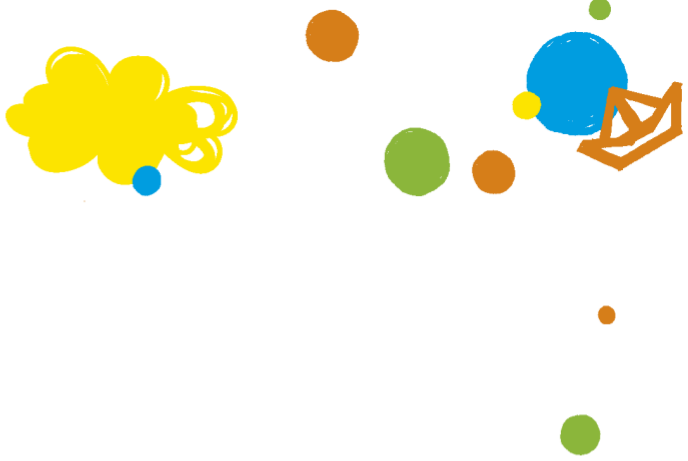
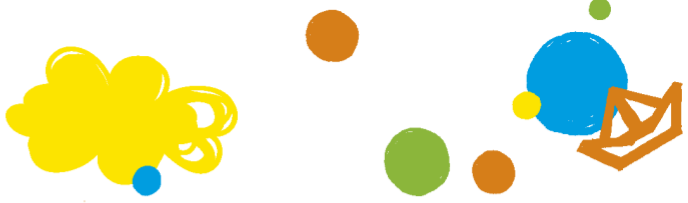




OIS Medicines Policy

2025-2026





INTRODUCTION

Optimist International School's policy on dispensing medicines forms part of our broader Safety Policy and outlines how staff should respond when students report feeling unwell or when parents request the administration of prescribed medication. While staff may encounter common complaints such as headaches or insect bites, the guiding principle remains that no medication—prescribed or over-the-counter—is to be administered by school staff. This approach prioritises student wellbeing and safeguards staff from liability in the event of errors or misjudgements. All staff are expected to act with care and competence, and to consult school leadership when necessary.

This policy should be read in conjunction with the school's Safety Plan and reflects our commitment to providing a safe, happy, and cooperative learning environment. It offers guidance on managing student illness, administering long-term or emergency medication (where applicable), conducting medical procedures, and responding to emergency situations. It also reinforces the shared responsibility of teachers, students, and parents in upholding a positive and supportive school culture.

STUDENTS UNWELL DURING THE SCHOOL DAY

Occasionally, a student may arrive at school and soon after report feeling unwell. In such cases, our guiding principle is that **no medication**—including over-the-counter drugs—is administered at school. A child who becomes ill during the school day should be sent home.

We remain attentive to the following signs of illness:

- * 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)

Response Steps

1. Initial Assessment

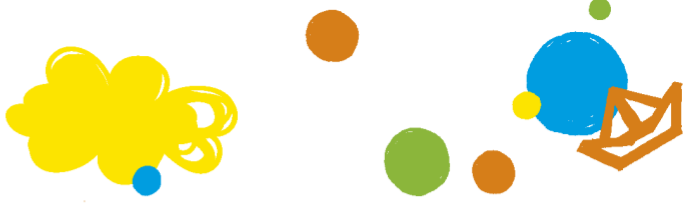
A First Aider is consulted when necessary to determine whether the student's condition warrants concern.

2. Supervision

The student is never left alone. Appropriate supervision is arranged while next steps are taken.

3. Student Information Check





We consult the school office to gather relevant information about the student and check for any medical notes in our student registration system, Parnassys.

4. Parent Contact

Parents (or the designated emergency contact) are contacted immediately to inform them of the situation and discuss next steps. This includes:

- * Whether someone will come to collect the student
- * Whether someone is available at home to care for the student
- * When the student will be picked up
- * Whether the school should take the student to a doctor or hospital

5. Medical Escalation

If the student's condition appears to require medical attention or a doctor's evaluation, we contact a general practitioner or an out-of-hours medical service. If these are unavailable, we call 112 for guidance.

6. Leadership Notification

Senior Leadership is informed of the situation and any actions taken.

7. If Parents Cannot Collect the Student

If a parent is unwilling or unable to collect their child, the teacher should promptly refer the matter to a member of the leadership team. The leadership team will then take appropriate steps to manage the situation, ensuring the student's wellbeing while allowing the teacher to return their attention to the class.

MEDICINES

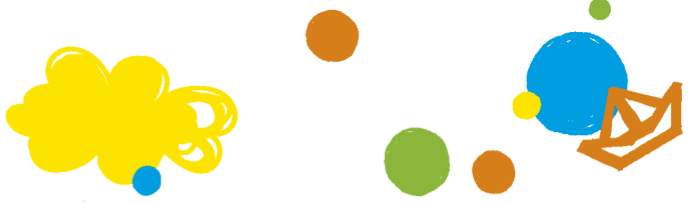
The school's policy is that staff members do **not administer oral medicines** during the school day. In general, school staff are not qualified to diagnose illness, and therefore the utmost caution must be taken in situations involving medication.

