



Medical Information Policy

HEALTH QUESTIONNAIRE

All parents must complete the Health Questionnaire on behalf of their child and sign the consent form for the administration of simple over the counter medicines.

A **Medical Record** is kept by matron for every child. This contains correspondence from, for example, parents, G.P.s, hospitals.

Pupils with a medical condition will be given simple **Health Screening** involving medical history, height, weight, eye test, and colour vision test.

Parents whose children have a medical condition will be sent a **Care Plan** to complete and return to matron. Care plans advise on the management of a specific condition at school. **Care Plans** are available for the following:

1. Anaphylaxis
2. Asthma
3. Diabetes Type 1
4. Diabetes Type 2
5. Epilepsy

ADMINISTRATION OF MEDICINES AT SCHOOL

In most schools there will always be some children who need to take medicines during school hours. Usually, the course of treatment lasts only days but, for children with medical conditions, treatment may be continuous. In general, secondary school pupils should be in charge of their own medication. Parents will need to make sure that their children's medicines are always replaced once expired.

Bancroft's retains a **General Practitioner** who prescribes **Adrenolin Injectors** and **Salbutamol Inhalers** that are kept in the **Dining Hall**, the **Preparatory School**, and the **Medical Department**. This is for **emergency use** only as pupils must carry their own.

Parents must send a written request to Matron if any prescribed medicines need to be administered at school and complete the consent form.

Details parents should provide include:

1. The name of the child

2. The dosage to be given
3. Whether the medicine needs to be stored in the refrigerator
4. Time of the day for the medicine to be given

Medicines:

1. Must be labelled with the child's name
2. The date of dispensing
3. Dose and frequency of administration.
4. Cautionary advice and expiry date
5. All medicines should be kept in the original container

Non-prescribed medicines

The following non-prescribed medicines are kept at school. If children become ill during the school day, **Matron may give these without prior reference to parents, unless parents instruct otherwise.**

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|-----|---------------------------------|------------------------------------|
| 1. | Calpol Sixplus Fastmelts 250 mg | for pain and fever relief |
| 2. | Dextrose Tablets | for quick energy |
| 3. | Cetirizine 10mg | for allergies |
| 4. | Piriteze 10mg tablet | for allergies |
| 5. | Imodium capsules | for diarrhoea (school trips) |
| 6. | Paracetamol Tablets 500mg | for pain relief and fever |
| 7. | Piriton Syrup 2mg | for allergies |
| 8. | Piriton Tablets 4mg | for allergies |
| 9. | Soluble Paracetamol 500 mg | for pain relief and fever |
| 10. | Stugeron Tablets 15mg | for travel sickness (school trips) |

ASPIRIN AND IBUPROFEN ARE NOT ADMINISTERED TO PUPILS UNLESS PRESCRIBED BY A DOCTOR

Emergency Oxygen is kept in the Medical Department and the Swimming pool.

The Accident Book BI510 is kept in the Medical Department and the Maintenance Department. Details of any serious injuries are entered here.

First Aid

A team of staff is qualified in first aid.

Thirty one first aid boxes are kept around the school and all minibuses have first aid boxes.

First aid bags with simple over the counter medicines are taken on school trips.

EMERGENCY MEDICAL TREATMENT

If a pupil requires emergency medical treatment and parents cannot be contacted in time, the Head or, if he is unavailable, the member of staff accompanying the pupil, will give consent on behalf of parents, if advised to do so by an appropriately qualified person.

Immunisation Programme

HPV (Human Papilla Virus) Immunisation Programme

The Department of Health introduced the vaccine in 2008.

It will be offered routinely to all girls and boys aged 12 to 13 years, to protect them against cervical cancer.

A two-dose course of HPV is required over a six month period.

Meningitis ACWY, Tetanus, Polio and Low Dose Diphtheria Booster Immunisations are available for pupils in the Lower Fourth (Year 9).

Automated External Defibrillator (AED) are available and located outside Reprographic Room, Prep Hall, West Grove and in the Sports Department Office. This can be used in an emergency by any personnel without training as long as they are happy to use the device.