



Rossall

INSPIRING EXCELLENCE

FIRST AID AND ADMINISTRATION OF MEDICINE POLICY

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POLICY AND PROCEDURES ON FIRST AID AND ADMINISTRATION OF MEDICINES

FIRST AID

Principles

First Aid can save lives and prevent minor injuries becoming major ones. The Governing Body accepts the responsibility to provide adequate and appropriate equipment and facilities for providing First Aid in school. The Governing Body is responsible for the health and safety of its employees and anyone else on the school premises. This includes:

- Arrangements for First Aid
- Number of First Aiders/appointed persons
- Number and locations of First Aid containers
- Arrangements for offsite activities and visits
- Out of school hours arrangements

The Governing Body should ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

In practice, most of the day to day functions are delegated to the Head who is responsible for ensuring that the policy is put into practice, and that parents are aware of the school's health and safety policy, including arrangements for First Aid.

Rossall School is committed to providing adequate and appropriate First Aid Training throughout all areas of the school. Houseparents and Sports Coaches in the Senior, Junior, Infant and Nursery are required to complete basic First Aid training as part of a three-yearly cycle of Inset provision.

First Aid boxes are accessible in all areas of the school.

Provision for First Aid is included in all school trips and visits.

The School Nurses will administer medical care from Monday to Saturday.

The School Doctor will hold a surgery prior to morning school, during the week, for the Boarding Pupils and Staff who live on campus. All accidents in school are recorded and records are kept in the Health and Safety office.

Responsibilities of school staff

Staff are expected to use their best judgement at all times to secure the welfare of pupils at the school in the same way that Parents might be expected to act towards their children.

The Head must arrange for adequate and appropriate training and guidance for staff who volunteer to be First Aiders and ensure that there is enough trained staff. In addition, the Head will consider:

- the individual's reliability and communication skills
- aptitude and ability to absorb new skills and knowledge
- ability to cope with stressful and physically demanding emergency procedures
- Ability to leave normal duties to attend an emergency.

The Medical Centre (**Appendix 1**)

A School Nurse is on site from Monday to Friday, between 8.00am and 5.00pm and on Saturdays from 9.00am to 4.00pm.

The School Nurse is the primary recourse in the event of illness or accident.

Staff First Aiders complete a training course approved by the school. In the absence of the School Nurse, they give immediate help to casualties with injuries or illnesses and those arising from specific hazards at school. When necessary, they ensure that an ambulance or other professional medical help is called.

Providing Information

All staff, pupils and visitors to the school are informed as appropriate of the First Aid arrangements. Notices are clear and easily understood and displayed in prominent places. Induction programmes include First Aid information and it is also included in staff and parent handbooks.

All staff, pupils and visitors should know how to contact a First Aider from **any area** of the school.

First Aid Equipment and Facilities

The Medical Centre includes a consulting room and a Counselling Room, toilets, shower and washbasins. There are two beds in each of the two bedrooms, a lounge with TV and a kitchen. This self-contained area houses the First Aid equipment according to HSE recommended provision.

For off site visits, a travelling First Aid kit is available. Since September 2014 Emergency Asthma Kits are available and are situated in each Boarding house, Junior School, Infants and The main School Reception, and The Medical Centre, and are available to take on school trips.

Basic First Aid boxes are strategically positioned around the school and restocked regularly and checked at the start of each academic year by the School health team.

There are three Automatic External Defibrillators (AEDs) on site

- Under the archway
- Outside the Medical Centre
- Inside the swimming pool area

Hygiene and Infection Control

All staff are required to take precautions to avoid infection and must follow basic hygiene procedures. First Aiders have access to single use disposable gloves and hand washing facilities. The usual precautions are taken when dealing with blood and other body fluids, or disposing of dressings or equipment. The School Nurse liaises with the School Doctor in this matter.

