



British Junior Academy of Brussels

Medicines and Sickness Policy

Revised May 2019



The British Junior Academy of Brussels

Medicines and Sickness Policy

This policy is for the whole school including the Early Years Foundation Stage

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## 1.0 AIMS AND OBJECTIVES

The British Junior Academy of Brussels (BJAB) aims to:

- ensure that any child feeling unwell during school hours will be competently assessed and cared for by staff until an appropriate course of action is agreed with parents
- ensure that any staff or visitors feeling unwell will be offered the same level of care and support until an appropriate outcome is agreed
- provide the safe administration of medicines to those children sufficiently fit to attend school
- provide ongoing medical support to pupils with chronic or unresolved health problems so that the child's academic progress is not compromised; BJAB will do what is reasonable and practical to ensure the inclusion of all children at the school

A pupil showing symptoms of illness must not attend classes until he/she is fully recovered.

The school reserves the right to send a child home if he / she is judged unable to participate in school activities; an ambulance will be called if needed.

## 2.0 PURPOSE

The purpose of this policy is to set out the responsibilities and guidelines so that the school's aims and objectives are met.

This policy should be read in conjunction with the BJAB Medicines and Sickness Guidelines.

## 3.0 RESPONSIBILITIES

The Proprietor should ensure that the school is equipped and staffed to deal with cases of sickness and medical emergency.

The Headteacher (or Head of Pastoral Care) should:

- ensure that staff members are aware of BJAB medicines/sickness procedures
- ensure that relevant staff receive training to administer medication and manage incidents of sickness
- ensure that parents are advised of the school's procedures relating to sick children
- judge if a sick child is unfit to attend school and needs to go home
- advise parents/staff in writing of any instance of a contagious or infectious disease within the school community
- monitor the level of risk any child with significant medical problems poses to him/herself or other children

The Health, Safety & Welfare Officer should:

- ensure that First Aid supplies are readily available to deal with sickness/injuries
- maintain the Medical Room
- issue a Medi-Check List of all pupils with medical conditions, updated each half-term
- inform staff of any changes to the Medi-Check List
- ensure Care Plans are in place for children with chronic conditions

Office staff should:

- ensure that the vaccination and medical history of each pupil is documented at the time of enrolment
- notify the HSW Officer of any medical needs of new intake children
- ensure that 'Permission to Administer Medicine' slips are completed/signed
- keep medicines in their control stored out of reach

Parents should:

- provide a medical history, including a photocopy of an up-to-date vaccination certificate, for the child to the Headteacher at time of enrolment
- notify the Headteacher, in writing, of any subsequent change in the child's health status, medical treatment or medication requirements, with supporting doctor/clinic/hospital note.
- provide the school with contact details of the local family doctor
- ensure that any changes to their personal contact details are made known to the school office
- advise the school immediately if their child (or a sibling) has a contagious or infectious disease which could be transmitted to fellow BJAB pupils and staff
- provide a doctor's note for any absence from school of more than two days (pupils 6 years old and over)
- provide a doctor/clinic/hospital/dentist note to confirm any child absence for medical reasons during school hours
- provide a doctor's note on each occasion their child is unable to participate in Wednesday physical education/swimming at the Sports Centre
- ensure that medication provided to BJAB for administration to their child has not reached its expiry date
- collect their child promptly if the school advises that he/she is unwell and must go home

This policy is the responsibility of Mrs White, the Headteacher, and Madame De Maertelaere, the Proprietor	Revised: May 2019
<b>Mrs White,</b> <b>Headteacher</b> .....  <b>Madame De Maertelaere,</b> <b>School Proprietor</b> .....	
<b>To be reviewed:</b>	May 2019

## **MEDICINES AND SICKNESS GUIDELINES**

### **1.0 School attendance during and after illness**

Children should not be at school when unwell, other than with a mild cough / cold.

Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of the symptoms for 48 hours.

Children should not be sent to school with a rash caused by contagious illness.

Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school.

The school reserves the right to send a child home if he /she is judged unfit to participate in school activities.

### **2.0 General illness**

The school will give paracetamol to children with high temperature or pain only after parental permission has been received.

If the child is incapacitated due to illness the First Aider should be called and the Headteacher informed.

The First Aider will evaluate whether or not the child should be taken to rest in the Medical Room, or in a severe case, to hospital.

Parents should be notified by phone by the School Office, requested to collect the child from school if appropriate or advised of procedure taken.

The class teacher should be informed and the usual recording procedures followed.

### **3.0 Safe administration of medicines at school**

Medicines should only be brought to school when essential i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day.

Only prescribed medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted at school.

Medicines will not be accepted in school that require medical expertise or intimate contact unless by prior arrangement or stipulated on the child's Care Plan.

All medicines must be brought to the school office by an adult. Medicines must not be brought to school by children.

An adult is required to complete a Permission to Administer Medication (PAM) Form (Appendix 1) at the school office, giving permission for the medicine to be administered by school staff.

The Headteacher must be informed of any controlled drugs required by the children.

Tablets should be counted and recorded when brought to the office and when collected again.

Painkillers such as paracetamol or ibuprofen may not be brought to school unless prescribed.

Administration of medicines at school must be recorded on the medicines form and communicated to parents.

