

1. Introduction

Regular school attendance is vital for every child and the SIS – LPEBL KT does all that it can to maintain high attendance figures. Nevertheless, from time to time every child may become ill and require some time out of school to recover.

2. Taking medication during the school day

In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is completed.

But there are a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so.

In that case the parent or guardian should fill in the [ADMINISTRATION OF A MEDICATION - PARENTS CONSENT FORM](#) available on the school website or upon request and make a note in the child's communication book.

- Where a child suffers from asthma (or any other occasional illness) and may need to use an inhaler.

Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible.

NB: For long term and chronic ailment (e.g. asthma, epilepsy, allergy, diabetes), an **Individual Care Plan** will be put in place between the Headteacher, the staff and the concerned family. These Individual Care Plan are being dealt with outside this policy.

3. Responsibilities

The Head Teacher is responsible for implementing all policies on a day-to-day basis, such as the First Aid policy and this one.

The Head Teacher or any appointed trained staff is responsible for the safe and secure handling of medicines and the administration of medication according to the school policy.

4. Administration of a medication during the school day.

Bringing medication into school:

- Medication should only be brought into school when it is absolutely essential and in all cases the Head Teacher should be informed and parents should have compulsorily filled the [ADMINISTRATION OF A MEDICATION - PARENTS CONSENT FORM](#) where the parent or guardian must provide full written consent and details of the prescribed medicine. All medicines should be supplied in their original packaging with full instructions included.
- It is absolutely forbidden for parents to provide their child with any medicine other than prescribed ones for which an [ADMINISTRATION OF A MEDICATION - PARENTS CONSENT FORM](#) or an Individual Care plan has been filled in and agreed with the Head Teacher beforehand.

Administering medication at school:

- The medication should be administered in the office and/or the dining hall during the school day. The Head Teacher or appointed trained staff will administer the appropriate medication and enter the time and the amount of medicine given in the pupil's Scholarpack profile and fill in the [ADMINISTRATION OF A MEDICATION - STAFF FORM](#) (ancillary tab then first aid).
- Prescribed medication should only be administered to the pupil it was prescribed to. Once the pupil no longer requires this treatment, the medication should be disposed of appropriately.
- It is absolutely forbidden for a pupil to take their medication on their own.

Storing the medicines during school times:

- All medicines are clearly marked and kept in a locked cupboard in the office; the key is held by the Head teacher or the Administration Officer. There is a drugs fridge for medicines that require cool storage. The locked cupboards and the fridge are cleaned and the expiry dates on the contents are regularly checked.
- Non-prescribed medication that has expired or no longer of use will be disposed of by trained appointed staff. Prescribed medication held at the school is returned to the pupils at the end of each treatment.

Administration record:

- All medication is administered by the Head Teacher or the trained appointed staff.
- For each administration, the following information is recorded by the Head teacher in the pupil's Scholarpack profile and in the First Aid log book via the [ADMINISTRATION OF A MEDICATION - STAFF FORM](#) detailing:
 - Date and time given
 - Name of pupil
 - The pupil's class
 - The exact name of the medication
 - The dose and route of administration
 - Confirmation that parents have been informed (where necessary)
- During school trips all medication administered by the Trained Appointed Staff should be documented appropriately so that the pupil's Scholarpack profile can be updated upon return.

Principles for the administration of a medication during school times:

In order to act in the best interests of the school and the pupils and in the safest manner, the Head Teacher will compulsorily need to know:

- the normal dosage, side effects, precautions and contra-indications of the medicines administered
- the identity of the pupil who is given the medication
- Check the prescription or label on the medicine that is given
- Check the expiry date of the medication



- Know that the pupil is not allergic to the medication
- Make a clear and accurate record of the medication given

Pupils can be given medication during school time when and if:

- In the case of a prescribed medication:
 - parents have fully completed the [ADMINISTRATION OF A MEDICATION - PARENTS CONSENT FORM](#) prior and informed the Head Teacher or the Administration Officer via email or when dropping their child to school.
 - the Head teacher is satisfied she has all information required and feels safe to allow the administration of the medication during school times.
 - parents have made arrangements with the GP for the medication to stay at school for the whole course of the treatment.
 - during a school outing, it is possible for the school to arrange for a trained appointed staff to be present to administer the medication.

Should any one of these conditions be not met, the school will not be able to allow the administration of a medication to the pupil during school times.

- In the case of a non-prescribed medication held at school:
 - Such medication/treatment will only be given to pupils according to the indications given by parents in the Back to School Questionnaire.
 - In case of high temperature, the Head Teacher may administer at her discretion ad hoc medicine according to indications given by parents in the Back to School Questionnaire but in any case not more than once per day (Most of the time, parents will be called to be informed that their child is unwell and needs medication and are asked to confirm their consent).
 - Where a child does receive such ad hoc medicine, parents are immediately notified by phone and parents are expected to fetch their child as soon as reasonably practical.

List of medication/treatment available at school:

Paracetamol:

Calpol Infant suspension
Calpol Six Plus suspension

Ibuprofen:

Nurofen for children 3mths to 9yo suspension

Antiseptic treatment:

Germolene cream
Boots antiseptic wound wash spray

Arnica:

Arnicare cream