



MEDICINES POLICY

(EXTRACT FROM
SAFETY POLICY)

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**OPTIMIST
INTERNATIONAL
SCHOOL**



INTRODUCTION

This is Optimist International School's policy on dispensing medicines within our school, as part of our Safety policy.

Our vision is for a school where students can be safe and happy and can learn together in a positive, optimistic, and cooperative environment and how we should behave as teachers, students, and parents. This policy extract outlines measure which includes social and physical safety. This means, amongst other things, wellbeing, and safety of our students. This policy should be read in conjunction with the school safety plan.

We believe all students must feel secure during their primary school years, so that they can develop fully and learn together. By making rules and agreements, student and adults can refer to these rules and agreements if an undesirable situation arises. We recognize that our standards of behaviour have a profound and lasting influence on the development and life chances of students and young people. By supporting each other and showing mutual respect, we give all students the opportunity to attend school with great pleasure!

This policy covers students becoming unwell, the administration of medicines, long term medication and emergency medication, medical procedures, and emergency situations.

STUDENTS UNWELL DURING THE SCHOOL DAY

There are occasions when a student arrives at school and shortly afterwards complains of feeling unwell.

Some things we look out for include:

- * increased pain
- * nausea
- * change in posture (e.g., cringing)
- * change in skin colour (e.g., very pale, or bright red)
- * change in behaviour (e.g., restlessness, reduced alertness)

Teachers will call a parent or guardian if any of these conditions are presented or are increasing in severity. The teacher, in consultation with the First Aider in school, has the final decision of when a parent is requested to collect their child.

If a parent refuses or is, for whatever reason, unable to come and collect the student, the teacher should refer the situation to one of the management team who will take the situation further enabling the teacher to continue with their class.

MEDICINES


It is the policy of the school not to administer oral medicines during the school day.

Parents are advised to request their family doctor to prescribe in a way, which avoids the need for medicines to be taken into school. Where this is not possible the guidelines outlined below apply:

- * We offer parents or a parentally nominated person the opportunity to administer medicine during the day to their own child if necessary
- * Each request for administering medicine to students during the school day school will be considered on an individual basis
- * The school will only agree to administer prescribed medication at school in exceptional circumstances
- * Non-prescription medication: We will not administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. We are unable to give children aspirin, paracetamol, eye- or ear drops, or medicines containing ibuprofen unless prescribed by a doctor.
- * In case the school agrees to administer prescribed medication, this will only be carried out after parents fill in a medicines form (see attachment) and hand this over to management (see Responsibilities)

RESPONSIBILITIES



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- * It is the responsibility of a member of the Management Team to ensure that these guidelines are fully understood and adhered to by all parties. The final decision on whether school will administer medication to students lies with the Director. If a request is declined the Director can invite the parent to come into school at the appropriate time and administer medication to their child outside of the classroom at the appropriate time.
 - * School has the right to decline the administering of medication
 - * Parents are asked to accurately declare on the application form, within the Open Apply admissions portal, full details of the students' medical conditions, regular medication, emergency medication, emergency contact numbers. Parents must be honest and accurate in sharing this information.
 - * The term "parent" in these guidelines includes parents, guardians, or carers. Any parent who wants their child to be given medicine during the school day must first go to the school office and complete a form entitled "Parental Agreement for school to administer medicine' at Appendix A to this Policy.
 - * In case the school agrees to administer prescribed medication, this is only done after parents fill in a medicines form (see attachment) and hand this over to management (see Responsibilities). This form is also available at our Reception (Jules). This form will be kept by the member of staff administering the medicine. Any medicine brought into school must be handed by the parent to the school management, not by the child, and collected by a parent/adult at the end of the school day.
 - * The teacher will annotate in Parnassys, note category particulars student family that they have dispensed medication to the student according to the instructions from the parents via Appendix A to the medicine policy.
 - * The medicine should be in its original container from the pharmacy and clearly labelled with:
 - o - child's name
 - o - name of medicine
 - o - how much to give (i.e., dose)
 - o - when to be given
 - o - any other instructions
 - o - a current date
 - * Parents must notify the school in writing of any changes in medication or if their instructions differ from those on the medicine container.
 - * Without the completion of the Parental Agreement for school to administer medicine the school will not be responsible for the medication and will not be able to administer it.
 - * No medication will be administered to student that is not labelled with the child's name or out of date.
 - * The school has the right to contact the dispensing doctor or consult with the school doctor if there are any doubts, concerns or inaccuracies in the medication provided to school.
 - * Trips and Outings: Students with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. It is not unreasonable to invite the parent to attend the outing and to administer medication to the students on this occasion.

LONG TERM ADMINISTRATION OF MEDICINES, EMERGENCY MEDICATION AND ALLERGIES

For students with Long Term Medical needs or possible needed emergency medication it is important that the school has sufficient information about the medical condition of any child with long term medical needs. A health care plan will be written for children with long term medical needs, involving the parents and relevant health professionals. The school also ensures that relevant staff is aware of the situation.