Reporting Accidents and Record Keeping

The School Nurse keeps appropriate medical records and the Health and Safety Officer reports relevant incidents to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Relevant records are kept for a minimum of three years. All pupil accident reports are documented electronically and passed to the School Nurse. This is to enable them to be aware of any medical care which may be required.

The school keeps a record of treatment given by First Aiders including:

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injury or illness and the First Aid given
- What happened to the person immediately afterwards - for example, went back to class
- Name and signature of the First Aider dealing with the incident.

In the case of any serious or significant incident, the Parents are contacted by telephone.

ADMINISTRATION OF MEDICINES

General Principles

The Governing Body recognises that many pupils will, at some time, need to take medication at school. The school acts in '*loco parentis*' for all boarding pupils and has a duty of care to do all that is reasonably practicable to safeguard and promote the pupils welfare.

While Parents of day children retain responsibility for their child's medication, the school has a duty of care whilst they are at school.

Responsibilities

The Governing Body takes responsibility for the administration of medicines during school time in accordance with the government's policies and guidelines. The Head will implement this policy and report, as required, to the Governing Body.

Medication will normally be administered by the School Nurse, or in their absence, by Houseparent's or designated staff.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The Governing Body does not require staff to administer medication. However, some specified staff, for example, the School Nurse, or staff taking educational visits who volunteer their services, will be given training to administer First Aid and/or medication to pupils.

Staff Indemnity

The Governing Body fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following Governing Body guidelines. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The Governing Body will meet any claims in these circumstances.

PROCEDURES

Admission Records (Appendix 2)

On admission of any pupil to school, all Parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants
- special requirements (eg dietary)

At the beginning of each academic year, all Parents will be required to up-date the medical form.

Administration of Medication

Medication will normally be administered by the School Nurse or by the Houseparent outside the school day.

Prescription medications will be deposited with the Houseparent who will be given full directions on administration and dosage of medication. Pupils will not be allowed to have prescription medication in their possession.

When the Medical Centre is closed it is acceptable for home remedies and Paracetamol supplied by the School Nurse to be administered for particular ailments.

Aspirin or Aspirin based products should not be used by anyone under the age of 16.

Lockable medicine cabinets are installed in each boarding house, where basic home remedies are kept. In the event of a pupil feeling unwell and when the Medical Centre is closed, it would be seen as negligent if these remedies are not offered to pupils. The Medical Centre has provided written guidelines 'Protocol for Medication in Houses' (**Appendix 3**)

All medicines have to be confiscated from pupils and checked by the Rossall School Medical Centre.

Only medicines prescribed by the Rossall School GP should be administered. This will be clearly labelled with pupils name and dosage details.

In the event that medicines have been prescribed by a Doctor from another country, and documentation has been provided, a repeat prescription will be issued from the Rossall School Doctor. The documentation must be written in English, including the full name and date of birth of the pupil, the dose and time of when the medication is to be taken and why the medication has been prescribed. Details of any ongoing care in the originating Country should also be provided. There may be occasions when the exact English equivalent is not available. In cases where a specialist has prescribed drugs, e.g. Ritalin, the responsibility lies with the prescribing doctor.

Boarding pupils who are ill may need to be sent home to their Parents/Guardians, as facilities to care for them are limited in the Medical Centre.

Action to be taken by Houseparents

House Parents must make every effort to ensure Medicines are collected from all pupils. It is a requirement that an up to date Medicine Log Book is kept to record medicines taken by pupils.

This should log:

- Pupil's name
- Medicine given
- Dosage
- Date and time given to pupil by houseparent/deputy
- Pupils signature
- Houseparent/deputy signature

At the end of each term the Medical Centre will check medicine cabinets and record books.

In the event of a medicine labelled under the Controlled Drugs Act, a Register of the Drugs book (DDA book) must be completed. The medicine must be clearly labelled and locked in a locked cabinet. The amount of tablets at the beginning of term must be counted and recorded in the book, each time they are dispensed they are counted and the balance recorded. The pupil and Houseparent must both sign.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. However House Parents are in Loco Parentis whilst pupils are boarding, so therefore take on the Parents responsibility.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity. If there are difficulties or concerns, they will be invited to discuss with the School Nurse what can be done before a decision can be made.

