



Treatment & Medication Policy

COVERING FELSTED PREP SCHOOL
INCLUDING EYFS AND BOARDING

Governors' Committee normally reviewing:	FPS Leadership Team
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Person responsible for implementation and monitoring:	Head & Medical Centre
Other relevant policies:	Safeguarding (Child Protection and Staff Behaviour) Policy, Teaching and Learning Policy, PSHCE Policy, Restraining policy, Pastoral Care Plan, Health and Safety policy

The following Policy covers both schools and encompasses the Aims and Ethos of the Senior School

**Mr Simon James
Head, Felsted Prep School**

Aims and Ethos

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

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1. Introduction

Aim: To ensure the physical and emotional wellbeing of every Felstedian.

Medical arrangements are in the hands of the School Medical Officer, Doctor, Dr Gill . A surgery is held five times a week in the Medical Centre. The Doctors are assisted by six registered nurses, one of whom is on duty at all times. Close links with local hospitals provide for any emergency. The Medical Centre nurses and the Doctor are also at the disposal of pupils to help with their personal welfare. There is a PSHCE programme for all pupils which is taught by some members of the academic teaching staff. So that the best uses may be made of the facilities of the National Health Service, every full time boarder must be registered on the list of the School Doctor throughout his or her time at the School. During the school holidays treatment can be obtained under the National Health Act as a 'temporary resident' or privately. The attention of parents intending to send their children to Felsted is drawn to the Conditions of Admission referring to consent for medical treatment printed on the back of the form.

The School Doctors are from Blandford House Medical Centre, Braintree Sister in Charge of the Medical Centre is Mrs Sally Staines.

Surgery times at The Medical Centre are:

3.30 pm – 5.00 pm Monday, Wednesday, Thursday & Friday

3.00 pm – 5.00 pm Tuesday

These times are subject to change

Nursing Sisters provide 24 hour care at the Medical Centre. They can help with injuries and minor illnesses, removal of stitches, immunisations and health checks. When a pupil is admitted overnight to the Medical Centre the Sister on duty may contact the parents and advise the HM.

Sisters' Surgery times:

7 days a week Walk-in Medical Centre

Pupils encouraged attending outside of lessons if possible

Convenient times for parents to ring the Nursing Sisters are 10.00 am – 12.00 pm. The Medical Centre number is 01371 822791. Letters should be addressed to The Medical Centre, Felsted School, Dunmow, Essex CM6 3LL. There is also a pupils' telephone (Coin Box 01371 822793). If parents have any concerns regarding medical care, please ring the Sister in Charge or the School Doctor.

Any child over the age of 16 is able to consent for their own treatment. Children under the age of 16, who fully understand their treatment and are mature can give their own consent to treatment (Gillick Competency). The duty of confidentiality owed to a person under the age of 16 is as great as that owed to any other person. The nurses do encourage the pupils to inform their parents and keep them up to date. Nurses endeavour to inform parents as well when appropriate. Having said this, the law on confidentiality is clear. Nurses will ask parents to consent to immunisations necessary for travel and to complete the childhood immunisation programme.

2. Specialist Treatment

It is not always easy to arrange non-urgent specialist treatment under the NHS to fit in with term time and pupil's timetables. Parents therefore are strongly advised to insure their daughter or son under the School's BUPA scheme or with one of the other health insurance schemes.

A Chartered Physiotherapist offers treatment at the Medical Centre. The fee is usually covered by private medical insurance.

3. Boarders

A completed Medical Questionnaire including authorisation to secure medical, dental and optical attention for boarders as necessary will be sent to The Medical Centre, Felsted School, Great Dunmow, Essex CM6 3LL. All full time boarders should be registered with the School Doctors, although some parents reserve the right to keep their children registered with their local GP as a result of proximity to the school and boarding for an incomplete week.

Records are kept in relation to individual boarder's health and welfare needs and issues. Information is provided by parents which include any significant personal information, known drug reactions, major allergies and notable medical conditions and this information is available to staff who administer medication or treatment to boarders. Such information is made available to staff with a need to know that information and in this respect confidentiality of personal information about boarders is protected. Boarders contact information is easily accessible on the school database or on accessible files in the Prep Medical Room and Boarding House Surgery..

