



Medical Policy

Contents

Policy Aims.....	2
Medical Centre	2
First Aid.....	2
Medical Emergency	3
Hospital Appointments	3
Records.....	3
Vaccinations and Immunisations.....	4
Individual Health Care Plans (IHCPs).....	4
Injury to Visiting Pupils	4
School Trips.....	4
Wellbeing.....	4
Medical Conditions	5
Medicines	7
Suncream	9
Off Games.....	9
Infection Control	9
Vulnerable Children and Staff	10
Early Years Foundation Stage (EYFS).....	10
Head Injuries and Concussion.....	11
Appendix 1 - First Aid Kit Locations.....	12
Appendix 2 - Asthma Attacks	13
Appendix 3 - Prescribed Medication Administration Record Sheet	14
Appendix 4 - Non Prescribed /Homely Medication Administration Record Sheet.....	15
Appendix 5 - Risk Assessment for Self-Medication	16
Appendix 6 - Pre-Prep Medication Consent Form.....	18

Policy Aims

At Cheam we prepare our children not only for the next stage but for life beyond. The school nurtures and develops intellectual, personal, physical, emotional, creative and empathetic core values and skills in each pupil. This is done through the creation of a happy, stimulating environment in which pupils experience a diverse range of opportunities and strive to give of their best in all they do.

The school aims to promote the health and well-being of all pupils at Cheam so that they may obtain maximum benefit from their education and achieve their full potential and to ensure that each pupil is equipped to take responsibility for his/her own health in adult life.

Medical Centre

The school provides nursing care 6 days a week. The nursing team is made up of a registered nurse, registered paramedic and health care assistant who work on a rotation from 08:00 – 18:00. Outside of these hours first aid cover is provided by the overnight boarding team who hold a first aid qualification and are OPUS trained.

First Aid

First Aid Kits

First aid kits are located in high risk areas around the school and are checked termly by the medical team. Each kit has basic first aid supplies to deal with minor injuries. A list of locations is on display in the staff room and available from the medical team. (Appendix 1).

All games staff and gappers are given a first aid bum bag which they are required to take to all activities, games, PE and matches. It is important that staff take responsibility for checking and restocking their bags with the medical team prior to matches.

Outside of term time there are staff working at the school all of which have access to first aid kits in their departments and access to the first aid box located at the medical hut on the sports pitches.

First Aid Training

First Aid training is mandatory for all staff members. These will be held on INSET days. A list of staff who are qualified and the dates for their renewal is held with the medical team and it is a requirement that the training is updated every three years.

Due to the ages of the children at school the more specialised paediatric First Aid course is used as standard for all members of staff in the pre-prep.

Automated External Defibrillator (AED)

An Automated External Defibrillator (AED) is a vital link in the chain of survival: the earlier it is used during a cardiac arrest, the greater the chance of the person surviving. The defibrillators at school are designed to be used by any person. Audible instructions are given once the AED is turned on. Training is therefore not needed although staff are required to attend first aid training every three years and instruction in the use of an AED is provided during those training sessions.

Cheam has two defibrillators. One is kept at the bottom of the Windsor stairs inside the School and the other is inside the Sports Hall entrance. Two defibrillators is considered to be sufficient; if a cardiac arrest occurs anywhere inside or outside the School either one of the defibrillators will be easily accessible.

Regular monthly checks on the defibrillators, pads and equipment are carried out by the medical team and records kept.

Medical Emergency

In the event of an emergency:

- Parents/guardians of the child will be contacted as soon as possible by one of the medical team, or the school office, indicating the nature of the illness/injury.
- They will be informed of the hospital which the child has been taken to and will phone with regular updates. If, however, a child is seriously injured or ill whilst at School, and where parents/guardians are un-contactable, the school will act 'in loco parentis'. Every effort will be made to contact parents as soon as possible.
- The Head and DSL, will be made aware as soon as possible, should any child require hospitalisation.

