



St Mary's School
CAMBRIDGE

Medicines and Illness Policy: Day Girls

The following protocol has been written with reference to the Department for Education 2015 guidance on 'Supporting students at school with medical conditions', Department of Health Managing Medicines in Schools (2005) and Boarding schools National minimum standards (2015).

We aim to provide guidelines for boarding and teaching staff who find themselves in a position of responsibility regarding the storage and administration of drugs to ensure the safe and appropriate procedure is used when administering medicines to pupils in our care.

Despite the fact that many medicines are available over the counter, the boarding staff are advised by the medical centre staff only to use those which have been prescribed by a doctor or those that have been sanctioned by the school doctor or nursing staff at the medical centre (see list below).

No child under the age of sixteen should be given medicines without their parents' consent. Each pupil must have a completed medical form prior to starting the school which includes a declaration giving permission for nursing staff, boarding staff or teaching staff to give appropriate treatment for minor problems using non-prescription medicines.

Pupils should not have medication/tablets to take to school/in school. The nurses have a stock of over the counter medicines and will also administer prescription medications with parental consent and completion of form 3 and 5 available from reception or the medical centre.

All Department of Health forms for administration of medicines mentioned in this policy are available from the medical centre or reception.

Sixth Form students (i.e. those over the age of 16) may give their own consent for medical treatment.

The Medical Centre

The medical centre is staffed by registered nurses (or qualified first aider in their absence) who are available to assist pupils, provide first aid and advice between the hours of 08.00 – 16.00 Monday to Friday term time only. Should you wish to contact the nurses directly please telephone 01223 224169 between these hours or email nurses@stmaryscambridge.co.uk

Pupils should aim to attend during break time or lunchtime. If it is necessary to come during lesson time the pupil must be issued with a permission card by their teacher to attend the medical centre.

If a pupil is unwell she will be cared for by the Nurses; this may include a short period in the medical centre. We aim for this to be no longer than one lesson. If pupils are not well enough to return to lessons parents will be contacted to collect their daughter. Parents must ensure the medical centre has up to date and accurate details of how they may be contacted.

Any treatment/care given will be recorded and stored confidentially. The nurses enter medical information onto a confidential medical database.

Pupils with medical conditions may require specific individual care. The nurses will provide a health care plan in consultation with their parent/guardian to ensure that arrangements are in place to support pupils.

Staff training is provided by the nurses annually at inset on allergies, anaphylaxis and asthma. Where necessary, the nursing staff will provide or arrange for a suitable health care professional to enable staff to be properly trained to support individual pupils medical needs.

Staff who are undertaking a school trip should ensure that they have up to date medical information in good time prior to the trip. They will need to have an appreciation of any medical information, medication and individual care plans. They should ensure that they speak to the school secretary to see if she has been provided with any pertinent information by parents and the nursing staff for up to date medical information and any individual care plans required for pupils on the trip.

Holidays

Pupils must not be sent back to school after the holidays if a pupil is unwell. If parents are in any doubt about their daughter returning to school, please consult the medical centre or boarding house staff. If a pupil has been ill during the holidays it is very important for the wellbeing of the pupil that all the relevant information is forwarded in writing to the school doctor as soon as possible, either by a letter sent with the pupil on return or by email to the medical centre. This should include any details of illness, injury or surgical procedures.

If the pupil has been in the company of anyone who subsequently develops meningitis or any contagious or tropical disease, she should only return to school after consultation with the school medical officer. If a serious illness occurs at home shortly after a pupil has returned to school parents should contact the medical centre as a matter of urgency so that appropriate action may be taken.

Vaccinations

It is important that all pupils are up to date with their vaccinations. A list of up to date vaccinations advised prior to entry into the school are listed on the Health Information Form. It is important that all pupils are kept up to date with the Department of Health vaccination programme. We request that girls have received two doses of the measles, mumps and rubella (MMR) vaccine prior to starting at school. The community vaccination team come into school as necessary.

Consent to Medical Treatment

Gillick competence is used in medical law to decide whether a child (16 years old or younger) is able to consent to her own medical treatment, without the need for parental permission or knowledge. A child will be Gillick competent if she has sufficient understanding and intelligence to understand fully what is proposed. Wherever possible, confidentiality will apply. However, the pupils are aware that there may be circumstances where the nursing staff may have to share information with another third party where, for example, it is in the best interests of the pupil or where there is a safeguarding or child protection matter or where there is a risk to a member of the school community.