If a pupil requires treatment at home during the holidays, he/she should ask for it as a 'temporary resident' at the local GP surgery. It would be helpful if the Medical Centre could be informed of any illnesses and treatment given during the holidays.

4. Day Pupils

Day pupils should stay on the list of their family doctor when they come to Felsted Prep School, but the School Doctors are willing to advise on matters relating to their health, fitness and well-being. Pupils are encouraged to speak to the Wellbeing Assistants initially and then the Medical Centre nursing staff if they have any concerns about their health or well-being. If a Prep School day pupil is ill or injured during the day, he or she should go first to the Health & Wellbeing Assistants who will consult the FPS School Nurse or Medical Centre as they see fit. If a Stewart House Preppupil is ill or injured during the day, they will be assessed by a member of staff in the first instance. Any minor injuries can be dealt with within Stewart House and a record of any treatment given is kept in the Accident and Incident book. 'I bumped my head' stickers are issued, so that parents are aware of any minor bumps. If further advice is deemed necessary, Pupils will be taken to Medical Room and the Nurse / Health & Wellbeing Assistants will decide on the best course of action. Pupils will either remain with Health & Wellbeing Assistants in the Medical Room or in the Medical Centre until normal pick up time. The he parents will be contacted and the child can be taken home by the parents during the School day.

5. Dental treatment

Regular visits to the dentist, two or three times a year, are important during adolescence. It is expected that parents will arrange for these to take place in holidays, since visits in term time can interfere with important School activities. Only emergency dental treatment should be arranged during term and may incur a dental fee. Boarders emergency dental needs will be arranged the Medical Centre.

It is recommended that advice be sought from the family dentist about the provision of an individually fitted mouthguard to protect teeth and gums during contact sports and field games.

6. Inoculations

It is intended that all pupils will be kept fully immunized whilst at Felsted. Parents are asked to ensure that new pupils have up-to-date immunization against tetanus, poliomyelitis, measles, mumps and rubella. Please ensure that the Medical Questionnaire contains details of the current position.

Inoculations required to maintain continuity of protection are given at the School as a matter of routine. Details of these are as follows:

Diphtheria, Tetanus and Polio boosters are given to pupils over 13 years of age: (An additional booster dose of Tetanus may be required in the event of a dirty deep wound). In Year 8, girls are offered the HPV vaccination course against cervical cancer.

Registered pupils who require vaccinations for School Trips (e.g. against typhoid, yellow fever or hepatitis) can be given and certified as requested, so long as sufficient notice of the need for these is given to the School Doctor.

7. Medication Policy

Parents or guardians of Pupils in Felsted Prep School including EYFS pupils must hand in their medicines to the Health & Wellbeing Assistants, who will organise the administration of this. The Parental Authority for the School to Administer Medication form should be completed and signed by the parent/guardian. The medication must then be collected from the Medical Room at the end of the day by the parent or guardian and signed out.. If more than 1 days dose of the medication is left with Health & Wellbeing Assistantss this will be stated on the form. The criteria for handing in medicines is listed below .

Prescription medication for all pupils including EYFS pupils should be provided in an original dispensed container with the following information:

- Name of Pupil
- Strength of medication
- Dose
- Time of administration
- Expiry date whenever possible

Young Felstedians do not keep their own medicines other than inhalers and Epi-pens (as necessary) and would only administer them to themselves in the presence of another member of staff.

Inhalers should be accessible throughout the day. Each inhaler must be labelled with the pupil's full name and directions for use. An emergency inhaler is available for pupils who are on the asthma register and do not have a working inhaler in school. The Parent/Guardian must have signed the authority to use this emergency inhaler. There are emergency inhaler boxes in Medical room. Hamilton House and Stewart House.

Items requiring refrigeration may be kept in a named closed container in a refrigerator located in surgery.

Simple analgesia - Where parents have completed the Medical Consent Form, Paracetamol can be administered for headaches, a temperature, toothache or as considered appropriate. Parents will be informed when medication is administered . No pupil should be given aspirin. Ibuprofen is only given by written parental consent or by the FPS Nurse or at the Medical Centre.

For EYFS pupils Paracetamol 120g/5ml Oral Suspension will only be administered with the parents' permission of the child in need and then only by one of the qualified School Nurses at the Medical Centre. Parents will then be informed that it has been administered both in writing and verbally.