Contacting the emergency services

Dial 999

Ask for the emergency service you require such as an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows(Cheam School, Headley, Newbury, Berkshire, RG19 8LD)
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Inform the front office making them aware an ambulance has been called.

Hospital Appointments

A member of staff will accompany any boarder who requires either hospital appointments, ophthalmic appointments or dental appointments only if the parent/guardian is unavailable to do so and will update the parents/guardian regarding the outcome.

The school nurse will liaise with parents regarding any follow-up appointments and ongoing care plans. Copies of reports from appointments will be placed on to the child's medical file.

Records

Medical Forms

All pupils who attend the school are required to complete the Medical Forms on the school portal. This information will be stored on the child's electronic medical file on isams.

Parents/guardians are expected to make all relevant medical disclosures and should indicate any significant known drug reactions, major allergies and notable medical conditions.

The parent/guardian of each pupil must complete and sign the medicines consent form covering the administration of non-prescription medications.

All parents are requested to complete an Emergency Treatment Consent Form as part of the medical forms on the portal to confirm that they are happy for one of the nurses to act in 'loco parentis' for their child if the school is unable to contact them.

Recording System

The medical team use iSAMS, a school management information system. Each child has a digital medical file where data can be saved including medical forms, records of each visit to the medical room and when medication has been given.

Vaccinations and Immunisations

The Influenza vaccination is offered each Autumn term to children. Parents are requested to complete a specific consent form, prior to administration of this vaccine if they wish their child to receive this.

The HPV vaccination is offered to all pupils in Year 8 in the Spring term and a consent form as well as an explanatory leaflet are sent out at the end of Year 7 from the local immunisation team.

Pupils should be up to date with all recommended routine immunisations in accordance with schedules issued by the Department of Health. Those who are not fully immunised should be identified.

Positive encouragement is provided to parents to request that children are fully vaccinated, particularly where there are no personal objections to vaccinations and/or medical reasons as to why a child is not immunised.

Individual Health Care Plans (IHCPs)

The School recognises that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in other cases, especially where medical conditions are long term and complex. However, not all children will require one.

Where children require an individual healthcare plan it will be the responsibility of the school medical team to work with parents and relevant healthcare professionals to write the plan. These are kept on isams.

For complex needs such as anaphylaxis, a photograph of the child is kept in the staffroom.

Injury to Visiting Pupils

The medical team will complete a full assessment, recording all the details of the accident or injury which will be documented on the visiting pupil form. (appendix)

The nursing team of the opposing team will be notified and a full handover emailed.

A copy will be sent to the Bursar.

School Trips

The medical team will provide a full first aid kit with a first aid folder which will document any allergies, dietary and medical needs for the children attend the trip. A verbal handover will be given to the nominated first aider. The staff going on the trip will complete a risk assessment prior to the trip and the medical team will be made aware of concerns.

Wellbeing

The Nest is a calm, quiet space to relax and switch off and take a break open to pupils at break and lunchtimes, activities are run weekly for children to join in.

Each form receives wellbeing lessons on a 3 week termly basis covering breathing techniques, relaxation techniques and understanding of their brain and emotions.

If children need further 1-1 support they are raised as a concern through staff or parents. Form tutors then complete a referral form which is triaged by the school counsellor, deciding whether the child will receive CBT or counselling with school counsellor. Parents are informed and progress is monitored.

Medical Conditions

Allergies & Anaphylaxis

Anaphylaxis is a severe and often sudden allergic reaction. It can occur when a susceptible person is exposed to an allergen (such as food or an insect sting). Reactions usually begin within minutes of exposure and progress rapidly, but can occur up to 2-3 hours later. It is potentially life threatening and always requires an immediate emergency response.

All Children who are known to have an allergic reaction to any substance are identified on a list within the allergy/medical conditions file which is held in with the medical team. A copy can be found in the kitchen, the staff room and with the matronal department. The pre-prep department holds a copy of allergies and medical conditions.

All children with a diagnosis of a food allergy and at risk of anaphylaxis will have a written allergy management plan.

