



Re-founded 1555

Ripon Grammar School

Helping shape the future since 1555



Boarders' Medical Policy

A range of non-prescription medicines is kept in the Boarding House surgeries. These are supplied for boarders.

The boarding staff/School Health Worker will also administer prescription medicines, subject to the usual permissions, during the school day. Consent for the administration of prescription medicines must be given by the parent to the school on the **Prescribed Medication** section of the **Medical Information Form** issued to new boarders at their induction. Each individual medication will also require the completion of a **Parental Request for Medicines to be taken at school – Appendix 1** form.

For those pupils requiring treatment or medication from a specialist consultant, an **Individual Healthcare Plan - Appendix 6**, detailing the treatment and medications necessary and appropriate drug therapy maybe requested by the School in addition to the **Medical Information Form**.

Medications

If your son/daughter is prescribed any medication to be taken during the school day, it is advised that this medication be administered from the School Health Worker/Receptionist. The medication must be pharmacy labelled and contain name, dosage and time to be given. Extra labels can be obtained from the dispensing pharmacy on request (asthma inhalers excepted).

Analgesics

Permission for the administration of analgesics and other simple medications must be given on the **Medical Information Form**, otherwise we cannot administer them. Please also advise on this form if you **do not** wish your son/daughter to be given paracetamol.

Non-prescription medicines

Consent for the giving of all non-prescription drugs must be obtained from the parent/guardian of all pupils. The **Medical Information Form** sent out on admission to the School contains simple 'yes/no' consent for basic non-prescription medications that are held in the boarding house surgery. Parents may update the boarding staff by letter if they wish. Renewal of consent may be asked for periodically.

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Non-prescription medications kept in the boarding houses include:

Cetirizine hayfever medication; Throat lozenges; Cough medicine; E45 cream; Savlon cream; Germoline cream; Vaseline; Deep Heat muscle rub; Sun cream; After sun cream; Virasorb – cold sore cream; Soothagel – mouth ulcers; Paracetamol; Full Marks Head Lice treatment; Liquid paracetamol 6+; Athletes foot cream; Loperimide (Imodium type).

Hay fever

If a child needs to take an antihistamine preparation for hay fever, it should be taken before the start of the school day. Most modern medications are a once-daily dose and can be obtained via the GP or over the counter at your local dispensing pharmacy. If an antihistamine needs to be administered during the school day, it should be sent into the boarding house in a pharmacy labelled box with the prescription and pupil's name upon it. Appropriate consent forms must be sent with the medication. Your dispensing pharmacist will dispense extra labels and boxes if you ask them. Parents are required to give details of hay fever treatment on the **Medical Information Form** and sign to give their consent for staff to issue the medication.

Asthma management

The staff encourages independence and self-management in children with asthma. Their reliever inhalers should be carried on their person at all times. These should be labelled with their name and date of birth so that they can be quickly returned in case of loss. This is of help during sports activities when the inhalers are left by the side of the pitch. Spare inhalers can be stored in the boarding house surgery provided they are labelled by a pharmacist. Both the boarding house and main school have emergency inhaler kits. Parents are required to give details of asthma treatment on the **Medical Information Form** and sign to give their consent to house staff to issue the medication

Diabetes management

The School Health Worker/boarding staff are pleased to work with the family and pupil with diabetes to achieve independence and self-management. An Individual Health Care Plan will be established, working closely with the pupil, health professionals and the family. We would request that the pupil carries a sugar substitute at all times on their person. Lucozade and alternative forms of carbohydrate are kept in the boarding house surgery/main school for emergency use when boarders with diabetes are in residence.

Epilepsy management

The School Health Worker/boarding staff are pleased to work with the family and pupil with epilepsy to achieve independence and self-management. An Individual Health Care Plan will be established working closely with the pupil health professionals and the family. Emergency medication will be kept in the boarding house surgery/main school, labelled as previously detailed and with instructions for use by the doctor in charge of the treatment and with the relevant permissions.

Prescription medicines

Those that are needed during the school day should be administered from the School Health Worker/Receptionist for the safety of the pupil and other children. The medicine supplied must be pharmacy labelled. Medications will be stored in a locked metal cupboard in the medical room.

Please keep us informed about changes in pupils' medical needs.

Antibiotic therapy

Some liquid antibiotics need to be kept at a cool temperature. They should be sent to the house surgeries/medical room for dispensing. Please ensure that they are placed in a clear plastic bag to prevent leakage and are appropriately pharmacy labelled and accompanied by a request form for administration. Some antibiotics do not need to be taken during the school day. Your pharmacist will advise you whether this is the case or not.

Record-keeping

A record will be kept of any treatment and medication (prescription or otherwise) that has been given. However, this information is confidential to the pupil.

Prescription medicine administration procedure

- The pupil's name and date of birth will be checked against the medicine.
- The consent form will be checked.
- An allergy history will be obtained.
- Dose and expiry date will be checked.
- A record of the administration will be made, signed and dated.
- If in doubt, the parent will be contacted and a verbal consent taken.
- If a pupil refuses, the staff have no power of enforcement.
- The onus is on the child to come to the house surgery/medical room at the appropriate time.
- The parents will be notified if a child refuses in the best interests of that child.
- Emergency services will be called if a refusal compromises a child's safety.

Anaphylactic Management

House staff/School Health Worker are pleased to work with family and pupils with severe allergies (anaphylaxis). We encourage the child to carry their Adrenaline Auto Injector (AAI) on them at all times. We request that a spare Adrenaline Auto Injector (AAI) is brought into the boarding house surgery/medical room. Teaching and pastoral staff at Ripon Grammar School have been trained in administration of an Adrenaline Auto Injector (AAI) should the pupil not be able to do so him/herself.

**TO BE ADDED TO THE CURRENT RIPON GRAMMAR SCHOOL CONFIDENTIAL
JOHNSON AND SCHOOL HOUSE MEDICAL INFORMATION**



Ripon Grammar School
Confidential Medical Information:
Non-prescription medicines stored in the boarding houses

Please indicate your consent/no consent on the table below. It is essential that this document is completed accurately as without a parental signature, the boarding staff will be unable to administer the non-prescription medicine to your child.

I hereby give my consent to the following non-prescription medications being administered to my child by the boarding staff.

Name of parent/guardian _____ (Please print)

Name of child _____ (Please print)

Date _____

Non-prescription medicine	Parent or Guardian Signature
Cetirizine hay fever medication	
Throat Lozenges	
Cough medicine	
E45 cream	
Savlon cream	
Germoline cream	
Vaseline	
Deep heat muscle rub	
Sun cream	
After-sun cream	
Virasorb – cold sores	
Soothagel - mouth ulcers	
Paracetamol	
Full Marks head lice treatment	
Liquid Paracetamol 6+	
Cream for athletes foot	
Loperimide (Imodium type)	

Please return your form to:

Girl Boarders

Mrs J Sanderson, Johnson House, Ripon Grammar School, Clothholme Road, Ripon HG4 2DG or alternatively email the form with signatures to sandersonj@ripongrammar.co.uk

Boy Boarders

Mrs Addis, School House, Ripon Grammar School, Clothholme Road, Ripon HG4 2DG or alternatively email the form with signatures to addisd@ripongrammar.co.uk

References: DfE Guidelines on the administration of medicines and NYCC Guidance for supporting CYP with medical conditions in school - February 2015

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