

## York High School

### Medicines in Schools: A Parent's Guide

A copy of the Administration of Medicines Policy, which outlines York High School's practices and procedures relating to administering medicines, is available on request.

This information aims to inform you of your responsibilities with regard to supporting this policy in school.

- **Medication will not be accepted without complete written and signed instructions from the parent/carer.**
- Medicines should only be brought into school or settings when essential, i.e. where it would be detrimental to your child's health if the medicine were not administered during the school or setting day.
- Medicines must be handed to a responsible member of staff in the containers in which they were supplied. Only a reasonable amount of medicine should be handed in at any one time.
- Medicine containers should be clearly labelled with:
  - the child's name,
  - the name of medicine,
  - dosage and frequency
  - date of dispensing
  - storage instructions
  - and expiry date
- School will not accept unlabelled items of medication.
- School can only follow the instructions on the bottle/packet. Changes to dosage can only be made in accordance with instructions on the dispensed container **or** written instruction from a doctor.
- Unused medicine must be collected and taken home when requested.

Other ways in which you can support school are:

- Make sure your child is fit and well enough to attend school.
- Provide full details, in writing, of any health problems he/she may have. Keep the school informed of any changes.
- Provide full written details of any special religious and / or cultural beliefs which may affect any medical care that the child receives, particularly in the event of an emergency.
- All information should be provided as soon as possible, to allow the school sufficient opportunity to plan and prepare how they can meet your child's needs.
- Make every effort to attend meetings requested by the school and cooperate in drawing up the Individual Health Care Plan (if applicable).
- Ensure the school has a telephone number where you can be contacted in emergency. Have you changed your mobile phone?

Thank you in anticipation for noting your responsibilities and helping us maintain the health and safety of all pupils in our care.

## 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:

#### 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.

#### 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.

**Form 3****Original / amended**  
**Valid from:** \_\_\_\_\_**Parent/carer agreement for school/setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	

Name/type of medicine (as described on the container)	
Quantity received (eg half bottle)	
Dosage and method:	
Timing:	
Special precautions / Storage details:	
Date dispensed:	Expiry date:
Are there any side effects that the school/setting needs to know about?	
Procedures to take in an emergency:	
Self administration:	
<b>Form 3 continued</b>	
Planned review date:	
Person to initiate review:	
<b>Contact Details:</b>	
Name:	
Daytime telephone no.	

Relationship to child:
Address:
<i>I will deliver the medicines personally to:</i> _____ OR
<i>I have school permission for my son/daughter to carry their own medicine to school</i> _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy

Parent/carer's signature \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

**Surplus/unused medicines:**

The following quantity \_\_\_\_\_ of the above medicine was collected by:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The above medicine was not collected. It was taken to \_\_\_\_\_

Chemist for safe disposal. Date: \_\_\_\_\_ Initial: \_\_\_\_\_