

Long Whatton C of E Primary

Administering of Medicines Policy What to do if your child is ill



'Live, Learn, Grow and be Thankful'

Date of policy: May 2022

Date of review: May 2025

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

We wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

Please note that parents should keep their children at home if acutely unwell or infectious. The following offers guidance for specific conditions.

Disease/Illness:	Exclusion Period:
Antibiotic prescribed	First 2 days at home. At least 48 hours.(Then if needed follow administering medicine policy)
Temperature	If sent home ill, child must be off for 24 hours seek medical attention.
Vomiting and Diarrhoea	24 hours from the last time child was sick or had diarrhoea. 48 hours if due to go on residential visit.
Conjunctivitis	Until treated.
Chicken Pox	One week from the appearance of spots.
Gastroenteritis, food poisoning, salmonellas and dysentery	Until authorised by district community physician.
Infective Hepatitis	5 days from onset of jaundice.
Measles	5 days from the appearance of rash.
Meningococcal Infection	Until fully recovered from the illness.
Mumps	5 days from onset of swollen glands.
Pertussis (Whooping cough)	5 days from commencing antibiotic.
Poliomyelitis	Until declared from infection by district community physician.
Rubella (German Measles)	5 days from appearance of rash
Scarlet Fever and Streptococcal	Until appropriate medical treatment has been given

infection of the throat	and in no case for less the 3 days from the start of treatment.
Tuberculosis	Until declared free from infection by the district community physician.
Typhoid Fever	Until declared free from infection by the district community physician.
Impetigo	Until the skin has heeled.
Pediculosis	Until appropriate treatment has been given.
Planter warts, verrucae	No exclusion. Should be treated and covered.
Ringworm of scalp	Until cured.
Disease/Illness	Exclusion period.
Ringworm of the body	Seldom necessary to exclude provided treatment is being given and covered over.
Scabies	Need not to be excluded once appropriate treatment has been given.
Cold Sores	No exclusion.
Hand, Foot and Mouth	No exclusion.
Slap Cheek	No exclusion.
E.Coli	Seek advice from the CCDC.
Flu (Influenza)	No exclusion.
Glandular Fever	No exclusion.
Tonsillitis	No exclusion.
If child needs multiple doses of Calpol etc	Until child has recovered and no longer needs Calpol or alternative

We advocate a common-sense approach to illness, and that children should come to school unless they are obviously unwell, or are infectious and may pass their illness on to others in school.

Procedure if your child absent due to illness

- Telephone the office after 8.00am and notify us that your child will not be in school (01509 842239)
- We will notify the class teacher
- For prolonged illness of more than three days, proof of illness may be required (e.g. doctors note)

Procedure if your child is ill while they are at school

- Initially, we will always try to keep children in school and observe them
- If we feel that the child needs to go home, then we will always contact a parent/carer to notify them
- We will look after the child until they can be collected
- The School Office will sign the child out

Protocol for the administration of medication in school

- Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- Staff will not give a non-prescribed medicine.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supplies at any one time).
- Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- Each item of medication must be delivered to the Head Teacher or authorised person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.**

Each item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- . Name of medication.
- . Dosage.
- . Frequency of administration.
- . Date of dispensing.
- . Storage requirements (if important).
- . Expiry date.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Head Teacher, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.