



St Agatha's Catholic Primary School

Policy	Medical Policy
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Governor Committee	CFC
Statutory Policy	Y

Introduction

The purpose of this policy is to support individual children with medical needs to achieve regular attendance and to ensure safe and clear administration of medicines. There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

Aims of this Policy

1. To support individual children with medical needs to achieve regular attendance (See Supporting Children with a Medical Condition Policy).
2. To ensure the safe administration of medicines to children where necessary and to help to support attendance.
3. To reduce the spread of illness between children and to increase whole-school attendance.
4. To ensure the on-going care and support of children with long term medical needs via a health care plan.
5. To explain the roles and responsibilities of school staff in relation to medicines.
6. To clarify the roles and responsibilities of parents in relation to administering medication and in relation to children's attendance during and following illness.
7. To outline the safe procedures for storing and managing medicines in school and on school trips.

Roles and Responsibilities

Headteacher

- o To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice.
- o To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy.
- o To ensure that staff receive appropriate support and training.
- o To ensure that parents are aware of this policy and the Attendance Policy
- o To ensure that this policy is reviewed every 2 years.

Staff

- o To follow the procedures outlined in this policy using the appropriate forms.
- o SENDCo to complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs.
- o To share medical information, as necessary, to ensure the safety of a child.
- o To retain confidentiality where possible.

- o To take all reasonable precautions to ensure the safe administration of medicines when applicable.
- o To contact parents with any concerns, without delay.
- o To contact emergency services, if necessary, without delay.
- o To keep the first aid cupboard (in office) stocked with necessary supplies.
- o To maintain accurate and up-to-date medical records, within SIMS and class registers.
- o To inform parents when medications are due to expire.
- o To ask parents for their permission to use the emergency school inhalers, if required.

Parents/Carers

- o To provide the school with detailed, up-to-date information about their children's medical needs prior to a child starting school, or when the medical need arises.
- o To follow the school's procedure for bringing medicines into school and administering medicines.
- o To ensure that medicines provided to the school are in date and that asthma inhalers are not empty.
- o To inform the school if there is a long term illness that requires a health care plan.
- o To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need.
- o To support your child in developing good hygiene practise e.g. hand washing, nose blowing, covering mouth when coughing, etc. to reduce the risk of germs spreading.
- o To follow the school's guidelines on returning to school after illness. (Also refer to school's Attendance Policy).

School Attendance During/After Illness

- o Children should not be absent from school for minor illnesses, such as cough or cold.
- o Children should not be in school if they have a temperature, diarrhoea, vomiting, undiagnosed rash, or any other significant discomfort.
- o Children should not return to school for 48 hours after an episode of diarrhoea or vomiting.
- o 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. (Also refer to school's Attendance Policy.)

Safe Administration of Medicines at School

- o Medicines should only be brought to school when essential: unless advised by a doctor that it would be detrimental to health, medicines should be prescribed in frequencies that allow the child to take them outside of school hours i.e. three times a day – before school, after school and bedtime.
- o Where it would be detrimental to the child's health if the medicine were not administered during the school day (e.g. 4 x dose in 24 hours), parents are asked to come to school to administer the medication, if available. If not available, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administer medicine form.
- o Staff will not administer non-prescribed medicines. Parents/carers are to plan to come into school if they wish to give their child these medicines, e.g. Calpol, Piriton, etc.
- o Appropriate paperwork must be completed by parents/carers prior to any medication being administered by school staff.
- o Where school staff administer medication, the medicine will be correctly stored, reminder alerts set and dosage given will be witnessed.
- o Only prescribed medicines, in the original container, labelled with the child's name and dosage will be accepted in school.
- o All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession.
- o Administration of medicines at school must be recorded in the Medicines Administered record booklet by an appointed first aider.
- o Some children may self-administer medication, under adult supervision, with parents'/carers' consent to encourage responsibility. This is recorded in the Medicines Administered booklet.
- o If a child refuses to take their medicine, staff will not force them to do so. The refusal will be recorded and parents informed.

Storage and Medicines

- o Epi-pens and asthma inhalers are clearly labelled and stored in the first aid cupboard in the medical room. Where a second epi-pen is provided by the parents/carers, which is strongly recommended, this will be stored in the child's classroom, in a clearly labelled box.
- o Asthma inhalers are taken with the child during physical activities if required.

Medicines on Educational Visits/School Journeys

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 educational visits. Staff should discuss any concerns about a child's safety with parents.

- o The class teacher is responsible for ensuring that arrangements are in place for any child with medical needs prior to an educational visit taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the educational visit.
- o The designated member of staff will administer any medicines required and record the details.
- o The designated member of staff will return medicines to the first aid cupboard in the office.
- o On school journeys, a designated first aider is able to administer non prescribed medication, such as Calpol, if signed permission has been given by parents/carers prior to leaving for the school journey.

Relevant Paperwork to be completed for Specific Medical Needs

Health Care Plan <i>See separate policy entitled Supporting Children with Medical Conditions</i>	Asthma Card - Asthmatics	Request to Administer Medication Form Completed by parents/carers prior to starting the administration by school staff	Anaphylactic Policy For all children who require an epi-pen
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