



Wychwood School  
OXFORD

**MEDICAL POLICY**  
**(This policy is to be read in conjunction with the First Aid Policy)**  
**Allergy and Anaphylaxis Management Policy)**  
**Authors: SWD, AKJ, JT**  
**Last Updated: September 2021**  
**Review: September 2022**

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**Section A - Records**

On admission of the pupil to the school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers (on Acceptance Form)
- name & address of family GP
- special requirements (e.g. dietary)
- any significant illness or operations
- immunisations

At the beginning of each academic year all parents will be required to complete a new medical form.

Should a girl be given a prescription form by the doctor, the Junior housemistress will add a record of this onto iSAMS.

The record will indicate:

- name of the pupil
- date and time of the administration
- who supervised the administration
- which medication
- how much was given
- a note of any side-effects

The school Junior Housemistress will ensure that the medical record is filled in and checked regularly.

This information will be stored securely on iSAMS and access granted only to those staff who need to know.

**Section B - First Aid**

There is a separate list of First Aiders in the Staff Handbook which is updated each year.

First Aid boxes are re-stocked by the Junior Housemistress as necessary but checked before the start of each term and on a monthly basis.

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**Section C – Administration of Medicines in School****General**

The School recognises that many pupils will at some time need to take medication at school. While parents retain responsibility for their child's medication, the School has a duty of care to the pupils while at school, and wishes to do all that is reasonably practicable to safeguard and promote children and young people's health and welfare.

**Responsibilities**

The School expects that wherever possible it will be the parents who will administer medication to their children. In the case of boarders the School recognises that this is not practicable.

The School takes responsibility for the administration of medicines during school time.

Medication will normally be administered by the housemistresses, or in their absence, by other nominated staff.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication.

However, some specified and trained staff who have undertaken the First Aid qualification may administer First Aid and/or medication to pupils.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the housemistresses what can be done in the school, before the Head makes a decision.

The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label.

All medicine will be labelled to include the following:

- name of the child
- name of medicine
- name of doctor who prescribed it, and contact details
- how much to give
- how it should be kept and stored
- how it is to be administered
- when to be given
- any other instructions

The School will not deal with any requests to renew the supply of the medication for day pupils. This is entirely a matter for the parents.

If the pupil is required and able to administer her own medicine (e.g. inhaler for asthma) the Junior Housemistress will check that the pupil fully understands what has to be done and will

supervise the administration where practicable. Every pupil over the age of 16 years old has the right to self-administer their own medication. Their competency will be determined by a parent or guardian of each pupil who inform the school. However, the School will remove this right if they feel that pupil is not competent enough.

All medication given out is recorded onto iSAMS. All medication issued between 08.30 and 19.00 is issued from the STAFF ROOM medi-cupboard – no medication can be issued in the houses. This is recorded in the Staff Room Medication Log with date, time, amount, recipient and member of staff administering. Junior Housemistress will then input the information onto iSAMS daily when on duty.

All medication issued between 19.00 and 08.30 is issued from the houses and cannot be issued from the staff room. This is recorded in the individual house's Medication Log with date, time, amount, recipient and member of staff administering. Junior Housemistress will then input the information onto iSAMS daily when on duty.

### **Procedure for Recording Medication issued to girls**

1. Staff check the quick list in the medical permissions folder for if the girl has permission for the medication. Staff tick a box to say accept they have completed the check. This record is updated by the Junior Housemistress annually and as and when information is changed.
2. Staff check on the medication log if the girl has had any medication in the appropriate time frame.
3. If records allow, medication is issued
4. Staff record this on the medication log books (House, 2&4 or Staff Room)
5. Staff enter in the appropriate medication log as above depending on the time of day. Junior Housemistress will upload this information to iSAMS daily when on duty.

**Monitoring of Medication Issued** The Junior Housemistress will check that the log books daily when on duty and flag any concerns to the Head. The Junior housemistress will monitor the record of stock levels in iSAMS. .