Food Allergies

The school is an allergy aware school and we request that parents do not send in nuts, or any food obviously containing nuts. However, the school cannot guarantee that food brought in to school has not been made in a factory that uses nut ingredients or there are nuts somewhere in the supply chain.

The kitchen staff also have an allergy folder containing a list of children who have food allergies or dietary requirements which is updated as required. This folder also contains photographs of these children to help the kitchen staff identify them.

Pre-Prep Birthday Cakes

Whilst the child is in the Pre-Prep parents are permitted to send in a birthday cake to celebrate the child's special day. At the start of each term the Head of Pre-Prep sends out a letter to parents reminding them of their responsibility when choosing these cakes. As well as a list of recommended nut free cakes the following recommendations are made to both parents and staff:

- All cakes, whether home made or shop bought must be nut free.
- If the child is in a class where there is someone with a known nut allergy parents can only send in a shop bought cake that has no nuts in the ingredients.
- Staff will check the ingredients of each shop bought cake that is brought in
- When in doubt the class teacher will find an alternative treat for the child with the nut allergy

KITT Medical

Cheam school has partnered with Kitt Medical's Anaphylaxis service to add a further safeguarding measure in school. We endeavour to use this kit if a member of the school community develops anaphylaxis and their own medication cannot be located or if the person does not have a prescribed adrenaline pen, or requires an extra dose.

The school has two kits and these are located at the bottom of the Windsor stairs and in the entrance of the sports hall.

Keys to these Anaphylaxis Kitts can be found either in 'break-glass in case of emergency' boxes next to the Kitts, or in safe chosen locations/on specified persons listed below:

The medical team

The matronal team

The school office

Anaphylaxis Training

The Anaphylaxis Kitt comes complete with online anaphylaxis awareness training that is available to all staff. The Medical Team monitors who has completed their training and will send reminders as appropriate. Training is also available on an ad-hoc basis for any member of staff if they feel the need for refresher training for a school trip including asking the medical team for a quick in person refresher.

Training includes:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis.
- Administering emergency treatment (including AAIs) in the event of anaphylaxis

Storage of Adrenaline Auto-Injectors (AAIs)

Pupils are required to carry their AAIs on them at all times. However, due to the nature of the school day we understand that this is not always possible. It is recommended that children use their classroom lockers to keep their AAIs in and form tutors are aware.

Pupils with AAIs have an emergency individual clear box with a lid with the name of the pupil written clearly on the outside. Each box will contain a copy of their allergy plan and a management of an allergic reaction as a quick reference guide which include emergency contact details. These boxes are stored in the medical pigeon hole in the staff room.

The medical team will make regular checks on the pupils emergency AAIs and will inform parents when they have expired.

Staff taking games sessions, matches and school trips are informed by the medical team if a pupil will need their emergency AAI box and a sign out sheet is in the staff room.

Further information on AAIs in schools can be found online ([click here](#)).

Asthma

What is Asthma?

Asthma is the most common chronic condition, affecting one in eleven children. It is a disorder of the lungs causing air passages and bronchial tubes to become narrowed making it difficult to breath.

Children with Asthma at School

On school entry pupils with asthma will have an individual health care plan completed and consent form completed by the parents for emergency use of spare inhalers located around the school.

An asthma register will be on display in the staff room.

An asthma questionnaire will be sent out at the beginning of September in case of any changes to their medical conditions and all relevant information will be added to the child's medical record.

Managing Asthma

The School holds spare reliever inhalers and spacers. These can be used by any asthmatic pupil/adult where consent has been obtained from the parents or on emergency medical advice. A list of Asthma kits including spare inhalers is held with the medical department (Appendix 1).

Parents will be notified should the emergency inhaler be used.

Further guidance on asthma can be found online ([click here](#)) and on the [NHS website](#).

Diabetes

The school should be informed if a child is diabetic. A detailed health care plan will be agreed and drawn up for the child and discussed with the diabetic team at hospital, the parents and the GP. Any staff who has regular contact with the child should be made aware of this plan and signs and symptoms of hypo/hyperglycaemia (high or low blood sugar) and the treatment of these variations.