General Principles

- * Administering medication is considered a medical procedure and falls outside the regular duties of school staff.
- * The school **does not administer** regularly prescribed medication if missing a dose could result in a life-threatening situation. In such cases, it is the responsibility of parents to arrange appropriate care.
- * Parents (or a parent-nominated person) may come to school to administer medication to their child if required.
- * All severe medical conditions and allergies are listed in the [Schoolwide Allergies & Medical Document](#), which is always accessible to staff.
- * Parents are strongly encouraged to request prescriptions that avoid the need for medication during school hours whenever possible.

Guidelines for Administering Medicine at School





Consideration of Requests

Each request for school assistance in administering medicine will be considered individually, and the school may decline any request. Parents remain responsible for administering regular long-term medication.

Staff Responsibilities

No staff member is obliged to administer medication, as participation is entirely **voluntary**, and staff must never be forced to administer treatment.

Types of Medication

- * The school will only administer **prescribed medication** in exceptional circumstances. A student will never be forced to take medication; if they refuse, parents will be informed.
- * Non-prescription medicines (e.g., aspirin, paracetamol, ibuprofen, eye/ear drops) **will not** be administered.

Parental Agreement and Consent Form

Parents are required to complete and sign the **Parental Agreement for School to Administer Medicine** (Appendix A), available at Reception. Medicines must be delivered and collected by an adult, and parents must provide accurate details of medical conditions, medications, and emergency contacts.

Parental Responsibilities

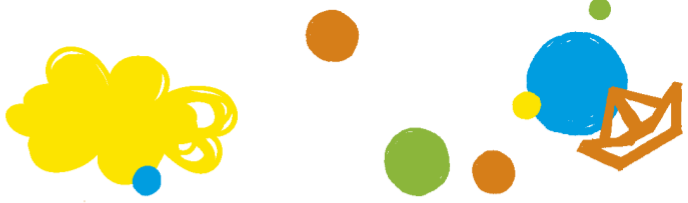
Parents must:

- * Complete the form fully and truthfully, attaching a statement from the treating physician.
- * Consult with the staff member(s) who **voluntarily** agree to administer medication, after approval from School Leadership.
- * Review arrangements with staff every **three months** and reconfirm them at the **start of each school year**.
- * Immediately inform the school of any changes to the child's medical condition, medication, or procedures.
- * Provide medication in its original packaging with:
 - * *Child's name*
 - * *Name of medicine*
 - * *Dosage and instructions*
 - * *Timing*
 - * *Additional instructions*
 - * *Current prescription date*
- * Monitor expiration dates and ensure timely replacement.
- * Provide the GP/specialist's contact information on the consent form.

School Responsibilities

The School Administration will store the signed form in a secure but accessible location, and a designated space will be provided for administering medication.





Teachers will record the administration of medicine in Parnassys under “Particulars Student Family.” With parental permission, the school reserves the right to contact the prescribing doctor or school doctor if there are any doubts or concerns.

Emergencies and Errors

If a child responds poorly to medication or an error occurs, parents will be contacted immediately, and medical professionals may also be consulted if necessary. Signing the consent form does not exempt staff from accountability for errors, as the protocol is in place to ensure the school acts with the utmost care.

Trips and Outings

Students with medical needs are entitled to participate fully in school trips. Risk assessments will be conducted, and reasonable adjustments will be made to support their inclusion. In some cases, it may be considered reasonable to invite a parent to accompany the trip to administer medication.

MEDICAL PROCEDURES

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

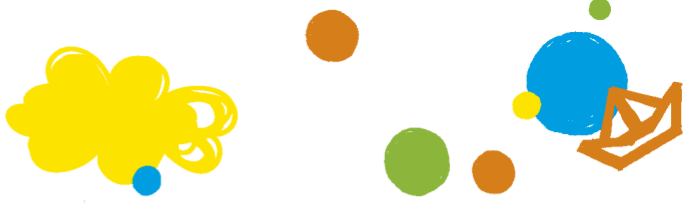
When medical procedures are assigned to a staff member, the school leadership/board assumes responsibilities that may have unforeseen consequences. For this reason, the board has determined that staff members **should not perform** medical procedures.

In exceptional cases, and only after prior consultation between school leadership, the parents, and the student’s general practitioner and/or specialist, it may be considered whether medical intervention is possible in acute allergic reactions. The school’s support in such cases is limited to providing an appropriate space and ensuring safe storage of the medication.

Regular medical procedures—such as administering injections, suppositories, or tube feeding at scheduled times due to a chronic 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 school board.

