



**GRANGE SCHOOL**  
*A Culture of Continuous Improvement*

# School Clinic Policy

Compiled by: Signature: Date:	Approved by Governing Body (     ) Signature: Print name: Date:
Revision Number:	Next Review date:

# School Clinic Policy

We want to welcome you to Grange School, Ikeja and would like to familiarize you with the School Clinic services for your children. We have an equipped clinic at Grange which is staffed by two qualified nurses. The nurses are responsible for administering any first aid or prescription medicines that your child may require during the school day.

## Aim

The purpose of the clinic is to provide first - aid treatment for school related injuries. It is neither equipped, nor designed to care for out - of- school injuries or illnesses and it is not intended to take the place of parent direct medical care. Also, Physician's and Dentist's written instructions for treatment which may need to be carried out during the school hours will be followed, as we are aware there are circumstances when children require medication during school hours.

## Medical Care

Although your son/daughter will normally receive medical care from your family doctor, we hold medical information on all our pupils in order to ensure that we can provide appropriately for their needs, or look after them if they are injured or have an accident. We would therefore be grateful if you complete and return the medical questionnaire that would be sent home with their report at the end of each session/enclosed with other admission documents before he/she joins the school.

## Medical Examinations

Your consent will be sought for these examinations:

- Annual Eye Screening (February)
- Annual Dental Check (November)
- Annual Hearing Assessment (May)
- Quarterly De-worming Exercise (March, June, September and December)

## Medical Records

We keep records of all treatment that your child receives during his/ her time at school. We also record all accidents and injuries to your child. Access to these records is restricted to the nurses, Principal and Vice Principals.

## Emergency Medical Treatment

We will always contact you if your child suffers anything more than a trivial injury, or if he or she becomes unwell during the school day, or if we have any worries or concerns about his/her health. A medical / injury report will accompany your child home to notify you of any treatment given in the school. We will ask you to collect your child if he/she becomes ill during the school hours.

## Medicines and Treatment brought to school by pupils

If your child has a medical condition which necessitates regular access to medication, please inform the nurses, so that an appropriate regime can be devised. The relevant

academic and pastoral staff will be informed, in confidence, of any condition that is likely to affect him/her in any area of school life.

At Grange School, our policy concerning medication must be followed for the protection of all our children.

A special medication administration permit must be filled out by parent/guardian before medications such as antibiotics, anti-malarias or any other such medication, can be administered to a child. These forms are readily available in the school clinic. Any dosage change{s} must also have written instruction by a doctor.

The first/starting dose of all medication must be administered at home. The school clinic will only administer continuation doses.

No child is to have any medicine (this includes over-the counter and prescription medicine) on their own at any time. Parents must deliver medicine to school and pick up any leftover medication.

**\*NEVER SEND MEDICATION OF ANY TYPE THROUGH YOUR CHILD!**

In the event that medication is sent by a child, the medication will not be dispensed unless a Parent/guardian/or parent's designee comes to school to verify and sign for the medication with the School Nurse.

All medication must be sent in their original containers or duly labelled.

Written permission from the doctor must be submitted at the onset of prescription medicine use, for any change, and when medication is discontinued.

Non - prescription medicines must have the pupil's name written or taped on the container.

All medication must be brought to the school clinic. The medication will be stored/ kept in a locked cupboard in the clinic.

Only with specific instructions from the doctor may the pupils keep the medication with them. These instructions must be presented to the clinic, especially inhalers for asthmatic pupils.

When a child's medication bottle is empty, the school will send it home for you to get a new one.

If your child is on a course of antibiotics, to be administered twice daily, we suggest you give this to your child at home.

The school clinic must be aware if a child is on any special treatment.

If your child is being given any drug or is sick, please alert the school clinic. Any comment or message to be passed on to the School Nurses can be done by a letter or calling the sickbay on 01-7743235, 01-2706046.

A sick child does not benefit much from class work, it is better to allow such a child stay at home.

The clinic does not supply antibiotics, anti-malarias or any other such medication, except minor analgesics.

Please, do inform the school clinic if your child reacts to any medication or has any allergy.

#### Medical Questionnaire

Parents of new pupils are requested to complete and return the medical questionnaire to the nurses, if this has not been done already.