For children with Type 1 diabetes, care plans can vary from child to child. Staff will monitor pre-meal blood sugars readings, carbohydrate intake at lunch, and either administer post-meal insulin or if the child is able to self-inject, supervise the injection.

Insulin and any diabetic equipment will be kept in the medical centre.

Parents need to be informed if the child is unwell, vomiting, or giving off a smell of acetone. In any of these cases the child needs urgent medical attention.

Blood glucose monitoring equipment and insulin are to be kept with the medical department.

Further information on diabetes in schools can found online ([click here](#)).

Epilepsy

The school must be informed if a child has Epilepsy. A health care plan will be drawn up describing the nature and frequency of seizures, common precipitating factors and current medication. Staff will be aware of the health care plan. If a child experiences a seizure during the day, details of the precipitants, nature and timing of the seizure will be communicated to parents.

Seizures

What to do in the event of a child having a seizure is on display in the staff room, front office, in the medical room and in the individual emergency medication boxes for children with epilepsy.

Further information on epilepsy in schools can found online ([click here](#)).

Medicines

Staff Administration

Only staff who have completed the Opus 'Safe handling of medicines' course are able to administer medications. A record of all trained staff is held with the medical team and with the assistant bursar.

Any member of staff can witness administration of medication.

The medical team is responsible for administering any medication between 08:00 and 18:00 Monday – Saturday. After the hours of 18:00 the overnight matron and senior boarding staff are responsible for medication administration. A handover of children requiring medication is sent to the senior boarding team and matron each evening. The boarding matron is to seek guidance from the medical team if they have any questions with medication and administration.

Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how

much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school.

Receiving Prescribed Medication

The Medical Team are happy to administer prescribed medications at school. However, the guidance from the Department for Education entitled “Supporting pupils at school with medical conditions” means that the Medical Team are obliged to follow the policy which states: -

Schools should only accept prescribed medications if these are: -

- in-date,
- labelled
- provided in the original container as dispensed by a pharmacist
- include instructions for administration, dosage and storage.

The exception to this is insulin, which must still be in date but will generally be available to schools inside an insulin pen or a pump rather than in its original container.

Further guidance can be found online ([click here](#)).

All medications, whether prescribed or non prescribed should be handed to a member of the medical team by the parent/guardian. A Medical Administration Record sheet is completed (Appendix 3 for prescribed medication or Appendix 4 for non prescribed medication). A member of the Medical Team will also update the child’s individual isams online medical file.

Medications are checked regularly. Controlled drugs are checked on a weekly basis. When medications are required to leave site such as during school trips, a member of the Medical team will sign the medications out to a named member of staff. The signing out is witnessed and recorded.

The medical team will complete a weekly check of pupils medication and audit stock levels and expiry dates and will inform parents if further medications are required.

Any medication that has expired will be stored and returned to parents at the end of term for safe disposal.

Medication Administration Record (MAR)

A MAR sheet must be completed for each student for whom medication is prescribed (appendix 3) or Non Prescribed /Homely Medication Administration (appendix 4). The records should include:

- Name of the pupil
- Name of the medication
- Indication for medication
- Dose, route of administration and dose times
- Number of days taking medication
- Any specific instructions

Storage of Medication

All medications should be kept secure at all times. Medication is stored in a metal filing cabinet in the medical room which is locked at all times when not in use.

All medication must be stored as per the instruction accompanying it. Some medication may require refrigeration and the medical room has a specific fridge for this reason. The temperature is checked daily and should be maintained between 2 and 8 degrees centigrade.

Controlled Drugs

Medication defined as 'Controlled' (using the code POM-CD) must be kept in a secure box inside the locked medications cupboard. Controlled drugs (CDs) are to be administered by two members of staff who must complete the Controlled Drugs Register and document on isams.

CDs will be counted and a running total kept on every occasion when any CDs are administered, transferred or taken off site.

