



**Boxgrove Lane, Guildford, Surrey GU1 2TD**

**Co-Headteachers:**

Mrs A Fitch BA (Hons) QTS NPQH & Mrs R Stacey BA (Hons) QTS NPQH

## **SICKNESS / ADMINISTRATION OF MEDICINES POLICY**

At Boxgrove we want every child to:

- Love learning
- Find their strengths and talents
- Achieve more than they thought possible.

## **SICKNESS**

We strongly urge parents to ensure that children who are suffering from any of the symptoms below do not attend school:

- ~ An abnormally high temperature (above 37 degrees) in the preceding eight (8) hours
- ~ Diarrhoea the preceding night/day. Children must be clear for 48 hours
- ~ Vomiting the preceding night/day. Children must be clear for 48 hours
- ~ Copious green nasal discharge, green phlegm (sputum), plus coughing, pale, not eating or drinking. A doctor's appointment should be made
- ~ Discharge pus from eye(s). A doctor's appointment should be made or pharmacist advice sought
- ~ A rash evident on the body. Medical advice should be sought.
- ~ Signs of any communicable disease (e.g. chicken pox, measles, constant runny diarrhoea). Please contact the School Office for information of length of isolation
- ~ If your child is generally unwell (listless, abnormally quiet and inactive, grizzly, not coping well with normal routines etc.), requiring additional care.

## **ADMINISTRATION OF MEDICINE FOR SCHOOL AGE CHILDREN**

**In general, school staff cannot legally be required to administer medication or supervise a pupil taking it.**

However, all staff in school have a duty to act as any reasonable prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.

We will:

- Administer prescription medicines during the school day if absolutely necessary (i.e. in cases where it would be detrimental to the child's health if it were not administered during the school day)
- Require parents to complete a consent form detailing doses and times. Medicines must be supplied in the original container they were dispensed in
- Devise Individual Medical Care Plans, with parents, for managing long-term medical needs
- Appoint a 'named person' for the administration of medication that requires specialist training (e.g. autoinjector pens)
- Keep inhalers in named bags in a cupboard in the child's classroom. Autoinjector pens will be held in clearly named boxes (provided by the parent) in the School Office
- Supervise the administration of inhalers
- Store prescribed medication safely
- Document administration

We will not:

- Administer non-prescription medication unless agreed with the Headteacher
- Administer any aspirin or ibuprofen-based medicines unless prescribed by a doctor
- Administer inhalers – children should be taught to self-administer, however until they are, adults will help the children.

## **Medication and Off-site Activities**

- A named member of staff has responsibility for management of medication. This person must be given all the relevant information in writing by the parents. The class Teaching Assistant will collect all relevant medication and a first aid pack for each class, the Teacher will check this before going off site
- Generally, Key Stage One children would not be required to carry their own inhalers, but refer to the responsible adult if self-administration is required. Parents wishing their children to take full responsibility for their own inhalers must agree this with the responsible adult
- For residential visits, parents are asked to give written consent for the use of mild analgesics and anti-histamine, if required

We ask parents to help by:

- Administering medicines out of school hours wherever possible
- 'Training' inhaler users to self-administer
- Ensuring that medicines are 'in date' and collecting medication no longer required
- Ensuring that current and accurate medical information is passed to the office

## **MEDICINE HELD BY STAFF AND VISITORS**

Staff and visitors to school should notify the School Office if they take regular medication that they carry with them eg., Autoinjector pen, Inhaler. First Aid staff will be informed in case this medication is needed whilst visitors are on site. We would ask that staff/visitors ensure that any medication is kept safe/secure whilst on site.

## **SITE OF AUTOINJECTORS**

Spare inhalers and auto injector pens are held in a secure box in the School Office / Staff Room in the Rouse building (Year 2 – 4) and Small Room by the main hall in the Millin building (Years 5 and 6).

Named Auto-injector pens are held centrally in the School Office. Staff will collect pens for named children on the day of school trips or residential. Parents/carers are expected to replace out of date pens. All medications are taken home by parents/carers at the end of the academic year.

## **SITE OF DEFIBRILLATOR**

The school has a defibrillator which is located outside the front entrance to the school (by the Main School Office). It is logged with the ambulance service. The code for the door is 2004 (the same as the pedestrian gate code). This code is registered with the ambulance service. The defibrillator is registered with Community Heartbeat and checked monthly for accessibility and battery life.