The Head, or person authorised by them, will decide whether any medication will be administered in school, and by whom. In appropriate cases a health care plan will be drawn up in consultation with the parents and pupil.

Medical Care for Day Pupils

During the school day the School Nurse is available to day pupils for emergency care. Routine Medical care cannot be arranged. Parents will be contacted if their child falls ill at school so they may be taken home as soon as possible.

If a day pupil requires medication during the day for a headache or a temperature, this will only be given if parental consent has been obtained on a pupil's admission to the school. Consent forms can be downloaded from the website.

There is a list of over the counter remedies used by the Medical Centre (**Appendix 4**) and as mentioned the parent is asked to sign for consent.

The school expects that normally Parents will administer medication to their children. Any request for medicine to be administered must come from a parent in writing on the school medicine permission and consent form. (**Appendix 5**) the form will include:

- Name of parent and contact number
- Name of child and class
- Name of medication
- How much to give
- How it is to be administered
- When to be given
- Any other instructions

A separate form must be completed for each medicine to be administered.

The medication must be in a container as prescribed by the Doctor and dispensed by a chemist with the pupils name and instructions for administration printed clearly on the label. If the pupil has been given permission and is required and able to administer their own medicine, for example, an inhaler for asthma, where appropriate the School Nurse will check that the pupil fully understands what has to be done. The School Nurse is able to administer non-prescription medicines in school for example, cough lozenges and painkillers as detailed in the pupils' admission form on entry to the school. For day pupils, the school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the Parents.

Long-term Medical Needs

The Governing Body and Head will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the Parents, and in most cases the family doctor. The Head also reserves the right to discuss the matter with the School's Doctor.

Records of administered medicines

The School Nurse will complete an entry onto the electronic health system to document any care given to a pupil including administration of medicines. The school nurse will contact the pupils parent/guardian to advise of any healthcare that has been administered.

Vaccinations and Immunizations

Vaccinations that are part of the NHS vaccination programme for school aged children are carried out during school time by the local NHS vaccination team. It is the schools role to facilitate this and assist with gaining consent. Flu vaccinations are administered to staff and pupils who qualify, due to age or pre-existing medical conditions. The flu vaccinations are provided by the GP practice and administered by the school nurse.

Training

The Governing Body is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

Monitoring and Review

The implementation of the policy will be reviewed and reported to the Health and Safety committee.

Related Policies

This policy should be read in conjunction with:

Automated External Defibrillators (AEDs) Policy (W26)

APPENDIX 1

THE MEDICAL CENTRE

THE SCHOOL DOCTOR

Dr Anthony Buckley
West View Health Village
Broadway,
Fleetwood, FY7 8GU

Dr Buckley or a partner has a daily surgery prior to morning school.

MEDICAL CENTRE

The Medical Centre is located in Porritt Hall, near the Astroturf. It is staffed by Registered General Health Nurses' and a Registered Mental Health Nurse working within defined "Codes of Practice". The School Nursing team is therefore bound by certain codes of conduct including a pupil's right of confidentiality regardless of their age, exempt only in areas involving safeguarding or criminal activity.

The Doctor and nurse are available to boarding pupils for all aspects of their health care. Dental care should be carried out during the holidays.

