

## School Health

### Bringing Medication to School

Normally it is anticipated that a pupil will not return to school after illness until the need for medication during normal school hours is over.

There are occasions, however, when it is reasonable for medication to be taken. Certain safeguards are necessary and in these circumstances the following rules will apply:

#### 1. Prescribed Medicines

Medicines should only be brought into school when essential. Where possible parents/carers are encouraged to ask doctors to prescribe medication in dose frequencies which can be taken outside school hours.

It is the responsibility of parents/carers to supply written information about the medication their child needs to take in school.

Medicines will not be accepted anywhere in school without prior agreement of the Headteacher or their nominated staff. Complete written and signed instructions from parent/carer are required. (Form 3) **This form can be downloaded from the school website or requested from Pupil Reception.**

Medicines must always be provided in the original container as dispensed by a pharmacist and handed directly to a nominated person authorised by the Headteacher. At York High School this will be the staff at Pupil Reception. Each item of medication must include the prescriber's instructions for administration. Medicines that have been taken out of the container as originally dispensed will not be accepted. Parental requests for changes to dosages will not be actioned without receiving a new supply which is correctly labelled or a written request from the doctor. This will require an amendment to Form 3.

Surplus or out-of-date medication will be returned to parent/carers for safe disposal.

#### 2. Non-prescribed Medicines

York High School discourages the use of non-prescribed medication and will not give non-prescription over the counter medicines. E.g. Paracetamol

If Paracetamol is prescribed then the arrangements outlined above in item 1 will apply.

## **Accidents and First Aid**

Several staff possess up-to-date First Aid Qualifications, but from time to time accidents take place which require more specialist advice and treatment than is available in school. On such occasions we must be able to contact parents, and this is why we ask parents to provide information of their availability during the day, to be kept on our files. A parent/carer is usually asked to go straight to the hospital and take over responsibility for their child. Where time is critical, of course, the pupil will be sent to hospital before the parent has been informed.

If a child is taken ill while at school, First Aid Staff are available to provide minor treatment. If a child needs to be taken home, we will contact his/her parent/carer or an emergency contact to collect the child from school.

Please keep the school informed of any change of circumstances which affects the availability of either parent/carer during the day and inform school immediately of any change in telephone number.

Should your child return to school following an accident which results in reduced mobility, e.g. crutches are required, please contact the school as we may need to meet with parents/carers to put alternative arrangements in place to ensure your child's safety.