

## Medication Policy

The Medical Room holds a stock of household remedies, medication and treatments as follows: (There is also a lockable pharmacy refrigerator).

### Medicines

Eyes	Saline eye wash
Hands	E45 Cream
Throat/Mouth	Lozenge, Bonjela
Skin	E45 Cream, Petroleum jelly
Feet	Plasters
Splinters	Tweezers,
Coughs	Childs cough syrup
Colds	Lemsip, Easy Breathe tissues
Antiseptic	Alcohol free wipes, Savlon cream
Muscles/Bruises	Instant cold packs, cold spray, 'Deep Heat' cream, Ibuprofen 5 % topical gel
Burns	'Burneze' spray, 'Burnjel' cooling gel
Abdominal	Rennies (Staff only)
Allergies	Piriton syrup, Piriton tablets
Stings/Bites	'Waspeze', Antihistamine cream
General and miscellaneous	Salbutamol inhaler, 'Dextrose' energy tablets, Lucozade, Immodium, Diaoralyte and 'Kwells' travel sickness tablets, (for use on residential visits)
Analgesics	Aspirin (Staff only) Paracetamol (tablets, dispersable and suspension) 'Calpol' suspension and 'Fast-Melts', Ibuprofen Suspension and Ibuprofen tablets, Migralve.
Wounds/Grazes	Various shapes/sizes plasters, hypoallergenic tapes, assorted wound dressings, gauze swabs, 'tubi-grip', assorted bandages, slings, and eye and finger dressings, 'Steristrips'

The above medication may vary if a certain medication is unavailable. If a child has a preference this should be indicated on the Health Record form.

## Senior School Pupils

Medication is given to Senior School girls, Years 7-13, after consultation with School Nurse, or in her absence with a member of staff with relevant training, as felt appropriate for her age and condition. If appropriate parents will be informed of this medication being given.

Consent to be given medication in school is given by the Pupil's Parent or Guardian on the Girls' Medical Record Card on entry to the Senior School

## Preparatory School Pupils

Westbourne girls are only given medication with specific permission from parents.

Preparatory School girls are only given medication after consultation by School Nurse, usually by telephone, with a Parent or Guardian.

All parents of Prep and Westbourne girls are given an option to opt out of medication given at school.

If medication is given, a letter is sent home indicating the name of the medicine, dose and time administered. (Appendix B1)

## Prescribed Medication from Home – Whole School

All medication bought into School must be in the original container as dispensed by the pharmacist, clearly labelled with the child's name, the directions of use and, where appropriate, a dispensing spoon. Parents should be encouraged to ask the child's doctor to prescribe medicines that can be administered outside of School hours wherever possible.

All prescribed medication should be handed in to the School Nurse by the pupil or parent in Senior School and to the teacher, School Secretary, or School Nurse by the parent in Prep and Westbourne. With completed consent form (Appendix A).

All medication is then stored in a safe place-fridge or locked medicine cabinet in the Medical Room. A School Record of Medication Form must be signed and dated by the person administering the medication. **The person administering the medication will usually be the School Nurse, but other members of staff on occasions, have to administer medication.**

All medication given in school is recorded on child's PASS medical notes.

A separate form is used for inhalers (see Appendix C). These forms are sent home with the child at the end of the School day.

In the event of a Preparatory girl requiring Paracetamol for pain and/or fever, the School Nurse will attempt to contact the parents to obtain verbal consent, to administer Paracetamol according to their age. This will be done after ensuring that any prior pain relief has not been previously administered.

Parents will be asked to collect their child as appropriate and sign the consent form to administer medication as they collect their child from School or as soon as reasonably possible.

Once the medication has been administered, the dose will be documented on the child's record and a record sent home to parents.

## 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 computer system 'PASS'.
- 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.
- 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 schools 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.
- That the medication name, strength and dose instructions match the details on the consent form (see Appendix B).
- 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.
- That the child has not already been given the medication.

The procedure for the administration of medication must be adhered to at all times. On completion of treatment, the Medication Consent Form and the Record of Medication form are transferred to the child's medical file. (Examples of these forms are attached as appendix A and B).

Medication that needs to be taken home each evening can be collected from the Medical Room before 16.00hrs or from the pharmacy fridge by the class teacher in Prep/Westbourne. If the child is to enter 'Aftercare', a small insulated, labelled bag needs to accompany the medicine, if required to keep cold.

'Aftercare' staff will take responsibility of the medicine and hand it over to the parent/carer and the end of the session. Form teachers must hand the medicine over to aftercare staff in Prep/Westbourne.

If an extra dose is required whilst the child is in 'Aftercare' a form for this will need to be completed with the 'Aftercare' staff.

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

All prescribed medication is stored in accordance with product instructions. There are designated fridges in the Medical Room, or in the Prep Support Classroom 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 record

### **Non-Prescribed Medication – Whole School**

It is necessary for the school to have written parental consent for the administration of non-prescribed medication in school. This consent is given on the health record card in senior school. **A child must only be given aspirin if prescribed by a doctor. It should not be given in any other circumstances.**

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.