Storage of Medicines

- Store any medication (including “household medication”) as safely as possible: that is, in a secure locked cupboard (which should be firmly attached to a wall) or fridge as per manufacturer’s instruction.
- We discourage pupils from carrying medicines around with them unless they require an inhaler or an adrenaline pen, in which case parents should complete a care plan in conjunction with the nursing team which is kept in the medical centre and is available for staff on a need to know basis.
- Adrenaline pens – all pupils with allergies (see list at reception or staff room) should carry an adrenaline pen with them. Spare adrenaline pens are kept at reception in individual medibags with each girl’s photo and care plan. It is the parents’ responsibility to ensure that adrenaline pens and allergy medications are in date.
- Inhalers – pupils requiring inhalers should also carry them on their person. A spare (if provided by parent) will be kept in the medical centre. Parents are required to complete an asthma care plan and emergency asthma consent form.

Administration of medicines

Staff that administers medicines must undergo annual training which will be provided by the nursing team. It is the responsibility of the member of staff to access training sessions provided.

When issuing medications the following procedure should be followed:

- The reason for giving the medication must be established.
- Administer the medicines (prescribed by Doctor) as per pharmacist label on the box.
- Check whether the pupil is allergic to any medication.
- Check whether or not the pupil has taken any medication recently and, if so what. (Ensure maximum dose is not exceeded).
- Check whether or not the pupil has taken that medication before and, if so, whether there were any problems.
- Check the expiry or ‘use by’ date on the medication package or container.
- The pupil should take the medication under the supervision of the person issuing it.

- Record the details – These must be recorded immediately on the nurses medical database ensuring that the correct date, time, reason and medication given.

The use of the medicines listed below are sanctioned by the medical centre as per above protocol which should be administered as per manufacturers instructions and medical centre protocol taking care not to exceed the recommended dose.

Calcium carbonate (Tums)
 Certirizine
 Chlorphenamine maleate
 Dextrose tablets
 Dioralyte
 Gaviscon
 Ibuprofen
 Ibuprofen syrup
 Loperamide Hydrochloride
 Loratadine
 Olbas Oil
 Paracetamol
 Rescue remedy
 Simple linctus
 Soluble paracetamol
 Strepsils and throat lozengers
 sturgeron

Creams & topical application

Anthisan
 Antiseptic spray
 Arnica
 Biofreeze
 Bite and sting relief
 Corsodyl mouthwash
 Deep heat
 Diprosbase cream
 Germoline
 Hydrocortisone 1%
 Ibuprofen gel 5%
 Magnesium sulphate
 Savlon first aid wash
 Sore mouth gel
 Sudocrem
 Vasaline

Prescription only medicines

- These are medicines that may only be given to the pupil for whom it was prescribed, in accordance with the prescription or instructions from the pharmacy, and is not kept for

general use for other pupils nor added to “stock” for such use” (Standard 3 National Minimum Standards for Boarding 2015).

- Dispose of any unwanted, unused medication with care by returning it to the parents to return to the pharmacist.
- Consult with the medical centre if there is any cause for concern about the type of medicine, its use or any relating factor.
- Parents to complete Form 3 and 5 requesting the school to administer prescribed medications (available from reception or nurses) for each prescribed medication that a pupil is receiving. Ensuring that each time the drug is administered the record is updated so that it can be clearly seen when the pupil last received the medication and ensures that doses are not missed. If the pupil refuses to take the medication this should also be recorded.

Controlled drugs

Controlled drugs are stored in a locked cupboard (firmly attached to a wall) in a locked or attended room with only named personnel having access. Controlled drugs are signed in when received and out when dispensed in a hard back bound book. Form 5 will be completed as above and then stored with the pupils medical records.

A controlled drug, as with all medicines should be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist.

Please note:

The medical centre staff cannot be held responsible for any “household medication”, “homely remedies” or “over the counter” medicines administered to pupils without having consulted with the medical centre first.

Junior School Administration of Medicines

Rationale

From time to time a pupil may need to take prescribed medicine during the school day in order to facilitate their regular attendance. Parents have the responsibility to provide the school with details of medicines and medical needs. Medicines should only be taken in a school setting when essential; where prescribed by a doctor, nurse, dentist or a pharmacist and where provided in the original dispensed container labelled exclusively for use of that pupil. The only exceptions to this are paracetamol, piriton and sturgeron which providing the parents have given consent the school will administer without a prescription. It is the parent's responsibility to inform the school of any medications administered prior to the child coming to school and the school's responsibility to inform parents if medication has been administered during the school day. If a boarding pupil requires medication this will be administered as per the Boarders Medicines and Illness Policy. A boarding pupil medical form must also be completed by parents.