### **Homely Remedy Protocol**

Examples of this protocol are as follows:

- a one-week course of an antibiotic will be given to the pupil as prescribed
- pain killers to be taken "as necessary" will be supplied in individual doses and the pupil will be asked to take the medication in the presence of the housemistress or her representative.
- responsible senior pupils – for example, an epileptic – might, by arrangement, keep prescribed medication in a locked area in their room.

When issuing medication the following procedure will be followed:

- The reason for giving the medication must be established
- Check whether that pupil is allergic to any medication
- Check whether or not the pupil has taken any medication recently and, if so, what (e.g. paracetamol) must not be taken more frequently than every four hours and the maximum dose in 24 hours for that age group, printed on the pack, must not be 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 – the name of the pupil, the reason for the medication, the nature of the medication, the dose, the date and time. These must be recorded immediately onto

iSAMS, under medication, with the person administering the medication signing and dating the record.

In certain circumstances the School will allow the administration of non-prescription medicines, unless parents have specifically requested otherwise.

These are:

- Paracetamol
- Ibuprofen
- Lemsip Capsules & Sachets
- Strepsils
- Cetirizine allergy tablets
  
- Antiseptic
- Topical treatments such as sprays or creams
- Hypoallergenic plasters
- Eurax cream for bites & stings

### **Out-of-hours Medical Cover**

If a boarder needs medical treatment in the night, the housemistress on night cover, or the resident staff member deputising for her, will call 111 and act according to the instructions received. Alternatively the pupil may be escorted to A & E at the John Radcliffe. This will be either be in the staff member's car or by taxi. Emergency cover for the remaining boarders will be arranged between the other resident staff, the Head of Boarding or the Head.

### **Communication**

If any (non-prescription) medication is given to a boarder in 2 and 4 or the House in boarding time then the housemistress or nominated staff **must** keep a record of this using the medical log book in the medical cupboard. The house staff then transfer this information to the staff room log book in the morning to allow staff to see what medication has been given over night. the Junior Housemistress checks the logs weekly to see the information has been transferred correctly to the staff room log book.

### **Disposal of Medicines**

In the event that the school is in possession of unused prescribed medication, this will either be returned to the parents of the pupil for whom the medication was prescribed or to the pharmacy and a record kept of:

- the date of return
- the name of the pupil
- the name, strength and quantity of the medication
- the signature of the member of staff returning the medication

### **Intimate or Invasive Treatments**

Where suppositories or pessaries are prescribed, girls will self-administer.

### **Section D - Sick-room**

Girls who are unwell can go to the sick room with the permission of the housemistress or a senior member of staff and this needs to be recorded on the Gap assistants' noticeboard in the staff room. Girls in the sick room are checked at hourly intervals – this is recorded on a sheet in the school office. There is always a hand over from the housemistress to the first aider on duty or alternatively to the main office.

Girls in Study are allowed to stay in their own rooms. An orange 'Girl is Sick' card is taken from the housemistress and is placed on the door to ensure privacy to the pupil.

The sick room has 2 beds and a basin, with its own separate toilet and washing facilities to cater for the needs of pupils who are sick or injured. Also there is a television for girls who are in there for long periods.

### **Section E - Long-term Medical Needs**

The School will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The Head also reserves the right to discuss the matter with the school's medical adviser.

### **Section F – General**

#### **School Doctor**

Dr Stephen Jones  
Banbury Road Medical Centre,  
172 Banbury Road,  
Oxford,  
Ox2 7BT  
Telephone: 01865 515731

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3.3

Pupils generally register at this surgery, although they may register with any practice of their choice that is prepared to accept them. Appointments are made through the housemistress or by the individual girl, as necessary. On occasion and in the case of emergency booking pupils may end up seeing another doctor at the surgery.

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### **Consent to Treatment**

Verbal or written consent for administration of each individual treatment, procedure or vaccination will be obtained, although general, parental, consent to the administration of certain non-prescribed medicines will suffice in some cases (see Appendix 1).

