

Medical Protocols Policy



WYCHWOOD
SCHOOL • OXFORD

Date Reviewed	02.2026
Reviewed by	AM, MS
Date of Next Review	02.2027
Version	9.1

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 houseparent, or in their absence, by other trained 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 / administering medication training may administer First Aid and/or medication to pupils.

NMS 3.1

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 and 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 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

NMS 3.4

There is a list of trained First Aiders displayed around the school site and a copy also kept in the Medication Log. 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 their 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 staffroom in case of an emergency where one is required during school hours. They are dated and checked for expiry regularly. All medication given out is recorded in the Medication Log and then uploaded onto iSAMS by the Medical Administrator. All medication issued between 08.30 and 19.00 is issued from the boarding office medical cabinet - no medication can be issued in the boarding house.

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

- Lunch time: 12.50-13.35
- After school: 15.50-16.10

This is recorded in the Medication Log with date, time, amount, recipient and member of staff administering. The Medical Administrator will then input the information onto iSAMS weekly when on duty.

All medication issued between 19.00 and 08.30 is issued from the boarding house medical cabinet. This is recorded in the medication log with date, time, amount, recipient and member of staff administering. The Medical Administrator will then input the information onto iSAMS weekly when on duty.

Procedure for Recording Medication Issued to Pupils:

- Trained staff 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 confirm they have completed the check. The pupil's permission record is updated by the Medical Administrator annually and as and when information is changed.
- Trained staff check the Medication Log to see if the pupil has had any medication in the appropriate time frame.
- If records allow, medication is issued
- Trained staff record this in the Medication Log. The Medical Administrator will upload this information to iSAMS weekly when on duty.
- Those administering medication will email parents to say what has been administered, the time and the reasons it was needed.

Monitoring of Medication Issued

The Medical Administrator will check the Medication Log 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 trained staff member.
- 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 the pupil is allergic to any medication.
- Check whether or not the pupil has taken any medication recently by checking the Medication Log. If so, what. For example if paracetamol has been administered, it must not be taken more frequently than every four hours and the maximum dose in 24 hours should be checked for that age group and what is printed on the pack and it 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 into the Medication Log with the person administering the medication signing and dating the

record. The Medical Administrator will enter this into iSAMS under medication weekly when on duty.

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
- Calpol Six Plus (paracetamol suspension)
- Throat sweets (Strepsils)
- Antiseptic cream (Savlon)
- Hypoallergenic plasters
- Bites and sting cream (Eurax)
- Burns treatment

Both the medical cabinet in the boarding office and in the boarding house 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 medical cabinet. The following 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:

- Antihistamine tablets (Cetirizine)
- Ibuprofen (12+)
- Ibuprofen gel
- Nurofen for Children (Ibuprofen suspension)
- Arnicare (homeopathic cream for bruises and swelling)

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, will call 111 and act according to the instructions received. Alternatively, the pupil may be escorted to A & E at The John Radcliffe Hospital. This will be by taxi. Emergency cover for the remaining boarders will be arranged between the other resident staff, Houseparent or the Head. The boarder's guardian/parents will be contacted and asked to meet and take over from staff at A&E.

Communication

If any medication is given to a boarder during the boarding times (19.00 - 08.30) then the Houseparent must keep a record of this using the Medication Log in the medical cabinet. The house staff then pass on the Medication Log to the trained staff who are covering first aid in the morning to allow staff to see what medication has been given over night. The Medication Log is kept in the boarding office in the medical cabinet. The Medical Administrator checks the Medication Log weekly and uploads them to iSAMS

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.

NMS 3.2

Section D - Sick Bay

Boarders who are unwell can go to the sick bay with the permission of the Houseparent or a senior member of staff or the office staff. Teaching staff will be informed via email. Pupils in sick bay are checked at hourly intervals and a summary is recorded on CPOMS and/or in the boarding Day Book by the Houseparent. There is always a hand over from one of the Houseparent's to trained staff during the day.

Pupils in Study (Years 12 and 13) are allowed to stay in their own rooms. A yellow 'Pupil is Sick' card is taken from the Houseparent and is placed on the door to ensure privacy to the pupil. The same protocols will apply as for those in sick bay.

The sick bay has 1 bed and separate washing facilities are located opposite to cater for the needs of pupils who are sick. Pupils have access to their phones so that they can call the Houseparents if necessary.

For day pupils who become unwell during the day, appropriate medication such as paracetamol will be given by Houseparents or trained staff after checking with medical permissions in the Medication Log. Medication that is administered will be recorded in the Medication Log. A short time of quiet supervised rest will be given in the Piano room. Staff administering the medication will email parents to inform them of the medication given, the time and reasons why it was needed. Where a pupil is out of lessons feeling unwell, and does not receive medication, parents should also be informed by email. If a pupil continues to feel unwell and they are unable to return to lessons, parents or carers will be called and asked to collect their child.

Where day pupils need to take a short course of prescribed medication, during the school day, details must be sent through to the Medical Administrator detailing times, administration and dosage. The medication must be in the prescribed box with full details to accompany it and it must be handed into the school office straight away. This is then kept securely in the locked medical cabinet and only administered by trained staff after checking all of the details. If there are any concerns at all, parents will be contacted prior to it being given.

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 seek further advice from a medical practitioner. An IHCP will be written for each pupil by the Medical Administrator in collaboration with parents and this will be stored securely on staff share and in iSAMs.

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 an emergency booking, pupils may end up seeing another doctor at the surgery.

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 and Child Protection Policy available to all staff.

Dental Care

As far as 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 medical cabinets in the boarding office and boarding house 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 Board of Directors are 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.

Monitoring and Review

The Head will be responsible for monitoring the implementation of the policy, and reporting annually to the Board of Directors.