Broad Guidelines

- The school expects to be informed of any particular medical needs before a child is admitted, or when a child develops a medical need. Parents complete a medical form for their child when joining the school and have a duty to inform the school when there are changes to their child's medical needs.
- All prescribed medicines are accompanied by written explanation of dosage and consent from the parent. (Forms 3 and 5)
- Parents collect medicines at the end of each day or in the case of medicines such as inhalers and adrenaline pens at the end of each half term for renewal or safe disposal.
- Parents are encouraged to administer their child's medicine outside of school hours, if possible.
- Non-prescription drugs or medicines are not allowed to be brought into school. The school keeps a stock of paracetamol, piriton and sturgeron
- Parents inform the school in writing of any side effects of their daughter's medicine, what constitutes an emergency and what action to take in the event of an emergency.
- Parents of children who suffer from frequent pain should be encouraged to visit their GP.
- If a child refuses to take her medicine the parents are informed that day.

Storage of Medicines

- Medication is stored in a locked cupboard (Standard 3 Nat. minimum Boarding Standards June April 2015) or fridge as per manufacturer's instructions in the Junior School Medical Room.
- Adrenaline auto injectors – all girls with prescribed auto injectors should have one stored in the classroom (with the child's knowledge of where it is kept) in the medicines bag with a care plan identifying the child with a photo. A second auto injector should be stored in the medical room in the cabinet. It is the parents' responsibility to ensure that the adrenaline auto injectors are in date (see allergy policy)
- Inhalers (for pupils who require these) are kept in the classroom medical bag, and a spare is kept in the medical cabinet located in the staff room. (see asthma policy)
- Photos of the pupils with allergies and auto injectors are displayed in the medical room and staff room. A list of pupils who have asthma is also displayed. A list for school staff can also be found on the nurses section of St. Mary's cloud.

Administration of medicines

- All medicines are labelled with the pupil's name, dosage, expiry date, precise prescriber's instructions and the measuring spoon that is issued with that medication.
- Parents complete form 3 requesting the school to administer prescribed medications (available from the medical room). This form is stored in the EYFS Administration and Medical folder.
- In the event that a pupil's medicine requires technical or medical knowledge prior to its administration, the school nurses will administer that medicine unless another member of staff has had specific training for its administration to that pupil.
- All medicines are administered by a teacher trained in the administration of medicines in the presence of another adult.
- Staff should check the expiry or 'use by' date on the medication package or container.
- Medicine administered to a pupil is recorded on the medical database with the time, date and name before returning the medicine to the medical room. If the pupil refuses to take the medication this should also be recorded and parents informed.
- Parents must be informed when medicines have been administered the same day or as soon as reasonably practicable.

Staff Responsibilities

During the school day teachers and staff in the school have a duty of care for the pupils and they are aware of medical issues/needs and handle these sensitively.

Medical information for pupils is held on a confidential medical database by the nurses. Essential medical information for staff can be found on the asthma and allergies list. Care plans will be provided by the nurses for pupils with chronic or acute health conditions. Nurses are on duty in the senior school and can be contacted for information regarding common medical conditions.

Off site management

On a visit: medical forms (3-5) are prepared by the parents prior to the day of departure; these notify of prescription medicines. Parents supply any prescription medicines required for the duration of the off site visit/trip. Stugeron is provided by the school for pupils whom suffer with travel sickness. It is helpful for parents to notify the form teacher if their child is likely to need travel sickness medication. Permission for administration of these is sought for each trip.

Current medical knowledge and personal details about pupils on the trip are carried by the teacher in charge.

During off site trips essential prescribed medication is administered as above by a designated member of staff and documented on form 5. This information should be recorded on the medical database on return to the school. Prearranged safe storage of such medication is maintained throughout the trip according to the prescriber's instructions on the label.

On a visit, a child with an adrenaline auto injector must also take the spare from the medical room and this must also be returned afterwards and signed in and out. This will be overseen by the class teacher.

Contacting Parents and/or Emergency Services

If the child is felt to be too unwell to be in school due to illness or accident, staff will contact their parents/carers, after seeking SLT permission, to ask them to take them home. The child will be made comfortable and closely supervised in the classroom until the parent can arrange for collection or in the Junior School Medical Room if a parent is unable to collect immediately. In extreme cases, when a medical condition causes the child to deteriorate rapidly and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe according to guidelines on infection control in schools (Public Health England March 2019). Children who have had a bout of sickness or diarrhoea must stay at home for a clear 48 hours after the final episode.

Vaccinations

It is important that all girls are up to date with their vaccinations. A list of up to date vaccinations advised prior to entry into the school are listed on the Health Information Form.

Summary

The administration of prescribed medicines is undertaken under strict supervision by the school. Parents must supply the school with all medical information (including emergency procedures where relevant to their child's medical needs) and are responsible for updating that information as well as the prescribed

This Policy is reviewed annually by the Nurses and will be next reviewed in June 2020