Once children reach the age of 16, they are presumed in law to be competent. In many respects they should be treated as adults and can give consent for their own surgical and medical treatment. However, the School is aware that pupils are able to consent to medical or nursing treatment, regardless of age, if they are deemed 'competent'; this should be assessed on a case-by-case basis. Otherwise, parental consent or the consent of a person with parental responsibility is required, unless it is an emergency.

In practice, this means that a 15-year-old may be able to consent to an operation to remove her appendix or a 14-year-old to a vaccination or other treatment. The School recognises that, for example, it is good practice to involve the family unless the child asks specifically not to involve them and the healthcare professional is unable to persuade the child otherwise.

### **Confidentiality**

While the School recognises the professional obligations owed to the pupils by the School Doctor, there may be times when information should be shared with the Head or housemistress on a "need to know" basis. Professional staff also have a statutory duty to divulge information in cases where there are child protection issues: [There is a full school Safeguarding Policy available to all staff].

### **Dental Care**

In as far as it is possible dental appointments for boarders should be dealt with in the school holidays but in cases of dental trauma the school will arrange emergency appointments with the hospital or a dental practice.

### **Records of Stock**

An accurate record in the form of a reducing log will be kept of all stock bought for the medicupboards. This information is obtained through the iSAMS system.

### **PSHE**

Health promotion and education are provided through structured lessons and visits from medical and health care staff.

### **Training**

The School and Governing Body is committed to providing appropriate training for staff who participate in the administration of medicines.

### **Insurance**

All pupils are covered by a Personal Accident Insurance Scheme. Premiums are paid by the School.

Parents can opt in to the Absence from School Refund Scheme and are billed termly for the premiums.

### **Monitoring and Review**

The Head will be responsible for monitoring the implementation of the policy, and reporting annually to the Governing Body

## Appendix 1



Wychwood School

### **SELF-ADMINISTRATION OF MEDICINES**

#### **Information for Parents, Guardians and Pupils**

If your daughter is aged 16 or over, she is at the age where if she is deemed competent, she is able to take responsibility for the safe storage and self-administration of both prescription and non-prescription medication herself if necessary. Young people over 16 years have the same rights to confidentiality and consent as adults. We will assume a pupil over 16 is competent to self-medicate unless a parent informs us otherwise **in writing**. However, self-medication is NOT COMPULSORY and therefore your daughter should not feel that she *must* administer her own medicines. The School will administer medication to children over 16 if they or their parents request it or the School feels that self-medication poses a possible hazard to the young person.

However, if your daughter is aged 16 or under, then she can be deemed competent to take her own medication. If your daughter is under 16 years of age and is prescribed medication, the School must be informed **in writing** and any medication must be given to the Housemistress with clear instructions and information. If she has then been deemed competent, the Housemistress will talk through the procedure with her to ensure she understands what she needs to do.

To decide whether or not your daughter is competent to manage her own medication if she is under 16 years of age, please read the information sheets attached and fill in the parents' and pupils' forms and return them to school stating whether you feel your daughter is capable enough to take care of her own medication. The School needs a copy of the form whether or not you decide she is competent. It is important that she understands the risks involved with taking on this responsibility and that she reads the patient information sheet attached.



Wychwood School

### **PUPIL INFORMATION SHEET – ALL PUPILS**

Prescription medication should be as dispensed, in the original container and must be clearly labelled with:

- Name of child
- Name of medication
- Strength of medication
- How much to give i.e. dose
- When it should be given
- Length of treatment /stop date, where appropriate
- Any other instructions
- Expiry date (where there is no expiry date the medication should have been dispensed within the last 6 months)

**NB: The label “To be taken as directed” does not provide sufficient information.**

Self-medication is not compulsory and you need not feel that you have to administer your own medicines.

Any non-prescription and prescription medicines that are brought into School must be kept in their original containers along with the manufacturer’s instructions for use.

You are fully responsible for ensuring that any medication you bring into School does not get into the wrong hands and that no one else has access to it.

You undertake not to exceed the stated dose.

All prescription medication brought into School must be clearly marked with your name, the name of the medicine and instructions on how to take it.