Emergency Medication

Some pupils have medical conditions that require emergency medications such as asthma, diabetes, epilepsy or have severe allergies. Staff are expected to know where the emergency medications are stored and to administer them should it be required.

Pupils should not go off site without their emergency medication. Staff working with pupils needing emergency medication are informed when the child goes on a school trip, for matches or outside school activities. Staff are reminded to familiarise themselves with the medication and if they are unsure about the protocols they are to seek guidance from the medical team.

Self-Management of Medication

In order to promote personal development and independence, pupils at Cheam school may be allowed to self administer some or all of their medication. In order for this to take place a pre-assessment must be completed to ensure that the student is responsible and competent to self medicate. A self-medication risk assessment and agreement must be completed with the pupil, parents and medical team (Appendix 5). A lockable storage area will be provided for storing their medication in school.

Suncream

In the warmer months all children should come to school having applied suncream at home. Further suncream will be applied later in the day for games, matches and outdoor activities.

Off Games

If a child is unable to participate in Games or PE due to injury or illness parents/guardians are requested to notify the form tutor and the medical team (medical@cheamschool.co.uk) with details and provide either a review date or a return to exercise date.

If a child becomes unwell or is injured during the course of the school day they will be assessed by the medical team who will determine if they are fit to play. If they are put 'Off Games' the parents will be notified.

All children that are Off Games must report to the Medical Centre when it is time for Games or PE. The nurses will determine whether they should stay in sick bay, go to the library or get some fresh air and support their peers, based upon their reason for being Off Games.

Infection Control

The school has a duty to protect its staff from hazards encountered whilst at work. This includes bio-hazards which are defined as blood, vomit, faeces and urine. Staff are supplied with personal protective equipment (PPE) such as gloves and aprons.

Hand Hygiene

All staff must ensure effective hand hygiene procedures are followed at all times.

Exclusion Periods due to Illness

The medical team follow the government guidance on health exclusions in a school setting and the time period an individual should not attend a setting to reduce the risk of transmission during the infectious stage.

A full list of illnesses and infections can be found online ([click here](#)):

Classroom Clean up Kits

Spills of bodily fluids including blood, urine, faeces and vomit must be cleared up immediately. Each classroom has a body spills kit which include PPE and instructions and then disposed of in the clinical waste bag provided. The classroom clean up kits are checked regularly throughout the school year.

Laundry

Cheam school has a dedicated laundry department. Soiled linen and clothing is transported in dissolvable laundry bags and washed separately. PPE should be worn when handling soiled linen.

Clinical Waste

Soiled dressings, gloves and aprons should be disposed of in the correct clinical waste bags in foot operated bins. All clinical waste is stored in a dedicated, secure area whilst waiting to be removed by a registered contractor.

Sharps

Appropriate handling and control of 'sharps' is essential to protect users and safeguard pupils. 'Sharps' includes any implement that has a blade (e.g. scissors, knives) and other items such as needles and syringes and certain tools and equipment.

Sharps currently include scissors and tweezers only, which are triple locked in the medicines cabinet. When nurses leave the surgery, the medicines cabinet is locked, and room access protected by a door code.

The surgery includes one-way clinical sharps bins for the disposal of any items that could present a risk.

Vulnerable Children and Staff

For most people, the risk from common infections is low and few will become seriously unwell. There are some groups of people who are either at higher risk of contracting an infection, or at risk of more severe illness or other consequences because of contracting the infection. For children who may be at risk, the parents/guardians will be notified of risks of infections and to seek further medical advice if needed.

Staff will be alerted of any risks of infections and will be advised to seek further medical advice if required.

Early Years Foundation Stage (EYFS)

In the Pre-Prep, every member of staff is trained as a paediatric first aider and there is a teaching assistant in each year group who is specifically trained to administer medicine and have completed the OPUS medicines course.

Prescribed medicine: This must be sent into school in the original medication packaging with the prescription label attached. The prescription label should state the name of the medication, the child's name, the dosage and frequency of administration. The medication must be in its original form i.e. not crushed, split etc. The prescribed medication cannot be administered without these. Any prescribed medication in school must also be prescribed in the UK by a UK doctor/pharmacist.

