

# Ashurst Wood Primary School

## Child Health and Administration of Medicines in Schools - Guidelines for Parents

To be used in conjunction with:  
Medical Conditions Policy – supporting pupils with, Medicines in School Policy, First Aid  
Policy, Asthma Policy



The little School with a Big Heart

**Reviewed: March 2022**

**Next Review: Spring 2 2023**

## **CHILD HEALTH AND ADMINISTRATION OF MEDICINES IN SCHOOLS**

It has always been the school's policy to follow advice issued by the Department of Health and to review this guidance accordingly whenever a child is admitted to the school with medical needs. The school responds positively to any child who has a medical condition that could affect their participation in school activities – either long term or just for a short while and staff undergo training to meet such medical needs. As part of the school's ongoing review of Health and Safety issues, staff have drawn up the following guidelines for parents from the most recent advice given by the LEA and the Department of Health.

- **Prescription Medicines in School**

Few medicines need to be taken during normal school hours. Unless it says otherwise, 'three times a day' means medication can be given without the need for it to be taken to school. However, some medicines can have fixed times or conditions specified by the doctor and in these cases staff can volunteer to administer the medicine. Any such prescription medicines should be handed into the office, with a signed consent form. The medicine must be in the pharmacist's original container and be clearly labelled with the name of the medicine, the child's name and the dosage. It is the parent's responsibility to collect the medicine at the end of the day.

- **Non-Prescription Medicines**

If the relevant symptoms develop during the school day the school will administer the following non-prescription medications **providing we have received a signed consent form when your child is admitted to the school.**

### **Paracetamol (to pupils of all ages)**

This and any other non-prescription medications will only be administered providing:

- The parent/guardian confirms daily the time the medication was last administered (to ensure correct time has elapsed between doses) and this is recorded on Template C;
- medication is licensed as suitable for the pupil's age;
- medication is suitable for the pupil e.g. if a child is asthmatic the medication is suitable for that condition;
- administration is required more than **3 to 4** times per day; therefore medication needs to be administered during the school day.
- medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions and/or PIL;
- medication is accompanied by parental/guardian consent and confirmation the medication has been administered previously without adverse effect - Templates C and C1.

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- administration is required more than **3 to 4** times per day; therefore medication needs to be administered during the school day.
- medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions and/or patient leaflet;
- accompanied by parental/guardian consent.

The school **WILL NOT** administer non-prescription medication:

- as a preventative, i.e. in case the pupil develops symptoms during the school day; except as detailed above.
- if the pupil is taking other prescribed or non-prescribed medication, i.e. only one non-prescription medication will be administered at a time;
- for more than **48 hours**. Any requirement for a non-prescription medication to be administered during school hours for longer than **48 hours** must be accompanied by a Doctor's note. In the absence of a Doctor's note and if following the administration of a non-prescription medication, the symptoms have not begun to lessen in the first 48 hours the school will advise the parent/guardian to contact their Doctor. If symptoms have begun to alleviate, the medication can continue to be administered at home out of school hours. Under very exceptional circumstances where the continued administration of a non-prescribed medication is required to keep the pupil in school and this requirement has not been documented by a medical professional the school will continue to administer medication at their own discretion.
- when a request to administer the same or a different non-prescription medication that is for the same/initial condition comes within 2 weeks of the initial episode; and not for more than 2 episodes per term - it will be assumed that the prolonged expression of symptoms requires medical intervention, and parents/guardians will be advised to contact their Doctor.
- that is sucked - i.e. coughs sweets or lozenges, **will not** be administered by the school.
- that involves skin creams and lotions -these will only be administered in accordance with the Schools Intimate Care Policy and procedures.
- if parents/guardians have forgotten to administer non-prescription medication that is required before school – requests to administer will be at the discretion of the school and considered on an individual basis.

- **Asthma and other Long Term Medical Conditions**

It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs. Pupils with asthma need to have a spare reliever inhaler, clearly labelled, to keep in the class room. It is the parent's responsibility to ensure that the inhaler has not reached its expiry date. Written health care plans, involving the parents and relevant health professionals are drawn up when a child with a severe medical condition enters the school.

- **Infectious Diseases**

Children with infectious diseases must not be at school. They should only return when they feel well, and must stay away longer if there is still a risk of infection. In the case of vomiting and/or diarrhoea, a period of **48** hours since the last bout is essential. If you are unsure about whether or not your child is well enough to return to school, please telephone the school. Some diseases, such as Chickenpox, German Measles and Slapped Cheek Disease (Parvovirus) can be dangerous to unborn babies and the school has a duty of care to both staff and parents to notify them if there are such cases in school. Please see attached link:

- **Head Lice**

The problem of head lice is extremely common in primary schools and infestations are a persistent nuisance that exasperates parents and staff. It should be noted however, that head lice are not a health hazard because they do not carry serious diseases. The Schools Nursing Service does not carry out routine checks for head lice because it is ineffective – if lice are seen, the child may have had them for several weeks. Regular and vigilant checking and treatment at home is the best way to control head lice. Lotions and advice on the treatment of head lice can be obtained from a pharmacy or GP. If live lice are identified during the school day, the parents of that child will be informed and advised to go to the GP or pharmacist, but the child will not automatically be sent home (they may have had lice for some time).

- **Head Bumps**

Parents will be informed in writing if their child receives a bump to the head at school. The note will give warning signs to look out for should the bump be more serious than expected, although the chance of serious injury is highly unlikely from a simple bump to the head. The note is not intended to alarm or worry parents. All such injuries will be seen by a qualified first-aider.

- **Lip balm**

Pupils will not be allowed to use lip balms in school as many contain nuts and could be possible allergens

- **Sunscreen**

Children spend approximately a quarter of the time they are at school outdoors, so sensible measures need to be taken to protect children from the damaging effects of the sun. In general, an application of a good sunscreen (SPF of 30-50) at home in the morning should provide sufficient protection for children at school. On very hot days, parents may wish to give children a small amount to re-apply during the lunch break and send their children to school with a sun hat. **Children should apply their own sunscreen.**

This guidance is not intended to be a definitive explanation of all child health issues, but hopefully it clarifies our policy on the most common and sets out our position on giving medicines to children in school. Although staff do not have a statutory duty to give medicines, we are fortunate that our staff readily volunteer to give any support necessary to enable individual pupils to manage their conditions.

Please remember that it is essential that the school is informed about any medical issues that could affect pupils in school and that staff are aware of any changes to their medical needs throughout their time at our school. Sharing information is important if staff and parents are to ensure the best care for your child.

**Review period**

This policy will be reviewed annually.