



Addendum COVID-19 June 2020

FOR SUPPORTING PUPILS WITH MEDICAL NEEDS

Roles and Responsibilities

All members of School Staff may be asked to provide support to pupils with medical conditions, including administering medicines

Parents should:

- during periods of high pollen count, encourage their children, who have been prescribed anti-histamine, to take their medication before school so that their condition can be better controlled during the school day
- Where the child has been diagnosed with hay fever, it is recommended that they are given 'once a day' anti-histamine before school.
- A regular dose of antihistamine may be given for severe cases to top up.
- keep their children at home when they are unwell or have a temperature
- Parents should ensure that they or another nominated adult are contactable at all times

Managing Medicines on School premises

- Pupils will only be given prescription medicines after parents have completed a consent form (Attachment B).
- Parents will be asked via Class dojo if medication is needed in School that they request a consent form the Teacher and complete immediately with own pen . Or may they request a form via the emergency school email address. This will be attached to the medicine for the child.
- Medicine brought into school must be given to the Class Teacher at the Class room door in the morning.
- If consent form not received then no medicine will be given. This does not apply to medicines already held in School for children who have an existing Health Care Plan, as the consent form has already been completed. I.e. for antihistamine, calpol or an inhalers.
- Prescribed medication the school will only accepted if in date, labelled, and provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- If child needs medication for an illness that is not ongoing parents should be directed that doses should be given at home around school hours.
- The school will support children who have been prescribed antibiotics that need to be taken four times day only.
- Antibiotics prescribed three times a day will not be given/accepted.
- Medicines remain the responsibility of the parent.
- Non-prescription medication will not be given.

- Pain relief will only be given in exceptional circumstances with the express consent of the Headteacher for example, for pupils returning to school after sustaining a fracture, dental treatment.
- Eye drops will not be given.
- Parents will be asked to sign a consent form when they bring the medicine to school, which confirms that they have given the medicine to their child without adverse effect in the past and that they will inform the school immediately if this changes.
- If a teacher wants to check whether dose should be given, for example unsure whether a dose was given before school, dose administered earlier but symptoms still present then the Admin office should be rung to contact parents for advice.

Record Keeping

- A record will be made of all doses given using our dedicated medicine log book and any reaction to the medicine.

Storage of Medicines

- Epi pens will be kept in the Reception Office in the first drawer under the low counter.
- If a child needs medication for an ongoing condition – allergies, hayfever during the school day medicine and form from parent will be kept in the classroom.
- Antibiotics or other medicine which needs to be kept in a fridge, the parent must bring this to School in an insulated bag with and ice pack to keep cold.
- Medicines should be kept in a locked filing cabinet or on a high shelf out of reach of children.

Administration of Medicines

- If child is able they should measure the dose themselves and take the medicine with adult supervising carefully from 2m distance.
- If child is not able to do this adult should wash hands, measure dose, place on a table and then child should pick up the dose and take the medication.
- If child is not able to do either of the above adult should wash hands, wear gloves/ mask if they think this is necessary, measure dose at 2m distance, step up to child to administer dose and step back, wash hands.
- If a parent has to come to School to give an urgent medicine, then they must arrange this with the School office in advance and wait outside the front door, child will be sent out to them (staff watching the door at safe distance).