



OIS Medicines policy

2024-2025





INTRODUCTION

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

School staff are frequently confronted with students who complain about pain that can typically be alleviated with simple remedies, such as headaches, stomach aches, earaches, or pain from an insect bite. Schools are also increasingly receiving requests from parents to administer medication prescribed by a doctor to their child.

For the sake of students' health, it is crucial that staff act carefully in all situations and possess the necessary competencies. Staff members and school leadership must understand that if they make mistakes or errors in judgment, they may be held liable for these actions or errors. Therefore, this protocol provides guidance on how schools can respond in these situations.

The basic principle of this protocol is that no medication is to be provided to students.

This policy should be read in conjunction with the school safety plan. 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 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. The guiding principle is that no medication (including over-the-counter drugs) is provided and that a child who has become ill should be sent home.


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)

The following steps apply:

1. When needed, a First Aider is consulted to determine if there is a reason for concern



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2. We ensure that the sick student is not left alone while arranging supervision
 3. We request information about the student from School office administrators, and check for any special (medical) notes related to this student in our student registration system Parnassys.
 4. We contact the parents (or the designated emergency contact) immediately to inform them that the student has fallen ill and to discuss what actions should be taken (e.g., whether someone will come to the school, if someone is home to care for the student, when the student will be picked up, if the school should take the student directly to the doctor or hospital, etc.).
 5. If the assessment of the student's condition indicates that medical care is needed and requires a doctor's judgment, we contact a general practitioner or an out-of-hours doctor nearby, or if they are unavailable, call 112 for guidance on how to proceed.
 6. Senior Leadership should then be informed.


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 leadership 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. In general, a staff member is not qualified to make an accurate diagnosis when a child feels ill. Therefore, the utmost caution is required in these situations.

Students are sometimes prescribed medications or other treatments that they need to use several times a day, including during school hours. Examples include inhalers for asthma, antibiotics, or an injection for treating allergic reactions. Parents may occasionally ask the school administration if a staff member can administer these medications. Administering these treatments is considered **a medical procedure**.

The board has adopted the following stance:


1. No regular medical procedures are performed at school.
 2. Schools do not administer regularly prescribed medications where missing a dose could result in a life-threatening situation. It is therefore the responsibility of parents to arrange for this care. We offer parents or a parentally nominated person the opportunity to administer medicine during the day to their own child if necessary.
 3. For students who may require an immediate life-saving injection in an emergency (such as for a nut allergy or bee sting), parents and school administration can fill out a form to organize care for such circumstances. This form outlines the responsibilities of both parents and the school, and both parties must sign it.
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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:

- * Each request for administering medicine to students during the school day school will be considered on an individual basis and school does not administer regularly prescribed medications where missing a dose could result in a life-threatening situation.
- * When it comes to administering regular medication over an extended period, the school does not play any role in this matter. Parents must take the initiative to arrange the regular medication and understand that they cannot involve school staff for this purpose.
- * School has the right to decline the administering of medication.
- * Staff members must choose independently whether to perform the required actions and should never be forced to do so.
- * 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, such as aspirin, paracetamol, ibuprofen, eye- or ear drops
- * A student should never be forced to accept a medication; if they do not want to, parents are informed
- * In the case that 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 School Leadership


Regarding the consent form that parents must sign for administering medication, the following applies:


- * 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. This form is also available at our Reception in the Allergies, Accidents, Medical File in the locked cabinet in 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.
 - * 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 parents sign to confirm that they:
 - * Fill out the form completely and truthfully and attach a statement from the treating physician.
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- * Will take the initiative to consult with the staff members (who have voluntarily agreed to take on this responsibility after consultation with School leadership) to discuss the method of administering the medication.
 - * Will take the initiative to review progress with these staff members at least once every three months.
 - * Will contact the school at the start of each new school year to discuss the current situation.
 - * Will contact the school immediately if there is any change in the child's medical condition, the medication, or the method by which the medication must be administered or the medical procedure carried out.
 - * Ensure that a sufficient supply of medication in its original packaging (with label, prescription, and the student's name) is available at the school.
 - * Monitor the medication's expiration date themselves; If medication needs to be replenished, parents take care of this.
 - * Ensure that the form records the circumstances under which the medications must be administered.
 - * Include the name and telephone number of the general practitioner/specialist on the consent form.
 - * The medicine should be in its original container from the pharmacy and clearly labelled with:
 - ✓ Child's name
 - ✓ Name of medicine
 - ✓ How much to give (i.e., dose)
 - ✓ When to be given
 - ✓ Any other instructions
 - ✓ A current date
 - * The school administration signs to confirm that:
 - * they ensure the above form with agreements is stored in a location that is known and clear to all involved at School Office administration
 - * they ensure that a space is available for administering the medication
 - * 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 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, which requires permission from the parents.

If a situation arises where a child does not respond well to medication (for which a form is available) or if an error occurs in administering the medication, the parents, general practitioner, or even the hospital must be contacted immediately.

Note: completing and signing the form never exempts anyone from accountability for mistakes or the consequences thereof. The protocol and form primarily ensure that the school has done everything possible to act with utmost care. Staff members must choose independently whether to perform the required actions and should never be forced to do so.





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 reasonable to invite the parent to attend the outing and to administer medication to the students on this occasion.**

MEDICAL PROCEDURES

It is important to distinguish between administering medication upon request and performing medical procedures, such as administering an injection like an EpiPen. Under the BIG Act, only doctors are authorized to perform medical procedures. In short, medical procedures may only be carried out, in principle, by someone who holds a competency certificate issued by a doctor.


