

Medical Protocols Policy

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WYCHWOOD

SCHOOL • OXFORD

Introduction

This document holds information and details to support for all staff who care for, teach or oversee pupils whether in school, on trips or in any position where they are responsible for pupils of Wychwood School. 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 medical administrator or houseparentes, or in their absence, by other nominated staff who are on the first aid duty rota. 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 medical administrator what can be done in the school before the Head makes a decision.

Procedures

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 pupil be given a prescription form by the doctor, the Medical Administrator 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 Medical Administrator 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 Medical Administrator as necessary but checked before the start of each term and on a monthly basis.

Section C – Administration of Medicines in School

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. 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 Medical Administrator will check that the pupil fully understands what has to be done and will supervise the administration where practicable.

There are spare universal inhalers and 2 spare Epipens in the medical cabinet in the staff room, in case of an emergency where one is required through school time. They are dated and checked for expiry regularly. All medication given out is recorded onto iSAMS. All medication issued between 08.30 and 19.00 is issued from the staff room medical cabinet – no medication can be issued in the houses.

The staff room medical cabinet is only open to pupils during the following times:

- Lunch times: 12:50-13:35
- After school: 15:50-16:10

This is recorded in the Staff Room Medication logbook with date, time, amount, recipient and member of staff administering. The Medical Administrator 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. The medical administrator will then input the information onto iSAMS daily when on duty.

Procedure for Recording Medication issued to pupils:

- Staff on first aid duty is to check the quick list in the medical permissions folder to check if the pupil has permission to take the medication. Staff tick a box to say accept they have completed the check. This record is updated by the Medical Administrator and Admissions Team annually and as and when information is changed.
- Staff on first aid duty check on the medication log if the pupil has had any medication in the appropriate time frame.
- If records allow, medication is issued
- Staff on first aid duty record this on the medication log books (House, 2&4 or Staff Room)

- Staff on first aid duty enter in the appropriate medication log as above depending on the time of day. The Medical administrator will upload this information to iSAMS daily when on duty.

Monitoring of Medication Issued

The medical administrator will check that the log books daily when on duty and flag any concerns to the Head. The medical administrator will monitor the record of stock levels through 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
- Medication 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 Medical administrator, a Houseparent or a representative (staff on first aid duty).
- Responsible senior pupils – for example, an epileptic or diabetic – might, by arrangement, keep prescribed medication in a locked area in their room. This is dependent on age (16+), parental consent and a risk assessment.

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 by checking the red medical folder inside the medical cabinet. 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, during the school day, the school will allow the administration of non-prescription medicines, unless parents have specifically requested otherwise. These are:

- Paracetamol
- Strepsils
- Antiseptic wipes
- Topical treatments such as sprays or creams
- Hypoallergenic plasters
- Eurax cream for bites & stings
- Burn gel

In boarding situations, there are boarding house medical cabinets (The House and 2&4). All medication is kept double locked and secure. Permissions to dispense from parents is also included in a folder in each boarding medical cabinet. This includes the medication above.

Both boarding medical cabinets (The House and 2&4) will also contain extra medicines. All medication is kept double locked and secure. Permissions to dispense from parents is also included in a folder in each boarding medical cabinet. The extra medicine is only allowed to be dispensed to a pupil by a Houseparent after being given professional advice from 111 and after checking the parental permissions folder and log book. This medication is:

- Lemsip Capsules & Sachets (16+)
- Strepsils

Out-of-hours Medical Cover

If a boarder needs medical treatment in the night, the houseparent 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 by taxi. Emergency cover for the remaining boarders will be arranged between the other resident staff, the Senior Houseparent or the Head.

Communication

If any medication is given to a boarder in 2 & 4 or the House during the boarding times (7pm – 8:30am) then the houseparent 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 Medical administrator 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, pupils will self-administer.

Section D - Sickroom

Pupils who are unwell can go to the sick room with the permission of the houseparent or a senior member of staff and this needs to be recorded on the sick bay noticeboard in the staff room. Pupils 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 one of the houseparentes to the first aider on duty or alternatively to the main office.

Pupils in Study are allowed to stay in their own rooms. An orange 'Pupil is Sick' card is taken from the houseparent 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. 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

Full-time boarding 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 houseparent or by the

individual pupil, 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.

Once children reach the age of 16, they may be decided by the GP to be Gillick competent. Otherwise, Parental consent or the consent of a person with parental responsibility is required, unless it is an emergency.

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 DSL or houseparent 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 medi-cupboards. 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 first aid training and 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