



ADMINISTRATION OF MEDICINE POLICY

Introduction

This policy applies across the whole school including the Early Years Foundation Stage (EYFS).

MEDICAL MATTERS

Newcastle School for Boys wish to ensure that boys with essential medication needs receive appropriate care and support at school.

MEDICAL CARE

Although your son will normally receive medical care from your family GP practice; we hold medical information on all our boys in order to ensure that we can provide appropriately for their needs, or look after them if they are injured or have an accident. A list of all boys is available in each staffroom with consent for the administration of first aid and Calpol and notes any boy who has a serious allergy or medical condition. We therefore require parents to complete and return the ***Medical Questionnaire*** (part of the ***Registration Booklet***) before their son joins the school.

MEDICINES AND TREATMENTS BROUGHT TO SCHOOL

The School will accept responsibility in principle for members of the school staff giving or supervising boys taking prescribed medication during the school day ***where those members of staff have volunteered to do so***. Staff will be trained for the administration of medicine which requires medical or technical knowledge. Please advise the class teacher of any medication that you bring into the school for your son. If your son has a medical condition which necessitates regular access to medication, please inform the Head of the Junior School or the Senior School Deputy Head (Pastoral and Co-curricular) so that an appropriate regime can be devised. The relevant staff will be informed, in confidence, of any condition that is likely to affect your son in any area of school life. We will work with you in making arrangements that work best for him.

Please remember that we need your written consent for every medicine before we are allowed to give it to your son.

Prescribed medication will not be accepted into school without complete written and signed instructions from parents (see Appendix A). Where medicine has been administered to a boy, parents will be informed the same day or as soon as

reasonably practicable. Prescription medicine must not be administered unless it is prescribed by a doctor, dentist, nurse or pharmacist. Medicine containing aspirin must have been prescribed by a doctor. This should be signed by a member of staff and countersigned by another. The School will keep these records, which are available for parents to see upon request.

The School may administer one of its 'spare' adrenaline auto-injectors (AAI), obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.

One of the School's 'spare' AAIs can only be administered to a pupil whose own prescribed AAI cannot be administered correctly and without delay.

In the event of a possible severe allergic reaction (anaphylaxis) to a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the 'spare' emergency AAI is appropriate.

If someone appears to be having a severe allergic reaction (anaphylaxis), emergency services (999) will be summoned without delay, even if the person's own AAI device or one of the School's 'spare' devices has already been used.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time). Each item of medication must be delivered to the teacher, in normal circumstances by the parent, ***in a secure, child-proof and labelled container as originally dispensed.*** Each item of medication must be clearly labelled with the following information:

- Boy's name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place. Unless otherwise indicated, all medication to be administered in school will be kept in a secure fridge or a locked medicine cabinet as appropriate.

The school will keep inhalers so they are always accessible to boys and we will administer creams for skin conditions such as eczema with another adult present.

If boys refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the School's emergency procedures will be followed.

It is the responsibility of parents to notify the School in writing if their son's need for medication has ceased and to renew the medication when supplies are running low. Please would parents ensure that the medication supplied is within its expiry date. School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent before the end of each term. Date expired medicines or those no longer required for treatment will be returned to the parent for safe disposal.

Where it is appropriate to do so, older boys will be encouraged to administer their own medication, if necessary under staff supervision. Parents are required to confirm in writing if they wish their son to carry their medication with them in school.

Staff will supervise the administration of inhalers, unless in the case of older boys it has been agreed that he will take responsibility for their inhaler and self-administration.

The School will make every effort to continue the administration of medication to a boy whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a boy on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

BOYS WITH MEDICAL NEEDS OR SPECIAL EDUCATION NEEDS WHO REQUIRE SPECIAL ADJUSTMENTS

If your son has medical needs, special education needs or requires any special adjustments, we will invite you to a meeting with the Head of the Junior School or the Senior School Deputy Head (Pastoral Care) and the class teacher, the School's Heads of Support for Learning and any outside specialist who has been involved with the care of your son, to discuss and agree the regime that is most appropriate for his individual care, ideally well before he joins the school.

MEDICAL EXAMINATIONS AND IMMUNISATIONS

All boys in Reception will receive sight and vision screening. You will be notified in advance.

MEDICAL RECORDS

We keep records of all treatment that your son receives during his time at the School. We record all accidents and injuries to your son and of all medicines that are given to him. We will always tell you in writing if your son has received any form of medical treatment - however minor and ask you to sign an administration of medicine form.

All medical records will be stored in your son's school record. Access to these records is restricted to the Senior Leadership Team.

EMERGENCY MEDICAL TREATMENT

In accepting a place at the School, we require parents to authorise the Head of Junior School or the Senior School Deputy Head (Pastoral Care) or an authorised deputy acting on their behalf, to consent, on the advice of an appropriately qualified medical specialist to your son receiving emergency medical treatment, including general anaesthetic and surgical procedures under the NHS, if we are unable to contact you in time.

This policy and the procedures contained within it are kept under periodic review.

Headmaster
November 2017



ADMINISTRATION OF MEDICINES
Appendix A

Date _____

Time _____

Child's Name _____

Medicine Given _____

(Details) _____

(Dosage - with start and completion dates) _____

(Time of Last Dosage) _____

Given by _____ (Print)
(Staff)

_____ (Signature)

Counter Signature _____ (Print)
(Staff)

_____ (Signature)

Parent's Signature _____ (Print)

_____ (Signature)

Member of Staff informed parent by:

Telephone

Email

In Person

Parental Signature

Staff will endeavour to administer medicine at the time stated