RESPONSIBILITIES

- * If there is a child or staff member who possibly requires emergency medication in school (e.g., EpiPen) or a student with Long Term Medical needs, we will prominently display and share this information and the procedures necessary. That means:
 - o there will be a highlighted laminated sign on the desk of the teacher in the student's classroom. This sign is made in consultation, and after approval of the parents. It contains at least the name of the student, a picture of the student, the medicine needed, contra-





indications, where the medicine is stored, how it is administered and who to contact in case of an emergency

- the teacher or Jules in the case of new registrations, will annotate this in Parnassys, note category particulars student family
- the management, Jules, Milepost team and first aid team are informed of the situation by the teacher or Jules in the case of a new registration
- * Jules keeps record of this
- * Asthma: Children who have inhalers should have them available where necessary. Inhalers should be kept in a safe but accessible place. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labelled and include guidelines on administration. The children are expected to be using the inhaler themselves. Our staff does not provide support with using the inhaler.
- * Only first aiders can administer an EpiPen, and are contacted immediately when an emergency situation arises
- * In case emergency medication is administered, parents are informed of this by the teacher

EMERGENCY SITUATIONS (ALWAYS CALL 112)

- * In the event of any emergency or serious situation the First Aider (or staff member) calls the national emergency number 112, the general practitioner and / or specialist of the student stated on the highlighted sign in case it involves students from whom it was known they possibly required emergency medication. If in doubt always call 112. It must also be ensured that all relevant data of the student are easily available, such as: name, date of birth, address, general practitioner, and specialist of the student. Report in which situation the calamity occurred, and which symptoms were observed by the student.
- * Injectables, for example EpiPen's: Trained First Aiders in school will administer EpiPen and call 112 if a child is not able to administer this themselves.
- * After the emergency number is called parents are informed as soon as possible, and also management of the school
- * All emergency situations must be recorded in Parnassys – note category Incidents, and recorded by Jules (incident registration)

ADMINISTRATION AND STORAGE OF MEDICINE

Medication will be stored within the Management office in a safe but accessible place identified on the outside with a first aid sign, this includes EpiPen's and specialist medicines which are only used in emergencies, these medicines are kept in a plastic box with all the relevant student information and emergency contact details. If medication requires refrigeration, it will be kept in the fridge in the staff area in a sealed plastic box together with all the necessary student and dosing information and stored with a first aid sign on the both the fridge and the box.


Reasons for any non-administration of regular medication should be recorded and the parent informed accurately on that day. A student should never be forced to accept a medication. "Wasted doses" (e.g., tablet dropped on floor) should also be recorded. If medication needs to be replenished this should be done by the parent. Jules keeps a record of medicine expiry dates on Parnassys and in the agenda and contacts parents before expiry.

Should the child be required or is able to administer their own medication e.g., reliever inhaler for asthma or an epi-pen, we want to ensure that parents understand the responsibility of good clear instruction and practice with the students and that parents understand their responsibilities in this area.

MEDICAL PROCEDURES

In highly exceptional cases, parents will ask the school management team and teachers to perform procedures that fall under medical treatment. This might include tube feeding or measuring blood sugar in diabetic patients by means of a finger prick. These procedures are performed by the Thuiszorg (Home Care) or by the parents themselves at school. Legislative powers have a separate scheme for these medical treatments, The BIG Act (Individual Healthcare





Professions Act) governs who can do what in healthcare. The BIG Act is intended for healthcare professionals and does not apply for teachers as such. Therefore, our staff does not perform any medical procedures.

COLLEAGUES WHO ARE UNWELL AT SCHOOL

If a colleague is unwell at school, it may be necessary to contact their next of kin and ask for support in getting the teacher home or to at least inform them that the teacher is unwell and on the way home, this is at the discretion of the teacher and management team.

If a teacher is taken ill and it is considered serious, they are attended by one of the EHBO/ First Aid staff and if necessary, call the emergency services. The school will make its best attempt to contact the staff members next of kin to inform them of the situation. Next of kin information is maintained on Visma and is accessible by the HR & Business Manager.

FINALLY

- * We ask parents not to bring nuts to school since they provoke strong allergic reactions in some children.
- * Periodical checking: A regular termly check will of medication kept in school by Jules and parents will be asked to collect any medication which is out of date or not clearly labelled.
- * Confidentiality: The Director and staff should always treat medical information confidentially. The Director will agree with the parents the other members of staff who have access to records and other information about a child.
- * Staff Training: Training opportunities are identified for staff with responsibilities for administering medicines. EHBO trained staff will be dispense medication where deemed appropriate or will support a member of staff who has requested their attendance.
- * Agreement: Parental agreement to administer medication at Appendix A to this policy must be used for every occasion when a parent requests schools support.



September 2020





APPENDIX A TO THE MEDICINES POLICY:

OPTIMIST INTERNATIONAL SCHOOL PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICATION

THE SCHOOL WILL NOT GIVE YOUR CHILD MEDICINE UNLESS YOU COMPLETE AND SIGN THIS FORM AND READ THE MEDICINES POLICY

Name of Child:

Date of Birth:

Group:

Medical condition/illness: (be as detailed as possible)

- * Name/Type of Medicine (as described on the container):
- * Who dispensed this medication:
- * Date dispensed:
- * Expiry date:
- * Dosage and method:
- * Timing:
- * Special Precautions:

Are there any side effects that the school needs to know about?

Self-Administration: Yes/No (delete as appropriate)

Procedures to take in an Emergency:

- * Contact Details
- * Name:
- * Daytime Telephone No:
- * Relationship to Child:
- * Address:

I UNDERSTAND THAT I MUST DELIVER THE MEDICINE PERSONALLY TO A MEMBER OF THE MANAGEMENT TEAM DAILY AND ACCEPT THAT THIS IS A SERVICE THAT THE SCHOOL IS NOT OBLIGED TO UNDERTAKE.

I UNDERSTAND THAT I MUST NOTIFY THE SCHOOL OF ANY CHANGES IN WRITING.

Date:

Signature(s):

Relationship to child:

To be completed by management/teacher, place where the medication is stored: