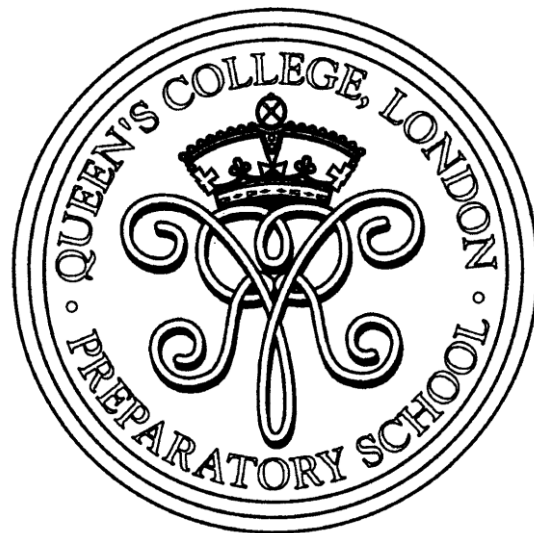


Queen's College Preparatory School (including Early Years Foundation Stage)

Medicines in School Policy



Medicines Policy

1. Introduction

At Queen's College Preparatory School we recognise that most children at some time will have medical needs that will require different types of support.

The aim of this policy is to enable children to keep safe and well at school and to safeguard all sections of the school community through the provision of a clear and effective framework for staff, parents and children.

2. Children with Medical Needs – a definition

- Most children will at some time have short-term medical needs e.g. finishing a course of medicines such as antibiotics.
- Some children have long-term medical needs and may require medicines on a long-term basis to keep them well.
- Others may require medicines in particular circumstances such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need to use inhalers on a regular basis and additional doses during an attack.

3. Parental Responsibilities

Parents have the prime responsibility for their child's health and are required to provide us with all the necessary information including updates about their child's medical condition and the measures necessary to keep their child safe and well.

The school, through the First Aid Co-ordinator, aims to reach agreement with parents on the role that the school is able to play in supporting their child's particular medical needs.

Parents have the responsibility to ensure that medicines held in school are current - within the expiry date.

It is the parents' responsibility to ensure that date-expired medicines and medicines no longer required are removed from the school.

4. Medicines In School

Children should be kept at home when they are unwell. However, in order to minimise the time that they need to be absent children may need to take medicines at school. No child is given medicines without written parental consent in the form of the 'Administering Medicines – Parental Request' available in the Parents' area on the school website or in hard copy from the Office. The completed and signed form must be handed to the Office.

4.1 Prescribed Medicines

Prescribed medicines should be provided in the original container as dispensed by a pharmacist and include the instructions for administration and the means of delivery e.g. a measured spoon. Each administration of a prescribed medicine is recorded.

4.2 Non-Prescribed Medicines

Staff should never give a non-prescribed medicine to a child unless there is specific prior written request from the parents. In such circumstances, each administration of a non-prescribed medicine is recorded.

4.3 Administering Medicines

The medicine **must** have:

- the child's name
- prescribed dosage
- written instructions provided by the prescriber on the label or container
- the means of delivery where appropriate

In the Pre-Prep classes, the child's form teacher or class assistant will have the responsibility for administering medicines to a particular child. Children in the Prep will go to the Office at the appropriate time.

If there are any concerns related to administering medicine to a child, the issue should be discussed with the First Aid Co-ordinator who will refer the matter to the parent.

4.4 Record Keeping

Each time a medicine is administered it is recorded in the Medicines Book kept in the Office. It is desirable, but not essential, that a second adult should witness the dosage and administration.

4.5 Refusing Medicines: non-emergency

If a child refuses to take medicine, staff should accept this situation, but record this. Parents should be informed of the refusal on the same day.

4.6 Storing Medicines: non-emergency

Medicines should be stored in accordance with product instructions including temperature guidelines and in the original container in which dispensed.

Medicines for Pre-Prep children will be kept clearly marked in the staff room refrigerator or other appropriate place and will be the responsibility of the child's form teacher. Medicines belonging to Prep children will be kept in the refrigerator in the dining room or other appropriate place.

4.7 Disposal of Medicines: non-emergency

Parents are responsible for collecting medicines at the end of each day or at that the end of the agreed period.

5. Long Term Medical Needs

5.1 Individual Health Care Plan (IHP)

A child with long-term medical needs should have an individual health care plan agreed between school and parents.

The plan includes:

- contact details
- details of the child's condition
- special requirements e.g. dietary needs, pre-activity precautions
- possible side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- who to contact in an emergency
- the role the staff can play
- where the medicines are stored

5.2 Access To Medicines

Some children need to have immediate access to their medicines. Special access arrangements for emergency medicines are set out in each Individual Health Care Plan.

As children grow and develop we encourage them to make decisions about their medicines and to take more responsibility. The school needs to assess with parents and children (and health professionals where appropriate) the stages of self-management. In some cases and with the agreement of the parents, children may be able to keep and self-administer their own medicines, with staff in a supervisory role.

For the children who may require an adrenaline injection, these are stored with the First Aid Co-ordinator, in the dining room and in the child's classroom. The form teacher is responsible for ensuring such medication is taken on any visit outside school.

5.3 Refusing Medicines: emergency

If a child with long term medical needs refuses to take their medication, staff have to accept this situation. However, parents should be informed as a priority.

If this refusal results in an emergency, the agreed emergency procedures, as set out in the child's Individual Health Care Plan, should be enacted.

6. Emergency Procedures

6.1 All staff should know how to mobilise the emergency services effectively. Children know to find a member of staff in the event of an emergency. First-aiders responsible for carrying out emergency procedures in the event are Mrs Rani Winthrop and Mrs Coles.

6.2 In the case of a child with an Individual Health Care Plan, the plan includes instructions on how to manage that child in an emergency.

7. Educational Visits

We aim to enable children with medical needs to participate fully and safely in carefully managed visits wherever possible. Arrangements for taking any necessary medicines are taken. Staff will be made aware of any medical needs, and the relevant emergency procedures. A copy of any Individual Health Care Plan is taken on visits in the event of the information being needed in an emergency.

8. Sporting Activities

We operate on the understanding that children with medical conditions can participate in most physical activities including extra-curricular sport.

Some children may need to take precautionary measures before or during exercises, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should be aware of relevant medical conditions and any preventive medicine that may be needed and emergency procedures as set out in the Individual Health Care Plans.

Review

This policy is reviewed each year by the Council of Queen's College at its AGM



ADMINISTERING MEDICINES – PARENTAL REQUEST

In order for a child to receive prescribed medicines (e.g. antibiotics), the form below must be completed and signed by the child's parent.

Staff cannot administer prescribed medicines without written permission. All medicines **must** be clearly marked with the child's full name and the prescribed dosage.

A new form must be completed if a course of medicine endures beyond a calendar fortnight.

To be completed by the parent/guardian (block capitals):

Full name of child			
Name of parent/guardian			
Full name of prescribed medicine/lotion			
First dose due in school	Date:	Time:	Amount:
Second dose due (if applicable)	Date:	Time:	Amount:
Subsequent dates on which medicine is to be administered (if applicable)			
Date for last dose(s)			
Instructions for storage of medicine			

I request the school to give the doses of medicine as shown above

Signed: _____ Name: _____

Date: _____

Please hand this form, together with the child's medicine, to the school office.



***Queen's College Preparatory School
Individual Health Care Plan***

CHILD'S NAME:	
FORM:	
DATE OF BIRTH:	
CHILD'S ADDRESS:	
MEDICAL DIAGNOSIS OR CONDITION:	
DATE:	
REVIEW DATE:	

<u>FAMILY CONTACT INFORMATION</u>	
NAME:	
TELEPHONE NO. (WORK)	
(HOME)	
(MOBILE)	
NAME:	
TELEPHONE NO. (WORK)	
(HOME)	
(MOBILE)	

<u>CLINIC / HOSPITAL CONTACT</u>	
NAME OF HOSPITAL / DOCTOR:	
NAME OF DOCTOR:	
TELEPHONE NUMBER	

CHILD'S SYMPTOMS (TO INCLUDE SIDE-EFFECTS OF MEDICINES)

DAILY CARE REQUIREMENTS E.G. DIETARY NEEDS, PRE-ACTIVITY PRECAUTIONS

WHAT CONSTITUTES AN EMERGENCY FOR THE CHILD?

EMERGENCY PROCEDURE AND TREATMENT

STORAGE OF MEDICINES IN SCHOOL

Parental Signature**Date.....**

FORM COPIED TO:

--

STANDARD MEDICAL LETTER

Dear [],

Please find enclosed an Individual Health Care Plan form which we would like you to complete. These plans are only intended for children with specific medical requirements.

This is to ensure that the staff who teach [] are fully aware of her medical condition. In case of emergency, we would be able to follow the necessary procedures regarding medication.

If you would like to add further information, please attach details. Please also attach a passport sized photo of your child.

Once you have returned the form, I will invite you to come and discuss the final version of your daughter's Individual Health Care Plan.

Please return the form to me as soon as possible.

Should you have any queries, please do not hesitate to contact me. My direct line is 020 7291 0667.

Yours sincerely

Mrs Ruth Coles

Head of Music
(First Aid Co-ordinator)

QUEEN'S COLLEGE PREPARATORY SCHOOL

CONTACTING EMERGENCY SERVICES

Request for an ambulance

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

1. Your telephone number
2. Give your location
3. State that the postcode is
4. Give exact location on school site
5. Give your name
6. Give the name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

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