Using an EpiPen (auto-injector) is considered a medical procedure and is formally reserved for licensed healthcare professionals. However, in life-threatening emergencies, administering an **EpiPen** is a **life-saving action**. In such cases, the school—like any citizen—is obligated to act. This responsibility does not rest solely with a First Aider or First-Aid Responder (BHV’er/ERT). In principle, every citizen must





use an EpiPen in life-threatening situations. When present, trained First Aiders will administer the EpiPen.

Any possible life-threatening medical situations must be documented in Parnassys, under the note category *Particulars Student Family*. Finally, the school retains the right to contact the dispensing doctor or consult with the school doctor, provided that parental permission has been granted.

EMERGENCY SITUATIONS (ALWAYS CALL 112)

If a child or staff member requires emergency medication (such as an EpiPen/auto-injector), this information is clearly documented and communicated to staff. All severe medical conditions and allergies are listed in the [Schoolwide Allergies & Medical Document](#), which is always accessible to staff. In addition, details of severe cases are included in the teacher's planning, and all staff are made aware of these cases during the start-of-year staff meeting.

In the event of an emergency, the First Aider (or another staff member) immediately calls the national emergency number **112**. If relevant, the student's general practitioner or specialist, as listed in the medical documentation, will also be contacted. If there is any doubt about the severity of the situation, staff must always call **112** without delay.

To ensure quick and effective action, all relevant student data must be readily available. This includes the student's full name, date of birth, home address, and the contact details of their general practitioner and specialist. When reporting the incident, staff should describe the situation in which the emergency occurred and the symptoms that were observed.

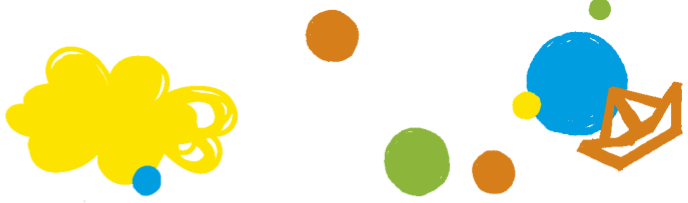
All necessary life-saving actions must be taken while waiting for emergency services to arrive. This may include the use of an EpiPen (auto-injector), preferably administered by a trained First Aider, in accordance with the school's medical procedures and health policy.

Parents and the school leadership are informed as soon as possible after emergency services are contacted. In addition, every emergency must be recorded in **Parnassys** under the category *Incidents*. This recording is carried out by the office administration (Jules – incident registration).

ADMINISTRATION AND STORAGE OF MEDICINE

If a student is required or able to self-administer their medication—such as a reliever inhaler for asthma—parents are expected to provide clear, written instructions and ensure that their child is confident and competent in using the medication correctly. It is essential that parents understand and accept their role in preparing their child for safe and effective self-administration.





All student medication will be securely stored in the school office in a clearly marked location. Medications requiring refrigeration will be stored in the staff area fridge, inside a sealed plastic container. Both the fridge and the container will be clearly labelled with a first aid sign and will include all necessary student and dosage information.

This does not include EpiPens (auto-injectors), and asthma inhalers which are kept in a designated place with the child e.g school bag containing the student's relevant medical information and emergency contact details.

COLLEAGUES WHO ARE UNWELL AT SCHOOL

If a colleague becomes unwell at school, it may be necessary to contact their next of kin to request support in getting the teacher home, or at minimum, to inform them that the teacher is unwell and returning home. This decision is made at the discretion of the teacher and the leadership team.

In cases where a teacher falls seriously ill, they will be attended to by a designated First Aid staff member. If required, emergency services will be contacted. The school will make every reasonable effort to inform the staff member's next of kin of the situation. Next of kin details are maintained in Visma and are accessible to the HR team.

ADDITIONAL GUIDELINES

Nut-Free Environment

To protect children with severe allergies, we ask parents not to bring nuts or products containing nuts to school. This precaution helps ensure a safe environment for all students.

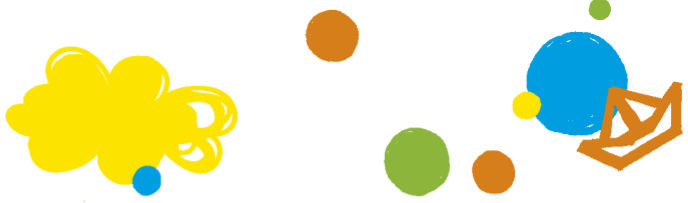
Confidentiality of Medical Information

All medical information is treated with strict confidentiality. The Director will work with parents to determine which staff members may access a child's medical records or health-related details.

Medication Administration & Staff Training

Staff responsible for administering medication will receive appropriate training. First Aid trained staff may dispense medication when necessary or assist another staff member who requests support





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:

Parent/ Carer Contact Details

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



Health Practitioner Details

- 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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