When medical procedures are assigned to a staff member, the school leadership/board assumes certain responsibilities, the consequences of which may be difficult to foresee. Therefore, the board believes that staff members should **not perform medical procedures.**

In exceptional situations, and after prior consultation between School Leadership, the parents, and the general practitioner and specialist, it may be considered whether medical intervention is possible in cases of acute allergic reactions. The support provided in such cases would be limited to making a space available and ensuring proper storage of the medication. This means that regular medical procedures, such as administering injections, suppositories, or tube feeding at scheduled times due to a chronic illness or condition, must always be carried out by parents or by an authorized third party designated by the parents, who is not a staff member of the board.

Using an EpiPen (auto-injector) constitutes a medical procedure reserved for a licensed healthcare professional. However, **administering an EpiPen (auto-injector) is a life-saving action**, so the school, like any citizen, is obligated to perform it in an emergency. This responsibility does not lie explicitly with a first aider or first-aid responder (BHV'er/ERT). In principle, every citizen is required to use an EpiPen (auto-injector) in life-threatening situations. When present, first aiders who are trained to use an EpiPen (auto-injector) will do so.

Possible life-threatening medical situations will be annotated in Parnassys by the teacher, note category: particulars student family.

The school has the right to contact the dispensing doctor or consult with the school doctor, which requires permission from the parents.





EMERGENCY SITUATIONS (ALWAYS CALL 112)

If there is a child or staff member who requires emergency medication in school (e.g., EpiPen (auto-injector)), we will prominently display and share this information and the procedures necessary. That means:

- * Teachers will put 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.
- * 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 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.
- * All required life-saving actions are taken, which could include using an EpiPen (auto-injector) (see chapter medical procedures), preferably by a trained first aider.
- * After the emergency number is called parents are informed as soon as possible, and leadership of the school.
- * All emergency situations must be recorded in Parnassys – note category: incidents and recorded by office administration: Jules (incident registration).


ADMINISTRATION AND STORAGE OF MEDICINE

Medication will be stored within the **school office** in a safe but accessible place identified on the outside with a first aid sign, this includes EpiPens (auto-injectors), 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.

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

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 leadership team.

If a teacher is taken ill and it is considered serious, they are attended by one of the 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 or products containing nuts to school since they provoke strong allergic reactions in some children.
 - * 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. First Aid trained staff will be dispense medication were deemed appropriate or will support a member of staff who has requested their attendance.
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APPENDIX A – MEDICINES POLICY

Parental Agreement for School to Administer Medication - Optimist International School

The school will not administer any medication unless this form is completed, signed, and accompanied by a statement from the treating physician. Please also refer to the full Medicines Policy.

Child's Details

- Full Name:
- Date of Birth:
- Group:

Medical Information

- Medical Condition / Illness:
(Please be as detailed as possible; attach a statement from the treating physician)
- Medication Name / Type (as stated on the container):
- Dispensed by:
- Date Dispensed:
- Expiry Date:
- Dosage and Method:
- Time of Administration:
- Special Precautions / Instructions:
- When should the medication be administered?
- Possible Side Effects:
- Self-Administration: Yes ☐ / No ☐ (please tick)

Emergency Procedure

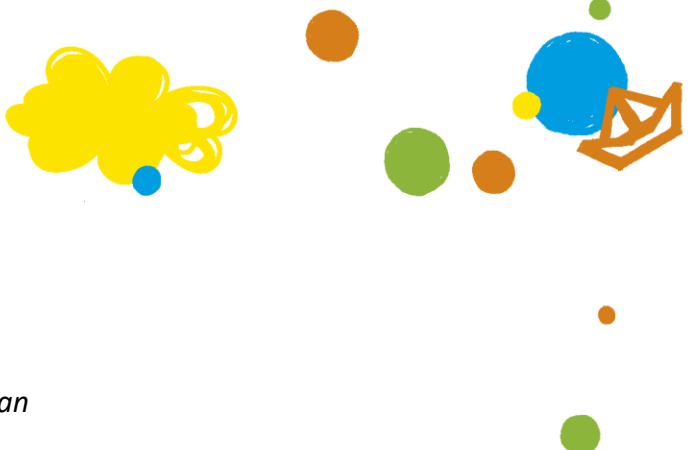
- Describe the steps to take in an emergency situation:

Parent / Carer Contact Details

- Name:
- Relationship to Child:
- Daytime Phone Number:
- Address:

Health Practitioner Details



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- **Name of General Practitioner / Specialist:**
 - **Phone Number:**
 - **Known Allergies / Sensitivities (if any):**

 *Please attach: Statement from treating physician*

Parental Declaration

By signing this form, I/we confirm that:

- ☐ This form is completed truthfully and fully, with a statement from the treating physician attached
- ☐ I/we will proactively consult with staff (who have voluntarily agreed to assist) regarding medication administration
- ☐ I/we will follow up with those staff at least every three months
- ☐ I/we will contact the school at the beginning of each academic year to review the situation
- ☐ I/we will inform the school immediately of any changes in medication, condition, or administration method
- ☐ I/we will provide medication in original packaging with clear labels, prescription, and student name
- ☐ I/we take responsibility for monitoring the expiry date and replenishing the medication supply

Important Notice

*I understand that I must deliver the medication **personally** to a member of the Leadership Team each day.*

*I understand that this is a **voluntary service** by the school and not an obligation.*

*I understand that I must notify the school of **any changes in writing**.*

Parent / Guardian Signature(s):

- Name:
 - Signature:
 - Date:
 - Relationship to Child:
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