Non prescribed medication - Alternative therapies such as homeopathic or herbal remedies should not be brought into School. Over the counter medications not listed in the Homely Remedies Policy (Appendix 1) should not be brought into School. The Homely Remedy Medicines Policy for Prep School (Appendix 1) should be referred to for authorised medicines to be dispensed. Health & Wellbeing Assistantss may contact the Medical Centre for guidance if necessary.

Adrenaline (Auto injector) is best carried by a Prep School pupil (if necessary) with a spare dose/kit stored in the school. Within the Pre-Prep department, adrenaline is kept in a clearly visible place within the classroom, which is easily accessible to adults. In the Prep School adrenaline is kept in the pupil's Form Room and/or in Prep School Medical Room. There must be clear written instructions with regard to doses, frequency and further action to be taken. This should be kept with the medication with a spare copy kept by the school. An adrenaline pen is also kept at the Lord Riche Hall for pupils in year 7 and 8 who mainly eat there

Dietary Needs are considered medical when they affect pupils' well-being (e.g. coeliac, dairy, nut allergies etc.). Such dietary needs are recorded on the Special List and information dispersed on a need to know basis. Information together with a photo of pupil with food allergies or special requirements are displayed in the Kitchen corridor, Staff Work Room and Stewart House.

Dietary needs with regards to religious beliefs and likes and dislikes are to be discussed with the Catering Manager.

Record keeping - If the school takes responsibility for the administration of a medicine then a record should be kept that includes the name of the pupil, the name of the medicine, the time of the administration, the person responsible for administration, details of the dosage and any other relevant information. Health & Wellbeing Assistants and relevant Boarding House staff will enter all administration of medication onto the Medical Information section of the MIS system. Medicine will be returned to the parent each day unless the pupil is Boarding or signed more than 1 days medication. Where medicine is administered to a child, parents are informed the same day or as soon as reasonably practicable.

Return of medication - Any left over medicine should be returned to the Medical Centre. If labels have become detached or unreadable or if the instructions have been changed, the medicines should be taken to the Medical Centre for checking and if, appropriate, a new label issued. All medication except inhalers and Adrenaline pens (which are in date) are returned to parents at the end of each term.

Illness - When a boarder feels unable to attend school they are checked by the Health & Wellbeing team/School Nurse who make a decision as to whether they should go to the Medical Centre where they will be assessed and contact made with parents/guardians. Throughout the time they are unwell boarders are checked and looked after and able to summon staff assistance readily and rapidly by day and night. Both the Medical Centre and Sick Bay are compliant with NMS Regulations in respect of suitability of accommodation. Day pupils will be assessed by Health & Wellbeing Assistants and if necessary the Medical Centre and contact made with the parents/guardians. Day pupils who are considered too ill to remain in school will be collected by parents/guardians.

Significant health and personal problems - significant health and personal problems of Young Felstedians are carefully identified and noted in the Pupil ID. (Individual Data Sheet) Medical Notes and a Special List are also kept. Appropriate provision is made to meet the needs of all Young Felstedians with medical difficulties (such as asthma), with disabilities or requiring special treatment or management because of health, emotional or welfare needs. Health Care Plans are available for those children with chronic conditions and reviewed regularly, at least annually. Suitable support is given to pupils who are undergoing times of personal stress (eg. because of homesickness or problems at home). The School Counsellor/ Life Coach and outside agencies are available to support in such cases.

8. Monitoring and Evaluation

This policy is monitored against practice by both the FPS Medical Room and Medical Centre on a half termly basis and practice and policy adjusted accordingly. This Policy is evaluated according to the School's Policy Evaluation Cycle and the header at the top of this Policy.

Homely Remedy Medicines Policy Felsted Prep School

Homely Remedy Medicines refer specifically to non-prescribed medication agreed for safe administration by the Felsted Prep Schools Medical Officer. For the safe administration of the following home remedies, staff must understand and accept the following uses, contraindications, side effects and dosage. Members of staff administering these medicines must check pupil's identity, age, any known allergies, medical conditions and if any medication, in the previous 4 hours, has been taken. The pupil's health record card must be completed with all relevant information and signed at the time of giving.