STAFFING

Dr Anthony Buckley - MB ChB MRCGP DRCOG
Dr Robert A C Smyth - MB ChB MRCGP DRCOG FPA Cert
Dr Michael M Aziz - MBBS DRCOG DFFP MRCGP
Dr Tom Marland - MBChB MRCGP
Dr Sophie Cottam MBChB Bsc (Hons) MRCGP DRCOG
Mrs Rachel Magowan (Director of Health and Wellbeing) Registered Mental Health Nurse, Registered Specialist Community Public Health Nurse, Community Practitioner Nurse Prescriber, Counsellor.
Mrs Jennifer Richardson (School Nurse) Registered General Nurse, Specialist Practitioner, Community Practitioner Nurse Prescriber.
Mrs Michelle Birks (School Nurse) Registered General Nurse, Non Medical Prescriber

MEDICAL CENTRE OPENING TIMES

Monday to Friday	8.00am - 5.00pm
Saturday	9.00am - 4.00pm

SURGERY TIMES

Monday – Friday	8.15am - 8.30am for those requiring an urgent GP Appointment
	8.30am – 9.00am Arranged Doctors Appointments
	8.15am – 4.45pm for those requiring attention by the nurse.

The Medical Centre operates an appointment system for Doctor's surgery. Appointments can be booked up to the day before. Emergency appointments are available on the day. All routine appointments will need to be pre-booked.

Dr Buckley or a partner has a daily surgery prior to morning school.

Pupils requiring medical attention, outside of the standard opening hours, should see their Houseparent who will either contact the Broadway Medical Centre, contact 111 for advice, or take the pupil directly to the appropriate healthcare facility, for example the walk in centre or Accident and Emergency at Blackpool Victoria Hospital.

In the event of an epidemic or if a pupil needs constant supervision the School will arrange cover through the night. This may be provided by a member of school staff and may include the school nurse if felt necessary following assessment.

MEDICALS

There is a statutory requirement on schools to conduct medical examinations of all new pupils on entry. This will take place as soon as possible at the beginning of each term and all boarding pupils are then registered with the school Doctor.

On admission to Rossall, Parents or Guardians of all pupils will be required to provide information giving full details of:

- Medical conditions
- Allergies
- Regular medication
- Emergency contact numbers
- Name of family doctor/consultants
- Special requirements (e.g. dietary)

At the beginning of each academic year, Parents/Guardians will be required to update the medical form if any health changes have occurred via the School Portal.

If a pupil arrives at the school with a health condition (e.g. Diabetes, Epilepsy, Asthma or a diagnosed mental health condition) and there is already a care plan in place, Parents must discuss issues with the School Nurse to ensure there is a continuation of care. If however, the pupil develops a health condition after entry Parents should inform the School Nurse immediately to discuss and implement an appropriate care plan.

PROCEDURE FOR VISITING THE MEDICAL CENTRE

If a pupil feels unwell, has an injury or requires medical advice and treatment, they must inform either the class teacher or Houseparent and go to the Medical Centre. If this happens to be during a lesson the teacher will email the Medical Centre to make them aware that the pupil is on their way. At the end of the consultation the nurse will send an email back to the teacher, copying in the Houseparent, advising whether or not the pupil will be returning to their lesson.

LEAVE OFF GAMES CHIT

Boarders will only be given 'leave off' chits after seeing the School Nurse at the Medical Centre.

ADMINISTRATION OF MEDICATION

Medication will only be given if parental consent has been given. This generally will be covered by the Medical Admission Form completed on entry where consent has been given for the administration of over the counter remedies. Aspirin or aspirin based products should not be used by anyone under the age of 16.

Pupils who require taking prescribed medication must inform the School Nurse. Parents must provide written consent detailing valid information. Medication should be in an original dispensed container detailing pupils' name, name and strength of medicine, required dosage and time of administration.

This requirement is based on current recommendations from the Health Protection Agency, and the Medical Officer for Schools Association. Any specific queries should be addressed to the School Nurse.

FIRST AID EQUIPMENT AND FACILITIES

The Medical Centre contains First Aid equipment in accordance with HSE recommended provision.

For off site visits, First Aid bags are available from the Medical Centre. All school minibuses contain basic First Aid bags.

Our school Medical Centre has:

- One consulting clinic room
- Counselling room
- Toilets with shower
- Two bedrooms
- Kitchen
- Isolation suite and additional accommodation that can be used if required.

