



CARGILFIELD

NURSERY AND PRE PREP MEDICAL POLICIES

These policies set out instructions for the safe and appropriate administration of medication to pupils with medical needs within the school and state guidelines for some regular health issues encountered within the school. Parents must complete a medical form for each child, which will confirm you have read and agree with the school medical policies.

The school nurses, Jenny Sinclair and Sarah Davidson, are in overall charge of the medical provision at school.

Administration of Medication (prescribed and non-prescribed)

Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example, a child with diabetes. Other children may require medicines in particular circumstances, for example, a child with severe allergies or asthma.

When parents request that their child is to be given medication, during the school day, or during activities out with the school premises, the following process is to be adhered to:

- The School Nurse is to be satisfied that it is either necessary or desirable that the medication is administered.
- Please inform the Class Teacher and School Nurse, by email, if your child has been unwell and requires medication or medical attention during the school day.
- If your child requires any regular medication, if they need medication when away on a school trip (prescribed medication or anything 'over the counter' that you wish them to have), or when boarding, a parent/guardian needs to bring the medication to the Nurse. The medication should be named, in date, in the original packet and a consent form must be filled in for that specific medication (this is valid for the duration of the injury/illness). If this is not done, the medication WILL NOT be given to the child. **The consent form can be downloaded from the iSams Parent App.**
- On receipt of the medicine the School Nurse, Class Teacher or a member of the Nursery or Pre-prep staff should check that the medication is clearly labelled and with the following:
 - the child's name.
 - the medicine name; dosage required; how often the medicine is to be given and for how long.
 - expiry date of medication.
 - storage instructions.
- The School Nurse, Class Teacher or a member of the Nursery or Pre-prep staff is to ensure that an accurate record is kept of all medication brought in from home.
- **No paracetamol will be administered to a child before 1130am, unless parents confirm they have had none prior to coming to school. Please always let the School Nurse know if your child has had any paracetamol before school (time and dosage given).**
- All medication is to be recorded on iSams or in the medical book (Pre-prep medical room or surgery).
- All medicines will be administered by the School Nurse, Class Teacher or a member of the Nursery or Pre-prep Staff, unless otherwise stated.
- Children who self-medicate will be supervised by the School Nurse, Class Teacher or Nursery or Pre-prep staff, unless other arrangements have been made by the School Nurse or the Deputy Head (Pre-prep).
- Where a child refuses to take medicine, they should not be forced to do so. Please contact the School Nurse and parents immediately.

Administration of paracetamol

Due to Care Inspectorate guidelines we have separate procedures for the administration of paracetamol in the Nursery from the rest of the school.

Nursery

- Parents are asked to provide two sachets of appropriate aged paracetamol labelled with the child's name and the medicine expiry date.
- Paracetamol will only be administered if consent has been given.
- Prior to administration the School Nurse or a member of the Nursery Staff will contact the parents.
- If unable to contact parents a child must not be given paracetamol, except in an emergency situation when the School Nurse, Head of Nursery or Deputy Head will make the final decision.
- Parents are to be informed of the dose and time that their child has been given paracetamol. A record of this should be signed by a member of staff and the parent and a copy kept by the Head of Nursery.
- Nursery Staff are asked to remind parents to replenish paracetamol sachets when used.

Primary 1 to 3 and the Upper School

- All parents will be asked to complete a paracetamol consent form.
- Paracetamol will be administered by the School Nurse, Class Teacher, houseparent or a member of the Pre-prep staff.
- The School Nurse, houseparent or Class Teacher will attempt to contact the parent before administering the medication and check if and when it had previously been given, if not already known, at home. Parents will be informed if paracetamol has been administered during the day.

ASPIRIN should never be given to a child under 12. Please seek advice from School Nurse if parent is insistent.

IBUPROFEN is not to be given to children with ASHTMA, unless authorised by a prescribing medical professional. The school does not hold this medication. If a parent requests that ibuprofen be administered they require to provide the medication, fill in a consent form and it will be administered by the School Nurse (or by a staff member competent in administering medication).

Storage of Medication

- The School Nurse is responsible for the safe storage of all medicines.
- All medicines are kept under lock and key. All Nursery and Pre-prep staff should be aware of how to access the Medical Room.
- Asthma inhalers and adrenaline auto-injectors must be readily available to pupils and will be kept in a safe place by the class teacher in the Pre-prep.
- If any medicine needs to be refrigerated it will be stored in a sealed and labelled container in the surgery or in a dedicated fridge in the Pre- prep building.

Renewal and disposal of supplies

All named out of date medication is returned to the parent for disposal.

- All named medication is returned to the parent at the end of the Summer Term.
- School held non-prescribed medication will be checked termly by School Nurse.
- Nursery and Pre-prep Medical room stock will be replenished and checked regularly by the School Nurse.

In the event of a drug error, staff should:

- Stay calm.
- Check all the information again to be clear on what the error is.
- Report the error to the nurse and/or the headmaster.
- Ask the nurse, if not already present, to check on the child.
- Contact the child's parent/carer to inform them of the error and agree next steps.
- Arrange for advice to be sought from the child's GP- parents to do.
- Document the error on iSams.
- Complete an incident report.

If at any point after the medication has been administered the child starts to show signs of being unwell, staff should call 111 for immediate advice and support.

If the child loses consciousness, experiences difficulties breathing, or shows any other signs of serious illness staff should call 999.

Vomiting and Diarrhoea Policy

If your child has **ANY** vomiting or diarrhoea, the current advice from health authorities across the UK is that children **should** be kept off school for a period of 48 hours following the **last** episode.

This rule needs to be enforced in order to avoid the spread of infectious disease and its impact on the school community. Please be aware that if a child becomes ill during the school day, they will need to be collected as we do not have the facilities or staff availability to keep them away from other children for an extended period.

I have included below, a link to the NHS Infection Control document (applies to all child care facilities):

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf

Temperature/Fever Policy

Knowing when to keep your child at home:

Children are encouraged to stay home if they're displaying symptoms such as having a fever and/or if they have a temperature of 38C or above. They should stay home until the fever or temperature has passed and they are well enough to attend.

Head Lice Advice

This is the current advice from the Scottish Government regarding the detection and treatment of head lice:

<https://www.gov.scot/publications/national-guidance-managing-head-lice-infection-children/pages/1/>

Detection

This guidance advises that parents check their children using the 'wet comb' on a weekly basis. If head lice are found, all other family members should be checked and, if necessary, treated. Checks should be continued following treatment to ensure that it has been effective and to detect any re-infection.

Treatment

Once infection is detected, there are two treatment approaches. One option is the use of insecticide lotions and an alternative is removal by wet combing, sometimes called 'bug busting'. Both methods require continued combing to remove any unhatched eggs.

I have also attached the NHS Scotland leaflet 'Head Lice- Information for Parents':

<https://www.nhsinform.scot/illnesses-and-conditions/skin-hair-and-nails/head-lice-and-nits/>

As per the school handbook, please make sure that girls have their hair tied back with a red or navy hair tie and that boys' hair is off the collar and trimmed so that it does not flop into their eyes.

Head injuries (see separate guideline for treatment of concussion)

If your child has a head injury, they will be assessed by the coach/teacher with them and if they are concerned, they will call the school nurse for an assessment. If your child has any urgent symptoms*, we would require them to be

assessed in hospital. If they had any mild symptoms*, we would suggest they stay off games for the recommended period of time, before recommencing games.

*Please see the 'Concussion Guidance' for further information.

J.Sinclair - School Nurse – May 2024