

DUMPTON SCHOOL
20 – SICK CHILD & ADMINISTRATION OF MEDICINE POLICY

Person(s) responsible:	Matron
Last updated:	September 2023
Review period:	12 months
Next review:	September 2024

Rationale

Dumpton School recognises its responsibility to promote a culture where health issues are discussed in an open and positive way to achieve high standards. The health and wellbeing of children is of paramount importance to enable them to learn. Children who are unwell are best cared for at home.

Purposes

- To ensure sick children are identified
- To ensure sick children are cared for appropriately
- To protect children and adults from preventable infection
- To enable staff and parents to be clear about the requirements and procedures when children are unwell.

Guidelines

If a child is thought to be unwell within the setting it is important to assess the condition of the child, this should be done in a kind and caring manner by the class teacher and then Matron. The child will most likely be distressed, so it is important to be calm and reassuring. Reporting of notifiable illnesses should be communicated to all Head of Departments.

1. The child will be taken to the medical room by the child's Teacher or Key Worker or a teaching assistant so that signs of illness can be checked for -
 - Skin colour abnormal.
 - Behaviour abnormal.
 - Temperature.
 - Sickness.
 - Diarrhoea.
 - Desire to sleep.
 - Other cases with the setting.
2. Staff communication is vital – other members of staff will be asked if they have noticed any signs/symptoms.
3. If the teacher has any concerns and feels the parents/carers need to be informed they will contact Matron. Matron will decide on the course of action to be taken.
4. If a child is to be sent home a member of staff will stay with the child and make them as comfortable as possible and the parent/carer will be contacted. A record must be kept on any child sent home, so that we have a record of children sent home and their symptoms.
5. If it is felt a child is unwell on entry to the setting Matron should be contacted before accepting the child.
6. Necessary steps will be taken to prevent the spread of infection.

7. Health Protection in children and young people settings, including education.

This practical guide for staff on managing cases of infectious diseases in children at Dumpton is followed. Annual audits are undertaken.

8. If there is an apparent infectious disease passing through the setting, or if a number of children are away ill with the same disease, then the local health protection team will be informed.

9. For any child displaying symptoms of Covid 19, we will always adhere to and follow up to date Government guidelines.

Medications - including procedure for administration of medication.

- a. The School requests that medication be only taken to School if it is essential and where it would be detrimental to the pupil's health not to administer the medication during the School day. EYFS staff keep personal medication locked away at all times.
- b. Staff at the School will not administer any medication to a pupil without obtaining prior written permission from his or her parents. This is in addition to the rights of a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.
- c. Parents must complete and sign 'Parental agreement for schools/settings to administer medicine form' before any medication (both prescription and non-prescription) can be administered.
- d. All medicines supplied to the School by parents must be provided in the original container as dispensed by the pharmacist, and include the prescribers instructions for administration. Parents must inform staff the date and time the medicine was last administered. Staff administering said medication will check with a second member of staff, the pupils name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupil. With some over the counter medication provided by the school, namely Paracetamol, Calpol, Ibuprofen and Ibuprofen syrup, one member of staff, suitable experienced, shall be able to administer this medication, subject to the usual safety checks.
Emergency Ventolin inhalers and Epipens may also be administered by designated First Aiders providing annual consent has been obtained.
- e. Prescribed medicines are stored in a locked non-portable container, excluding anaphylactic kits and medication self-administered by children with specific medical conditions. All controlled drugs will be stored in a lockable container within the locked non-portable cupboard as per regulations.
- f. The School will ensure that only those members of staff who are appropriately trained to manage medicine as part of their duties administer medication to pupils.
- g. As a rule, staff will not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, prescribing nurse or pharmacist. Staff may only administer non-prescription medication such as pain and fever relief if parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked verbally on these occasions to provide consent. Medication will not be given until this verbal consent is gained.
- h. Some children require regular medication and some children self-medicate in accordance with the nature of their medical condition. In these cases a Health Care Plan is completed. Close links are established with the multi-disciplinary team regarding specific training needs of

medical conditions, training needs are identified and action taken. Training is provided where the administration of medicine requires medical or technical knowledge.

- i. No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.
- j. The School retain a written record each time prescribed medicine is administered and inform parents of EYFS pupils on the same day or as soon as reasonably practicable.