Over the counter medicine: These can be administered by the School's OPUS trained staff and staff need to be informed what they are administering. It should state on the medication packaging or the patient leaflet with the medication as to whether it can be administered to children with the correct dose for children or the correct dose for their age.

All medicines that come into the Pre-Prep must be accompanied by a permission form that parents can collect from the class teacher and completed on the day (appendix 6).

All medicines that come into the Pre-Prep are stored in either a locked cupboard or a locked fridge in the Pre-Prep Hall Kitchen, which is also kept locked at all times. Whenever a member of staff administers medication they record it on the child's record on ISAMs.

Accident Reporting in EYFS

In the Early Years setting the Pre-Prep department record all accidents and incidents on ISAMs. Parents are informed of the accident or incident by the class teacher who will either email the parent or tell him/her verbally at the end of the school day.

Head Injuries and Concussion

Cheam school have a separate Head Injury and Concussion Policy that is adhered to in the medical department.

Head injuries sustained at school are assessed fully by the medical team, to ensure there are no worrying signs of concussion. Parents and staff are both informed and given guidance on the symptoms to be aware of. Information is sent to parents which includes a short video. All assessments are documented on iSAMS. See the Head Injury and Concussion Policy for further details.

Policy Owners

Staff: Deputy Head Pastoral and Medical Team
Governors: Pastoral and Wellbeing Sub Committee

Latest Reviews

Staff Policy Owners: June 2024
Compliance: November 2024
Board of Governors: November 2024



Medical Policy – Appendix 1

Appendix 1 - First Aid Kit Locations

First Aid Kits are kept in the following locations:-

- Art & DT Department
- Bursars Office
- First Aid Hut
- Grounds
- Kitchen
- Maintenance
- Pre Prep
- School Office
- Science
- Sickbay
- Staff Room
- Swimming Pool

Spare Generic Inhalers are kept in the following locations:-

- School Office
- Staff Room
- Art & DT Department
- Science
- First Aid Hut
- Swimming Pool
- Sports Hall
- Pre Prep
- Medical Room
- Kitchen Servery

Defibrillators and KITT Medicals are kept at the following locations:-

- Bottom of Windsor stairs
- At the entrance to the sports hall



Medical Policy – Appendix 2

Appendix 2 - Asthma Attacks

The signs of an asthma attack are:-

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest ‘feels tight’ (younger children may express this as tummy ache)

CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD:

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK

- Keep calm and reassure the child
- Encourage the child to sit up and slightly forward
- Use the child’s own inhaler – if not available, use the emergency inhaler
- Remain with the child while the inhaler and spacer are brought to them
- Immediately help the child to take two separate puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way



Medical Policy – Appendix 3

Appendix 3 - Prescribed Medication Administration Record Sheet

Name of Child:	
Name of medication:	
Indication for medication:	
Dose Required:	
Route of administration:	
No. days to take medication	
Where drug to be stored:	
Any specific instructions?	

Medication Handover Checklist

- Is the medication named and labelled?
- If it is prescribed medication is there a pharmacy label with clear instructions for administration e.g. dose, frequency, duration, route (check label and if necessary go through with parent/guardian)
- Check where the medication needs to be stored.
- Check child's allergy status
- Check if any specific instructions for administration
- Check expiry date

NB: Is the medication running low? If so, parents need to be informed so they can get some more prescribed (Don't wait until only a few tablets/ low level of medication left – this allows time for more to be prescribed!)

Date	7:00am	11:00am	13:00pm	17:00pm	20:00pm



Medical Policy – Appendix 4

Appendix 4 - Non Prescribed /Homely Medication Administration Record Sheet

Name of Child:	
Name of medication:	
Indication for medication:	
Dose Required:	
Route of administration:	
No. days to take medication	
Where drug to be stored:	
Any specific instructions?	