APPENDIX 2
MEDICAL RECORDS FORM

All health records will be held at the school health centre. It is essential that ALL day and boarding pupils health records are kept up to date. This is a legal requirement that a medical welfare file remains at school with the pupil throughout their school life.

It is important that the School Medical Officer is aware of the medical history of your child including details of previous illnesses, vaccinations and immunisations that have been given.

Please complete this form and return immediately to the Registry Team by email:

enquires@rossall.org.uk or by fax to: +44 1253 772052

Family Name:	
Students Name:	
Date of Birth:	
Country of Birth:	
Present Country of Residence:	
Doctors Name:	
Doctors Address:	
Doctors Telephone Number:	

1. Please give details below of any serious illnesses, accidents or operations that your child has had in the past, stating when it occurred including any hospital admissions.

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2. Please indicate below **any** allergies that your child may have e.g. food allergies, latex allergy, hay fever, medication allergies.

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3. Does your child need an asthma inhaler? Yes No

If yes, please provide details below:

Name of medication	
Dose/Frequency	

4. Has your child been diagnosed with **any** physical or mental health condition? Yes No

If yes, please give details of diagnosis, age of child when diagnosed and any ongoing care. Please provide as much detail as possible and submit further documentation if necessary to the health team at medical@rossall.org.uk

5. Does your child take any prescribed medication? Yes No

If yes, please provide details below:

Name of medication	Dose/Frequency	What is this medication prescribed for?

Any medication brought to school **MUST** be prescribed. Any medication brought to school that is not prescribed will be safely disposed of by the health care team. All prescribed medication **MUST** be clearly labelled and fully state the child's name, date of birth, name of medication, dose, how often to take and must have an expiry date on it. This must be written in English. Over the counter medication is available at school and is not necessary to be brought in by the child.

7. Please tick if your child has had any of the following illnesses and state the year they occurred:

Chicken Pox	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis (TB)	<input type="checkbox"/>	<input type="checkbox"/>
Whooping Cough	<input type="checkbox"/>	<input type="checkbox"/>	Mumps	<input type="checkbox"/>	<input type="checkbox"/>
Measles	<input type="checkbox"/>	<input type="checkbox"/>	German Measles	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	Polio	<input type="checkbox"/>	<input type="checkbox"/>
Glandular Fever	<input type="checkbox"/>	<input type="checkbox"/>	Meningitis	<input type="checkbox"/>	<input type="checkbox"/>
Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>	Encephalitis	<input type="checkbox"/>	<input type="checkbox"/>
Scarlet Fever	<input type="checkbox"/>	<input type="checkbox"/>	Eczema	<input type="checkbox"/>	<input type="checkbox"/>
Enuresis (bed wetting)	<input type="checkbox"/>	<input type="checkbox"/>	Major dental problems	<input type="checkbox"/>	<input type="checkbox"/>
Problems with vision	<input type="checkbox"/>	<input type="checkbox"/>	Problems with hearing	<input type="checkbox"/>	<input type="checkbox"/>

Please use the box below to add any further details relating to above.

6. Does your child have any other needs that you would like us to be aware of? Yes No

If yes, please provide details below:

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7. Is there any relevant family history of significant illness? (eg. Asthma, diabetes, epilepsy etc)

If yes, please give details below:

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Glasses/Contact Lenses

Boarders who wear glasses should bring a copy of their prescription to school and hand it in to the health centre. They must bring a spare pair of glasses with them for use in case of loss or damage. Pupils who wear contact lenses must bring a spare pair of glasses to use in case a lens is lost or there is an eye injury or irritation. Protective eyewear should be used for playing squash and fives.

Mouth Guards

It is essential that all pupils involved in contact sports wear mouth guards. The pupils own dentist should be able to supply these, however, hot mouth guards are available from the Ros shop.

