



## **Lüderitz Blue School Medicine in School Policy**

### **1. AIM OF MEDICINE IN SCHOOL POLICY**

The aim of this policy is to clarify how medicine brought into Lüderitz Blue School is handled safely and appropriately. It also provides guidance that all staff and parents/guardians must follow if medicines need to be brought into school.

### **2. SCHOOL STATEMENT REGARDING MEDICINE IN SCHOOL**

- i) When a child is unwell, they should not come to school until they are recovered and feeling better.
- ii) In accordance with this, medicines may only be taken to school where it would be harmful to a child's health should it not be administered throughout the school day.

### **3. SCOPE OF POLICY**

- i) This policy applies to all enrolled students at Lüderitz Blue School as well as all students joining for the extra-curricular programme.
- ii) These procedures must be followed by all staff (teaching, support, leadership, administrative and volunteers) as well as all parents / guardians.

#### **4. ADMINISTRATION OF MEDICINE AT SCHOOL OR ON DAY TRIPS**

- i) While at school or on an organised day trip, prescription medicine may only be administered by a member of school staff with both:
  - prior written permission from a child's parent/guardian. Please see 8. PRIOR WRITTEN CONSENT FROM PARENTS/GUARDIANS for further information.
  - provision of fully labelled and properly prepared medicine by parents/guardians. Please see 7. ROLES AND RESPONSIBILITIES OF PARENTS/GUARDIANS iii) for further information.
- ii) Non-prescribed medicine including aspirin, ibuprofen, creams and ointments may not be administered to children by any member of staff. If a child feels unwell, the School Office may contact parents/guardians, who are welcome to come in to give the child medicine.
- iii) Under no circumstances are students allowed to keep their own medicine or administer it themselves.

#### **5. DECLARATION OF ALLERGIES AND MEDICAL CONDITIONS**

- i) When a student enrolls at Lüderitz Blue School, parents/guardians are responsible for declaring any medical conditions or allergies on the Medical Form in the Welcome Pack.
- ii) When a student joins the extra-curricular programme, parents/guardians are responsible for declaring any medical conditions or allergies in the relevant section on the Consent Form.
- iii) All staff (teaching, support, leadership, administrative and volunteers) are responsible for declaring any allergies or medical conditions on their New Staff Form.
- iv) All of the above information will be kept in the Medical Records file in the School Office.
- v) Relevant teachers will be informed of any allergies or medical conditions. All staff will be made aware of severe or life-threatening allergies or medical conditions and there will be an action plan drawn up with parents/guardians of how to take suitable precautions.

#### **6. ROLES AND RESPONSIBILITIES OF STAFF**

- i) There is no legal duty or expectation for school staff to administer medicine. Lüderitz Blue School only permits administration for prescribed medicine under the conditions outlined in this policy.
- ii) Before giving prescribed medicine to any child, the staff member must ensure they have prior written consent from the child's parent/guardian.
- iii) For details of what this consent must include, please see 8. PRIOR WRITTEN CONSENT FROM PARENTS/GUARDIANS.
- iv) Staff may not administer any form of medicine without this consent.
- v) Staff are responsible for ensuring they have this consent. They are also responsible for ensuring the medicine is brought in the correct conditions outlined in 7. ROLES AND RESPONSIBILITIES OF PARENTS/GUARDIANS.
- vi) Before administering medicine, the staff member should check:
  - the label indicates name of the child
  - the dosage required (and that this matches with the package)
  - that the medicine is in date
- vii) Please see 10. ADMINISTRATION PROCEDURE for further information.

## **7. ROLES AND RESPONSIBILITIES OF PARENTS/GUARDIANS**

- i) When a student enrolls at Lüderitz Blue School, parents/guardians are responsible for declaring any medical conditions or allergies on the Medical Form in the Welcome Pack.
- ii) When a student joins the extracurricular programme, parents/guardians are responsible for declaring any medical conditions or allergies in the relevant section on the Consent Form.
- iii) If prescribed medicine should be administered by staff throughout the school day:
- Medicines must be taken to the School Office by the parent/guardian and handed to the School Administrator.
  - A record of the medicine being received will be made on the 'Prescribed Medicine brought into school' sheet kept in the Medical Records file in the School Office.
  - In order for medicines to be administered, they must be labelled with:
    - the full name of the child
    - required dosage
    - time dosage required
  - In order for medicines to be administered, they must be in the original container and include the instructions from the doctor or pharmacist.
  - The information leaflet (usually supplied by the manufacturer) should also be made available.
- iv) If the guidance outlined in 6iii. is not followed by parents, medicine may not be administered by school staff.

## **8. PRIOR WRITTEN CONSENT FROM PARENTS/GUARDIANS**

- i) Written consent for administration of prescribed medicine must be in writing.
- ii) An email is preferable, however a WhatsApp Message or SMS is also acceptable.
- iii) It should be clear whether the medicine is on-going or until when it should be administered.
- iv) If prior written consent is not received from parents/guardians, medicine may not be administered by school staff.

## **9. STORAGE OF MEDICINE**

- i) All medicine is stored in the School Office in the Medicine Box.
- ii) The School Administrator is responsible for ensuring the Medicine Box is up-to-date and stored in a designated area which is out of the reach of children, but not locked away so it can be accessed quickly by appropriate staff.
- iii) The School Administrator is also responsible for logging the medicines brought into school and ensuring they are correctly stored. They are also responsible for updating and monitoring the Medical Records file.
- iv) If medicine must be stored in the fridge, this may be kept in the Staff Room fridge in a clearly labelled container.
- v) No ibuprofen or aspirin are stored in the School First Aid kits.
- vi) Although medicine must be out of the reach of children, they must know where it is located and who can access it.
- vii) The above is especially important for children with emergency medicine such as epipens and inhalers.