All medication must be handed in by girls to the School Nurse. Girls must come to the Medical Room to have their medication administered and documented. They must collect their medication at the end of the school day.

All instructions for use, and the correct dosage to be given, must be read and noted before administering any medication. Prior to the administration of medication the child's Health Record Card will be checked for any allergies and for the consent for the administration of such medicine.

**Ibuprofen or Non Steroidal medication must not be administered to anyone with a history of asthma and stomach problems.**

### **Emergency Medication**

Emergency medication needs to readily be available in an emergency. Emergency medication includes Adrenaline Auto-Injector , asthma reliever inhalers, Epilepsy medication and Glucogel, Piriton, Insulin. In Westbourne and Prep these medications are kept with staff in the classroom and dining room. Staff have been informed where Adrenaline Auto-Injector and inhalers are located in their part of the school and how to access them. Instructions for the use of Adrenaline Auto-Injector are found on the box.

Staff have been regularly trained in asthma, anaphalaxis 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 inhaler is kept in the medical room in the event of an emergency.

It is the responsibility of the class teacher to ensure that the emergency medication is taken with the child at all times. 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 carry it with them at all times. 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 asthma inhaler for their child, and Adrenaline Auto-Injector or consent to use spare inhaler.**

- Supplies of emergency medication such as insulin is kept in the fridge in the medical room.
- 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 Home Economics department.
- If it is thought that a second dose might be needed this should only be given following medical advice from a nurse, doctor or from ambulance control.
- Parents are asked to inform school regularly of any changes in their daughters' condition or medication.
- Girls with diabetes should be encouraged to keep to their required diet. Glucose in the form of sweets, Lucazade, biscuits, glucose tablets should be readily available to treat hypoglycaemia. If blood glucose monitoring is required then a clean private room with washing facilities should be made available.

### **Notification of Next of Kin**

Should it be necessary for the next of kin to be informed of an emergency at school, on an away sports match, or an off-site visit, the following procedure should be followed:

- Contact a senior member of staff such as the Headmistress or Deputy Headmistress ideally before the call is made.
- The senior member of staff will decide who will make the call and at what stage the call should be made.

- All relevant details must be made prior to making the call:
  - Time
  - Place
  - Nature of accident/incident
  - Others involved
  - Action taken
- Document the information as soon as possible to ensure accuracy.
- Next of kin should be documented when a situation is well under control. These are often distressing calls and are made worse by vague or incomplete information.
- Staff directly involved with the incident/accident should not be advised to make these calls.

### **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 or medication should be given to Paramedics, the individuals medical card should accompany them to hospital with an accompanying member of staff.

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.
- Ask reception to inform Head, Deputy, Facilities Manager and groundsmen.
- Ask a senior member of staff to inform parents/guardians as described above.
- Ask reception to call School Nurse: Senior 07922 325 578, Prep 07922 334 677
- 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 inform parents.

### **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.

Training in the use of the Adrenaline Auto-Injector and Epilepsy is given annually by School Nurse before pupils are taken off site. Asthma training is given alternative years, but is available on request by the school nurse as requested.

### **Record Keeping**

The administration of medication is recorded on the School MIS, PASS. Medical Record Cards are kept in locked filing cupboards in the Medical Room.

Records of past pupils are archived as appropriate.

## Appendix A

My daughter ..... is unwell although fit for school. If possible I would like her to be given:

**Name of Medicine:** .....

**Dose:** .....

**At:** .....

**Signed:** ..... **Date:** .....  
(Parent/Guardian)

Your daughter ..... was given medication as requested at .....

Signed: ..... Date: .....

**Please note that all medicine should be in the container it was supplied in by the pharmacist, clearly labelled with your daughter's name.**

Please return this form to School Nurse

## Appendix B1

Dear Parent

Your daughter was given .....

Date: ..... Time: .....

To confirm receipt of this letter please return the slip below to the School Nurse.

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**EDGBASTON HIGH SCHOOL FOR GIRLS**

Daughter's Name: ..... Form: .....

I confirm receipt of the letter regarding medication given in school.

Signed: ..... Date: .....

**SCHOOL RECORD OF MEDICATION ADMINISTERED**

Name of child .....

D.O.B ..... Class .....

Name and strength of medication:

.....

Dose and frequency of medication .....

Date		
Quantity Received		
Quantity returned		
Staff Signature		
Print Name		

<b>Date</b>										
<b>Time Given</b>										
<b>Dose Given</b>										
<b>Staff Signature</b>										
<b>Print Name</b>										

**Appendix C**

Dear Parent

Your daughter was given her reliever asthma inhaler.

Date: .....

Time: ..... Number of puffs .....

Time: ..... Number of puffs .....

Time: ..... Number of puffs .....

To confirm receipt of this letter please return the slip below to the School Nurse.

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**EDGBASTON HIGH SCHOOL FOR GIRLS**

**To: School Nurse**

Daughter's name: ..... Form: .....  
(please print)

I confirm receipt of the letter regarding extra asthma inhaler use.

Signed: ..... Date: .....