Parents may come to the school office to administer medicines, if necessary.

Some children may self-administer medication, for example insulin, if this is directed by the parents when filling in the Permission to Administer Medication Form.

If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and the parents informed.

Class teachers to arrange administration of most medicines unless it is considered they should be administered by a qualified First Aider.

Prescribed medicines must be kept in a locked cabinet in the school office.

Belgian guidelines indicate that children should not be kept in discomfort; therefore, the First Aider is to determine if medication is to be given having made a check of the pupil's medical file.

Medication should never be given if a child has suffered an injury.

#### **4.0 Allergies**

The Health & Safety Officer should maintain a Medi-Check List of all pupils with allergies, or specific notable medical conditions, copies of which are to be updated each half term and circulated amongst staff (Appendix 2). Care Plans will be prepared for pupils with significant medical conditions (Appendix 3).

#### **5.0 Storage of medicines**

The school does not have facilities for storing antibiotics in a controlled environment (including antibiotic eye drops).

Tablets must be stored securely in the school office.

Epipens and asthma inhalers should be stored in the child's classroom (marked by a green medical cross) and taken to the lunchroom and to school trips by the child. Class Teachers should ensure they are taken by children on all off-site trips. This should be marked on the Risk Assessment for a school journey and a supervising adult should be marked as responsible for assuring the epipen and/or inhaler is brought along.

Antihistamine eye drops for severe hay fever must be stored in the school office.

No medicines other than asthma inhalers and Epipens may be kept in the classrooms.

Parents are responsible for ensuring that their child's medicine does not reach expiry date and for returning expired medicines to a pharmacy.

#### **6.0 Medicines on school trips**

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

The Headteacher is responsible for designating a First Aider for the trip

The Class Teacher is responsible for ensuring that arrangements are in place for any child with medical needs prior to the trip taking place. This includes, for example, ensuring that asthma inhalers and copies of any relevant pupil Care Plans are taken on the trip.

The designated First Aider on the trip will administer any medicines required and record the details on the PAM form.

#### **7.0 Training**

A training session will be conducted on a regular basis to ensure staff are aware of arrangements for pupils with specific medical conditions in school.

Appendix 1: PAM Form

**The British Junior Academy of Brussels**

**Permission to Administer Medication**



Name of Pupil: \_\_\_\_\_

Class: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Time to be administered: \_\_\_\_\_

Can your child self-administer? Y / N

Other instructions: \_\_\_\_\_

\_\_\_\_\_

Signature of parent/guardian\*: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed upon each administration of medicine\*\*:**

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Administered by: \_\_\_\_\_

Parents notified by: \_\_\_\_\_

via email / phone / verbally

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Administered by: \_\_\_\_\_


Parents notified by: \_\_\_\_\_

via email / phone / verbally

\*If a child becomes ill at school and requires medicine not prescribed to them, an office staff member will attach written permission from parents and dosage instruction

\*\*for more than 2 dosages, please attach a new form.

Appendix 2: Medi-Check List

		<h2 style="margin: 0;">Medi Check List</h2> <p style="margin: 0;">Allergies</p>																																											
		<table border="1"> <thead> <tr> <th style="width: 15%;">Food</th> <th style="width: 15%;">Name of pupil</th> <th style="width: 5%;">Year</th> <th style="width: 25%;">Specification</th> <th style="width: 20%;">EpiPen or medication</th> <th style="width: 20%;">Located at</th> </tr> </thead> <tbody> <tr> <td style="color: green;">Dairy (yogurt, milk, etc)</td> <td>First Name</td> <td>Y</td> <td>All dairy products</td> <td style="color: red;">EPIPEN*</td> <td>Classroom</td> </tr> <tr> <td rowspan="3" style="color: green;">Nuts</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="2" style="color: green;">Eggs</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="color: green;">Seeds</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Food	Name of pupil	Year	Specification	EpiPen or medication	Located at	Dairy (yogurt, milk, etc)	First Name	Y	All dairy products	EPIPEN*	Classroom	Nuts																Eggs											Seeds			
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<b>Asthma</b>	First Name	Y	Use Inhaler as needed* (located in Classroom)																																										
<b>Drugs</b>																																													
<b>Other</b>			Allergic to:																																										

\* See Care Plan for instructions

Date \_\_\_\_\_

Appendix 3: Care Plan



**Care Plan**

**Year 2018-2019**

Name: Class: Date of birth: Address: <b>Medication located in:</b>	Parent Contact Mother: <b>Ms.</b> <b>Tel:</b> Father: <b>Mr.</b> <b>Tel:</b> Other: <b>Tel:</b>
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**Allergies**  
 Nuts, Eggs, Pollen

<b>Situation</b>	<b>Symptoms</b>	<b>Action</b>
Minor allergic reaction	Coughing Red eyes Interrupted breathing	Ventolin, 3 puffs, repeat each 20 minutes as needed
Severe allergic reaction or anaphylaxis	Itchy or swollen eyes Difficulty breathing Audible wheezing Disturbance of consciousness	<del>Epipen</del> Junior

**Doctor Contact Details**  
**Dr.**  
**Tel: 02 614 3753**  
 Address of preferred hospital