Consent 1

I understand that in an emergency every effort will be made to obtain my consent to an operation, administration of an anaesthetic and to emergency dental work but if this proves impossible, I hereby authorise the Head or Houseparents in loco parentis to make the decision.

Parents Signature:	
Date:	

Consent 2

I hereby give my consent for the school nurse and/or house staff to give medication to my child, and for first aid to be applied by staff should the need arise. For day pupils, the school health team will make every effort to contact parents first.

Parents Signature:	
Date:	

Consent 3

I hereby give my consent for the school health team to safely dispose of any medication that is not prescribed to my child in the event they arrive at school with medication.

Parents Signature:	
Date:	

IMMUNISATION HISTORY

Name:		Date of Birth	
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Please indicate below the dates your child's immunisations took place, if applicable.

If there is any uncertainty about this, please contact your Doctor for a printout summary of your child's medical history.

Please be aware that immunisation information will be shared with Blackpool Teaching Hospitals NHS Foundation Trust to ensure your child is only offered the appropriate immunisations.

IMMUNISATION	DATE GIVEN	GIVEN BY	USUAL AGE
BCG (Where this has been required)			At Birth
1st Diphtheria, Tetanus, Whooping Cough, Polio, HIB, and hepatitis B (DTaP/IPV/Hib/HepB) Rotavirus gastroenteritis (Rotavirus) Meningococcal group B (MenB)			8 weeks
2nd Diphtheria, Tetanus, Whooping Cough, Polio, HIB, and hepatitis B (DTaP/IPV/Hib/HepB) Pneumococcal (PCV) Rotavirus gastroenteritis (Rotavirus)			12 weeks
3rd Diphtheria, Tetanus, Whooping Cough, Polio, HIB, and hepatitis B (DTaP/IPV/Hib/HepB) MenB (MenB)			16 weeks
Measles, Mumps & Rubella (MMR) HIB, Meningitis C (Hib/MenC) Pneumococcal (PCV) MenB (MenB booster)			12 months
Pre-School Booster Diphtheria, Tetanus, Whooping Cough, Polio (DTaP/IPV) Second dose of Measles, Mumps & Rubella (MMR)			3.5 to 4 years
Human Papillomavirus (HPV) 1st Dose 2nd Dose			12 to 13 years
Tetanus, diphtheria and polio (Td/IPV) Meningococcal groups A, C, W and Y disease (MenACWY)			14 to 15 years
Influenza Vaccine			Eligible groups
Any other vaccinations			

APPENDIX 3

PROTOCOL FOR MEDICATION IN HOUSES

As a Boarding School we are in a position of “*Loco Parentis*” for boarding pupils, and the welfare and health of each is paramount.

First Aid Boxes

Small First Aid boxes with basic supplies are issued to each house. In the event of supplies needing restocking, the Houseparent should contact the Medical Centre. At the beginning of each term the First Aid boxes will be replenished.

Medicines

Lockable Medicine Cabinets are located in each Boarding House. Each house will be given basic home remedies to be given in the event of a pupil feeling unwell when the Medical Centre is closed. It would be seen as negligent if these remedies are not offered to pupils.

All Medications have to be confiscated from pupils and checked by the Rossall School Medical Centre.

Only medications prescribed by the Rossall School GP should be administered. This will be clearly labelled, with the pupils name and dosage details.

In the event that medicines have been prescribed by a GP other than the Rossall GP a repeat prescription will be issued from Rossall with correct packaging details, if this has come from overseas and we have a British version.

Action to be taken by HouseParents

HouseParents must make every effort to ensure Medicines are collected from all pupils.

It is a requirement that an up to date Medicine Log Book is kept to record drugs taken by pupils.