Medication Name	Use	Contraindications	Side Effects	Dosage	Stewart House
Paracetamol	Treatment of moderate pain and pyrexia	Liver disease, alcohol dependence, kidney disease	Rash, Low blood pressure, blood disorders. IF OVERDOSAGE OCCURS LIVER FAILURE CAN OCCUR	By Mouth: Children 2-6years 240mg 6-8years 250mg-325mg 8-12 years 500mg over 12years 500mg- 1gram 4-6hourly max 4 times in 24hrs	NURSE ONLY FOR EYFS
Ibuprofen	musculoskeletal pain, dental pain, period pain pyrexia	DO NOT GIVE TO CHILDREN WITH ASTHMA OR CHICKENPOX	Gastro intestinal discomfort nausea and diarrhoea	By Mouth: Children 4-7 yrs 100mg 7-12 years 200mg over 12years 200mg-400mg 6-8hrly max 3 times in 24hrs	NURSE ONLY
Piriton	Allergy relief, rashes insect bites	Do NOT GIVE TO CHILDREN WITH EPILEPSY	Drowsiness headache dry mouth blurred vision	By Mouth: 2yrs-6yrs 1mg 6yrs-12yrs 2mg over 12yrs 4mg 4hourly max 2x in 24hrs	
Paediatric Simple Linctus	dry coughs	NONE	NONE	1-12 yrs 5-10mls 3-4 times daily	
Arnica Cream	Bruises	DO NOT APPLY TO BROKEN SKIN	NONE	Topical: generous amount to affected area apply as often as required	
Throat Lozengers/pastilles	Sore Throat	Check allergies to ingredients	VERY RARE: Allergic reaction	1 lozenge/pastille as required max 4 in 24hrs	Pastilles only for Stewart House due to increased choking risk of lozenges

Medication Name	Use	Contraindications	Side Effects	Dosage	Medication Name
Vaseline	Chapped Lips	NONE	NONE	as often as required	
Magnesium Sulphate Paste	Boils and remove foreign bodies such as splinters	Allergies to ingredients	NONE	As often as required under a dressing DO NOT USE FOR PROLONGED PERIODS	
Anthisan Cream (Mepyramine maleate)	itching skin, bites, stings, nettle rash	Eczema broken skin	NONE	Apply directly to site 2-3x daily	
Aqueous cream	dry skin	NONE	Occasionally hypersensitivity reactions	As required	
Sudocrem	Treat Eczema, sunburn, minor burns, surface wounds	Allergies to ingredients	Occasional local irritation	Apply a thin layer as required	

	All trained members of staff can administer
	Consent must be obtained
	Nurse can administer
	H&W assistants must contact parents for verbal consent prior to administering

Procedure for the Administration of Ritalin (Concerta or equivalent) at the Preparatory School

Ritalin (Concerta) is classified as a Controlled drug within the Misuse of Drugs Act. It is a stimulant often prescribed for children with attention deficit and hyperactivity disorder. It is not licensed for children under the age of 6 years and can be administered to children up to adolescent age.

Ritalin stimulates parts of the brain responsible for consciousness, attention and activity. It increases concentration in those children who are restless, overactive and who are easily distracted. The effects of Ritalin last for up to 4-5 hours.

As Ritalin is classified as a controlled drug, the following guidance is applicable;

1. A written report should be obtained from the diagnosing doctor giving details of the diagnosis, the medication prescribed, dosage, frequency and the likely effects on the child.
2. There should be written consent from the child's parents to the school staff for administering the drug to the child.
3. Any member of staff can administer a controlled drug to a child for whom it has been prescribed.
4. Staff administering the drug must do so in accordance with the prescriber's instructions.
5. Staff must keep the controlled drug in a locked cupboard within a locked non portable container and only named staff may have access. Careful record keeping must be kept in a controlled drug card and this locked away in the locked cupboard.
6. Parents will supply Ritalin directly to the Prep School. The prescribed Ritalin for the child will be counted and checked in and recorded in the controlled drugs book.
8. Health and Wellbeing Assistants and Boarding House staff will administer the dispensed Ritalin to the named child recording the date, time and dosage in the Controlled drug book and on the MIS system.
9. If the child is a boarder the administration will also be recorded on the boarding handover log.