Girls must keep their medication locked away in their house lockers or in a locked bag in their rooms.

If at any time you have any questions concerning self-medication please contact the Junior Housemistress who will be happy to help.

**Important: If you do not keep your medication locked away, your right to self-medication will be removed.**





Wychwood School

## **PARENTS' ASSESSMENT SHEET FOR PUPILS UNDER 16**

### **DETAILS OF PUPIL**

SURNAME: .....

FORENAME(S): .....

HOME ADDRESS: .....

.....

POSTCODE: ..... DATE OF BIRTH: .....

FORM: .....

### **ASSESSMENT**

Based on the questions below please assess and indicate whether you consider your daughter to be fully competent to self-administer her medicines.

1. Does your daughter usually take responsibility for her own non-prescription medications? Y/N
2. Does your daughter usually take responsibility for her own prescription medications? Y/N
3. Has self-medication been explained to your daughter and has she read and understood the information sheet explaining self-medication? Y/N
4. Is your daughter competent to make decisions? Y/N
5. Does she understand the dosage, timing and all instructions regarding the medications? Y/N
6. Does your daughter understand the purpose of the medications? Y/N

If you answered yes to the questions above, the School will consider your daughter to be fully competent to self-administer her own medicines. However, if the Junior Housemistress, Head or any member of staff are not satisfied that the pupil is sufficiently mature and trustworthy to assume responsibility for keeping and self-administering the medicine, then that pupil will not be allowed to keep any medicine on them. The School's decision is final.

Parent/Guardian Name: .....Signature: .....



Wychwood School

## **PARENT/GUARDIAN RESPONSIBILITIES & INFORMATION**

If your daughter is aged 16 or over, she is at the age where if she is deemed competent, she is able to take responsibility for the safe storage and self-administration of both prescription and non-prescription medication to herself if necessary. Children over 16 years have the same rights to confidentiality and consent as adults. Self-medication is **NOT COMPULSORY** and therefore your daughter should not feel that she has to administer her own medicines.

If your daughter is under 16 years of age and is prescribed medication, the School must be informed **in writing** and any medication must be given to the Housemistress with clear instructions and information.

1. It is the parents'/guardians' responsibility to provide the School with the medication required.
2. It is the parents'/guardians' responsibility to supply the School with repeat prescriptions in a timely manner provide the School with the medication required.
3. Prescription medication should be as dispensed, in the original container and must be clearly labelled with:

- Name of child
- Name of medication
- Strength of medication
- How much to give i.e. dose
- When it should be given
- Length of treatment /stop date, where appropriate
- Any other instructions
- Expiry date (where there is no expiry date the medication should have been dispensed within the last 6 months)

NB: The label "To be taken as directed" does not provide sufficient information.

4. Girls must keep their medication locked away in their house lockers or in a locked bag in their rooms.
5. Liquid medicines should be accompanied by a 5ml medicine spoon or oral syringe.
6. If the medication and/or dosage needs to be changed or discontinued the School must be informed **in writing** by the parent/guardian.
7. Parents/guardians must ensure that any medicine held at School is taken home at the end of each term.
8. It is the parents'/guardians' responsibility to make sure that medication is replenished when needed & that date-expired medicine is removed from School to be safely disposed of.
9. Parents/guardians must ensure that their daughter understands their responsibility if they carry their own medication and indicate this by signing the self-administration of medication form.
10. The School will work in partnership with parents/guardians to ensure that medication is still fit to use, and that equipment and devices are in good working order.

**Important: If a pupil is not keeping medication locked away, the right to self-medication will be removed.**



Wychwood School

**Pupil declaration of consent for pupils under 16:**

I agree to:

- 1) Follow my parent's/guardian's instructions.
- 2) Not allow anyone else to use my medication.
- 3) Keep a current supply of medication locked up in my house locker or a locked bag.
- 4) Take the medication in a discreet manner.

I understand that permission for self-administration of medication may be suspended if I am unable to follow the procedure outlined.

Pupil Name .....

Signature .....

Date: .....