health Tab on each pupil's individual Progresso data page. Information is also held on SharePoint – Admin Public – Medical confidential. Medical information is treated with the strictest confidence.

### **Controlled Drugs**

Some children may be prescribed drugs that are controlled by the misuse of drugs act. These will always be kept in a locked non-portable container and only a qualified nurse/first aider will have access. As with other medicines, a careful record of administration will be kept.

### **Storing of Medicines**

Medicines will be stored in a locked cabinet in the medical room with the exception of anaphylaxis medication and protocols, which are stored in the cabinet to the left of the door to the general office. Medicines requiring refrigeration will be stored in the fridge in the general office. Keys for the medical room are held in the general office or will be with the nurse/first aider during school hours. Whenever medication is brought into school, it has to be accounted for, stored in the correct conditions and signed for when given. Each medication requires a completed consent form. As there are over 1400 pupils at Comberton Village College, it would be impossible for each child to have their own box of Paracetamol held in school just in case they require it. **Any out of date medication should be collected by parents/carer. All medication should be taken home by pupils at the end of each year.**

### **Record Keeping**

Pupils attendance to the medical room will be documented by staff either on the daily medical occurrence spread sheet. Protocols for anaphylaxis are with spare anaphylaxis medication held in the cabinet to the left of the door to the general office. Copies of all protocols for pupils with anaphylaxis are held in a folder on the desk in the medical room. Signed and completed consent forms for other medication can be found in a folder held in the black metal cabinet in the medical room. Only staff trained to give medication will do so. If a pupil refuses to take medication, staff should not force them to do so but should make a note of this on the daily medical occurrence spread sheet. If medication is given by staff, it is documented on Form 3 held in a folder in the black metal cabinet in the medical room and on the daily medical occurrences spread sheet. Staff should not administer medication unless suitably trained. If there is any doubt about procedures staff should check with parents/carer or a health professional before taking further action. Form 3 is used.



## **Training for Staff**

The nurse is a qualified registered nurse who has also completed and passed a 3 day first aid at work course and is registered with the NMC. There are other qualified first aiders who have completed and passed a recognised three day First Aid at Work course (or equivalent) or are emergency first response trained. Training needs will be assessed by The Health and Safety Lead to ensure the school provides adequate first aid cover. A list of qualified first aiders is held on SharePoint.

Mrs While-Paddon and all first aid trained staff complete annual training in Anaphylaxis, Diabetes, Asthma, Epilepsy awareness and the giving of emergency medication.

## **Staff Training for Administering Medicines**

Guidance on training is given by the Community School Nursing Team/Health Authority. A list of trained first aiders and first aid kits is held on SharePoint.

## **School Trips/Visits**

The school follows all procedures as set out in the County School Visits guidance. In essence, the rules on administration of medicine are concordant with those above.

## **PE and Activities**

Most children with medical conditions can participate in physical activities and extra-curricular sport. Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff and pupils should make sure such medication is accessible. If it is not possible for the pupil to carry their own inhaler themselves, they should make sure it is given to the staff member in charge of the sport or activity. To avoid confusion (as there may be several inhalers handed in) any inhaler should be labelled or marked clearly with the pupil's name. Parents have a responsibility to clearly name medication. Staff cannot be held responsible if unable to give medication because it is not correctly named.

The PE department staff follow advice regarding sporting activities and events from the Association for Physical Education. Day to day departmental activities are risk assessed and if injuries occur or a pupil falls ill during the lesson then staff follow the school policy for illness and injury in school. All activities on site or off site are risk assessed by staff.

After school sports activities and fixtures at home – staff follow the schools out of hour's provision for First Aid. Offsite events and sports activities – staff follow advice for provided by the Association for Physical Education for Sports Activities off Site.

Staff carry out activities/events in accordance with guidance and regulations according to each individual sport's governing body and the Association for PE. Regular training, instructions and updates are provided in accordance with National Governing Bodies and are delivered by staff with a recognised professional qualification in that activity. Staff have first aid training if it necessary for that qualification – i.e. Lifeguard Training.



**FORM 1 Parental agreement for Comberton Village College to administer medication**

**Complete for medication to be given**

If more than one medicine is to be given a separate form should be completed for each one.

Name of pupil:

Date of birth:

Tutor group:

Male/Female

Medical condition or illness:
Symptoms:
Medication and strength:
Dosage and method of administration:
Any precautions or side effects:

All medication should be in date, in original packaging, clearly labelled with name, directions and expiry date.

Emergency Contact Details:

Name:	Name:
Relationship:	Relationship:
Contact number:	Contact number:
Mobile number:	Mobile number:
Doctor's name and number:	

Any other relevant information:
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**I understand that I must deliver the medication to the main office/reception for the nurse/first aider. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff to administer medicine that I supply in accordance with the School's Medicines in Schools policy. I will inform the school immediately, in writing, if there is any change in the above information. Medication no longer needed or out of date will be collected. Any medication remaining at the end of the year will be collected.**

**Parent/carer's signature:**

**Print name:**

**Date:**



**Form 2 - REQUEST FOR PUPIL TO CARRY HIS/HER OWN MEDICATION**

**This form must be completed by parent/carer. If more than one medicine is to be carried a separate form should be completed for each one.**

Name of pupil:

Date of birth:

Tutor group:

Male/Female

Condition or illness:
Name of medication and strength:
Procedure to be taken in an emergency:

Emergency contact details

Name:	
Relationship:	
Contact number:	Mobile number:
Name:	
Relationship:	
Contact number:	Mobile number:
Doctor's name and number:	

I would like my child to keep his/her medicine on him/her for use as necessary. I understand that the medication should be labelled clearly with my child's name.

Parent/carer's signature:

Print name:

Date:



**Form 3- RECORD OF MEDICATION ADMINISTERED TO PUPILS**

<b>Date</b>	<b>Pupil's Name</b>	<b>Time</b>	<b>Name of Medication</b>	<b>Dose given</b>	<b>Any reaction</b>	<b>Signature of Staff</b>	<b>Print Name</b>