



Medical Information Policy

Bancroft's
Independent Co-educational Day School 7–18

Medical Information Policy

This policy should be read in conjunction with the school's First Aid policy and parental Terms and Conditions.

Health Information

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

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

All Pupils are offered a simple health screen involving medical history, height, weight, eye test, and colour vision test. This is done with parental and child consent.

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 and are available for a wide range of conditions.

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 oversee their own medication. Parents will need to make sure that their children's medicines are always replaced once expired.

Bancroft's retains emergency medication such as **Adrenalin Injectors** and **Salbutamol Inhalers** that are kept in the **servery**, the **Preparatory School Office**, and the **Medical Department**. A Salbutamol Inhaler is also kept in Senior School Reception. These are for **emergency use** only as pupils must carry their own at all times (including when off-site for games and school trips).

Parents must send a written request to the School Nurse if any prescribed medicines need to be administered at school and complete the consent form which the School Nurse will provide.

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, **the School Nurse 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

ADMINISTRATION OF FIRST AID

First Aid

A team of staff is qualified in first aid.

First aid boxes are kept around the school in appropriate locations.

All minibuses have first aid boxes.

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

The School Nurse is notified of any administration of first aid to children.

Minor injuries or illnesses are recorded on their school medical records.

Other injuries or illnesses which require observation will be notified to parents via email.

Emergency Medical Treatment

Parents / guardians / carers will be contacted by phone if there is medical emergency using the phone number(s) on the school's database.

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.

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

Emergency Oxygen is kept in the Medical Department and the Swimming pool. Oxygen cylinders are checked annually by BOC.

IMMUNISATION PROGRAMMES

HPV (Human Papilla Virus) Immunisation Programme

The Department of Health introduced the vaccine in 2008.

It is offered routinely to all children aged 12 to 13 years (year 8),

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

Flu vaccines

All school pupils from year 3 to Year 11 offered the flu vaccination during the Autumn term. The vaccination team that visits the school offers both nasal and injection vaccinations.

Where advised by Vaccination UK the school will implement additional vaccination programmes for other year groups and will advise parents accordingly.