This should log:

- Pupils name and date of birth
- Drug given
- Dosage
- Date and time given to pupil by Houseparent/Deputy
- Pupils signature
- Houseparent/deputy signature

At the end of each term the Medical Centre will collect the medicine log book for checking

**FOR FURTHER ADVICE PLEASE CONTACT THE MEDICAL CENTRE
on 01253 774287**

OVER THE COUNTER REMEDIES STOCKED IN THE BOARDING HOUSES**THROAT LOZENGES**

USE: Eases sore throat.
DOSE: Dissolve one lozenge slowly in mouth every 2 – 3 hours

May occasionally cause allergic reactions including asthma.
(This is more common if allergic to aspirin)

PARACETAMOL 500mg caplets

USE: Headache, period pain, migraine, sore throat, toothache, rheumatic pains, fever aches and pains of cold/flu.

DOSE: Children 12yr - 15yr 1 tablet every 4 – 6 hours as required.
Over 16yr - Adults 2 tablets every 4 - 6 hours as required.

Up to a maximum of 8 tablets in 24 hours.

Do not give paracetamol to a pupil with a history of kidney/liver problems or known allergies to Paracetamol or if taking other medication containing Paracetamol.

If stated dose is exceeded seek urgent medical advice

LIQUID PARACETAMOL 120mg/5ml solution
Anchor Boarding House only

USE: Pain relief, reduces temperature
DOSE: Children 4-8 years 5 – 10 mls every 4 – 6 hours
Children 8-10 years 15mls every 4-6 hours
Children 10 - 12 years 20mls every 4 – 6 hours.

Up to a maximum of 4 doses in 24 hours.

Do not give paracetamol to a pupil with a history of kidney/liver problems or known allergies to Paracetamol or if taking other medication containing Paracetamol.

If stated dose is exceeded seek urgent medical advice

IBUPROFEN 200MG TABLETS **NOT TO BE GIVEN IF ASTHMA******

USE: Relieves pain, reduces inflammation and lowers temperature. Effective for muscular aches, cold and flu symptoms, fever, period and dental pain.

DOSE: Children over **12yrs and adults** - **1 or 2 tablets** up to three times a day. The dose should not be repeated more than every 4 hours. **Not more than 6 tablets in any 24 hours.**

LIQUID IBUPROFEN 100mg/5ml solution **NOT TO BE GIVEN IF ASTHMA******
Anchor boarding house only

USE: Relieves pain, reduces inflammation and lowers temperature. Effective for muscular aches, cold and flu symptoms, fever, period and dental pain.

DOSE: 7 - 12 years 10ml up to three times per day

Up to a maximum of 3 doses in 24 hours.

SUDAFED DECONGESTANT TABLETS

USE: Clear stuffy noses, blocked sinuses and sinus pressure associated with colds, flu and allergies.

DOSE: Children over **12yrs and adults**. **1 tablet** every 4-6 hours.

Not more than 4 tablets in any 24 hours.

APPENDIX 4

LIST OF OVER THE COUNTER REMEDIES USED BY THE MEDICAL CENTRE

Analgesics

Paracetamol
Ibuprofen

Antacids and Gastrointestinal

Gaviscon
Rennie Tablets
Loperamide/Imodium
Ranitidine
Milk of Magnesia

Coughs, Colds, Sore Throats and Hay fever

Sudafed
Buttercup Cough Syrup
Chlorphenamine
Cetirizine
Bonjela
Strepsils
Vic Inhalers
Olbas Oil
Optrex

Skin Care

Derbac M/Full Marks/Lyclear
Canesten Cream
Sudocrem
Calamine Lotion
E45
Zovirax
Blistex
Diprobase
suncream

Travel Sickness

Kwells/Joy-Rides
Sturgeon

The above list is not exhaustive

APPENDIX 5**MEDICATION PERMISSION AND CONSENT FORM**

Pupil's Information

Name of Pupil

Name of Medication

Year/house

Dose and method of administration

Any other information

Time of day to be given

Expiry Date

Medication must be in the correct container and packaging.

Pupil's name and dosage must be clearly written on package or bottle

School Nurse Signature

Parent's signature

Print Name and contact telephone number

Date/Time given

Dose given

Signed by Nurse