## **10. ADMINISTRATION PROCEDURE**

- i) Before administering medicine, the staff member should check:
  - the label indicates name of the child

- the name of the medicine
- the dosage required (and that this matches with the package)
- that the medicine is in date
- the instructions for administration
- that written consent has been obtained from the parent/guardian

ii) Before a child is given medicine, they will be asked to confirm their name. This must be checked with the name on the medicine.

iii) The 'Prescribed Medication Log' in the Medical Records file in the School Office must be checked to ensure another member of staff has not already given the medicine.

iv) The staff member administering the medicine should wash their hands and make sure a drink of water is available for the child.

v) If the staff member administering the medicine has any questions or concerns, they should contact parents/guardians or a medical professional for guidance or clarification.

vi) After administering the medicine, the 'Prescribed Medication Log' in the Medical Records file must be updated. For further information, please see the 11. MEDICAL RECORDS FILE.

vii) If a child refuses to take their medicine, they should be encouraged but never forced. If they continue to refuse, parents/guardians should be informed.

viii) If medicine is given incorrectly or missed, parents/guardians should be informed immediately. Depending on the situation, further medical care may be necessary. The child must be monitored carefully.

ix) If a medicine tablet or similar is spat out or dropped on the floor, it should be put in a labelled envelope and returned to parents/guardians. It should not be disposed of at school.

x) If a medicine passes its expiry date or is no longer required, it should be returned to parents/guardians.

## **11. MEDICAL RECORDS FILE**

i) A Medical Records file is kept in the School Office with details of:

- Details of student allergies or medical conditions

- Details of staff details or medical conditions
  - Details of prescribed medicine brought into school on the 'Prescribed Medicine brought into school' sheet
  - In cases when medicine is administered (in line with guidance in this policy), the following will be noted on the 'Prescribed Medication Log' sheet:
    - name of child
    - class of child
    - name of medicine
    - date and time of dosage
    - name of person administering medicine
    - any other notes
- ii) The School Administrator is responsible for recording the above.
- iii) As stated in the Lüderitz Blue School School Trip Safety Guide, in case of a school trip the trip leader is responsible for checking medical records.
- iv) The trip leader may either make a photocopy of the page concerned, or take a photograph, for example on their phone. This must be deleted after the trip.
- v) For administration guidelines on a day trip, please refer to 4.  
ADMINISTRATION OF MEDICINE AT SCHOOL OR ON DAY TRIPS.
- vi) For administration guidelines on a residential trip, please refer to 13.  
ADMINISTRATION OF MEDICINE ON RESIDENTIAL TRIPS.
- vii) If a medicine is no longer required by a child, this must be indicated clearly on the 'Prescribed Medicine brought into school' sheet in the Medical Records file.

## **12.ACCESS TO EMERGENCY TREATMENT**

- i) For guidance regarding injuries, accidents or incidents please refer to the Lüderitz Blue School Accident and First Aid Policy.

- ii) An ambulance will be contacted in emergency situations to take a child to hospital or a doctor's office.
- iii) In the absence of parents/guardians, a member of school staff should stay with the child at the hospital or doctor's office until they arrive.
- iv) In parents/guardians absence, medical professionals are responsible for any decisions until they arrive.

### **13.ADMINISTRATION OF MEDICINE ON RESIDENTIAL TRIPS**

- i) In cases of school residential trips, parents/guardians will be required to complete paperwork stating whether a child requires prescribed medicine.
- ii) This is considered separate to the permission given for administration at school or during one-day school trips.
- iii) The following details must be confirmed in writing:
  - the full name of the child
  - required dosage
  - time dosage required
  - how long the dosage is required for
- iv) In order for medicines to be administered on the residential trip, they must be:
  - labelled with the information above
  - in the original container and include the instructions from the doctor or pharmacist.
  - The information leaflet (usually supplied by the manufacturer) should also be made available.
- v) Guidelines stated in 10. ADMINISTRATION PROCEDURE should be followed on the trip.
- vi) Parents/guardians will also be asked to sign a form stating that mild medicine (such as paracetamol, lip balm or antiseptic creams)
- vii) There will be a designated staff member on the trip assigned to administering medicine.
- viii) A meeting will be arranged prior to trip departure between this staff member and parents/guardians of children required prescribed medicine to clarify details.



- ix) Parents/guardians should bring prescribed medicine into school on the day of trip departure and hand it to this staff member.
- x) This staff member will make a record that the medicine has been received and will check enough medicine for the trip duration is in the container.
- xi) They will also check the points in 10. ADMINISTRATION PROCEDURE i) before trip departure.
- xii) In cases that a child with very complex medical needs should take part in a residential trip, further meetings will be held between the designated staff member on the trip assigned to administering medicine, parents/guardians and senior management.
- xiii) If the school is not able to cater for these needs on a residential trip and this poses a risk to the child's health or safety, it may be decided that they do not take part on the trip.

#### **14.ADULT MEDICINE**

- i) Staff (teaching, support, leadership, administrative and volunteers) are permitted to use both prescribed and non-prescribed medicine on school premises or on trips.

- ii) The staff member must make sure the medicine is out of sight of, and reach of children. It may never be kept somewhere a child could take it, for example on a shelf or desk.
- iii) The medicine may be kept in the School Office in the Medicine Box.
- iv) When taking the medicine, the staff member should make sure they are out of sight of children.
- v) Staff members are responsible for taking their own medicines and do so at their own risk.

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