Medication Handover Checklist

- Is the medication named and labelled?
- Check if medication age and dose appropriate for the child
- Check where the medication needs to be stored.
- Check child's allergy status
- Check if any specific instructions for administration
- Check expiry date

NB: Is the medication running low? If so, parents need to be informed so they can get some more prescribed (Don't wait until only a few tablets/ low level of medication left – this allows time for more to be prescribed!)

Date	7:00am	11:00am	13:00pm	17:00pm	20:00pm



Medical Policy – Appendix 5

Appendix 5 - Risk Assessment for Self-Medication

Name of Pupil	
Name of Parent	
Name of School Nurse	
Date of assessment	

	Y/N	Additional Comments
1. The pupil understands the importance of taking all medication as prescribed.		
2. The pupil understands that they should not stop taking any medication without speaking with the School Nurse / GP first.		
3. The pupil understands that they should report any side-effects of taking the medication to the School Nurse / GP / or the boarding staff.		
4. The pupil understands that they must not take any additional medication without speaking with the School Nurse / GP first.		
5. The pupil is aware that the term ‘medication’ refers to anything prescribed, bought over the counter, herbal medicines, homely remedies offered at school including vitamins etc.		
6. The pupil is aware of checking the expiry date for all medication and that it should only be used if in date.		
7. The pupil understands that their medication is for their use only and must not be shared with anyone.		
8. The pupil has a suitable locked storage area for storing their medication in school.		
9. The pupil understands the storage requirements for their medication and, except in the case of medicines needed for emergency use, agrees to store their medication securely at all times.		
10. The pupil is aware that they must meet with the Nurse on a weekly basis to monitor their medication. No more than one week’s worth of medication will be given to them at any time.		
11. The pupil is aware that they must not dispose of their medication themselves, but must return all unused medication each week to the Nurse.		
12. The pupil understands that if they do not comply with any of these requirements, the chance to self-medicate will be removed from them.		

All questions on the assessment must be answered ‘Yes’ for the pupil to be allowed to self-medicate.

Current medications considered as part of this risk assessment:
1
2
3

For full details of each individual medicine numbered above, consult the pupil's IHCP.

	Y/N	Additional Comments
The pupil understands why their medication has been prescribed.		
The pupil understands how to take their medication.		
The pupil understands when to take their medication.		
The pupil understands the dose of their medication to take.		
The pupil understands how long they will need to take their medication for.		
The pupil understands any additional instructions for their medication.		
The pupil and School Nurse together have read and understood the leaflet enclosed in the medication package.		

All questions on the assessment must be answered 'Yes' for the pupil to be allowed to self-medicate.

Pupil
<ul style="list-style-type: none"> I confirm that I have read and discussed with the School Nurse and my parent/s all the above points relating to my medication. I confirm that I understand all of the points above and that I agree to taking, using and storing my medication as discussed.
Student signature Date

Parent
<ul style="list-style-type: none"> I confirm that I agree to my child self-medicating in school, as discussed and in line with all of the above.
Parent signature Date

School Nurse
<ul style="list-style-type: none"> I confirm that I consider the named pupil competent to self-administer the medication listed with / without additional support (delete as appropriate)* Additional support needed:
School Nurse signature Date



Medical Policy – Appendix 6

Appendix 6 - Pre-Prep Medication Consent Form

Date:	
Child's Name	
Year Group	
Name and strength of medication:	
Has your child had this medication before? YES / NO	
How much to give (i.e. dose to be given):	
When to be given:	
Why is it needed:	
Route of administration:	
Any other instructions:	
Quantity to be given:	

NB: medication must be in its original container, as dispensed by the pharmacy

Name of parent/carer: _____

Contact telephone number: _____

Name of child's GP: _____

GP's telephone number: _____

The information above is, to the best of my knowledge, accurate at the time of writing and I give my consent to early years' staff administering the medication in accordance with the policy of the early years' setting. I will inform the setting immediately in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

I understand it is my responsibility to notify staff of last dose given before arriving at nursery.

Signature of parent or carer: _____

Print Name: _____

Date: _____

NB: If more than one medication is to be given, a separate form should be completed for each