



Medical Care Policy

*"Working together
with parents, church and community
to create a distinctive environment
where the unique nature of each child
is respected and fostered"*

Consultation	Staff	Date: Nov 09	Governors	Date: Dec 09
Ratified by Governors:	March 2013			
Review Date:	Spr 2 2017	Spr 2 2018	Spr 2 2019	Spr 2 2020
Link Policies	PSHCE		Health and Safety	
	Behaviour		Equality disability	
	Complaints		Equal Opportunities	

Copies of this policy can be found:

- On the school's VLE in the Staffroom course
- In the Policy file in the PPA room
- In the Safeguarding File in Headteacher's Office
- In the Staff Handbook
- In the Medications record file in the School Office

The following Appendices are attached:

A - Authorisation to Administer Medicine in School form

B - Medical Needs Policy Statement

AIMS

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

The policy is to include:

- Procedures for managing prescription medicines which to need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for medicines
- Circumstances in which children may take non-prescription medicines
- Staff training
- Record-keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

Prescribed medicines

A parent/carer may bring essential medicines in to school providing:-

- It is in the original container and is clearly labelled with the child's name and instructions for administration
- The parent/carer must complete a copy of the school's 'Authorisation to Administer Medicine' form - see Appendix A. The main school office hold copies of the 'Authorisation to Administer Medicine' form.
- All medications requiring three doses each day, remain the responsibility of parents. Advice to school is that these medicines can be given before/after school and at bedtime and therefore do not need to be administered in school. All medicines and completed forms must be sent to the nominated member of staff immediately. To avoid accidental 'double dosing' only the nominated member of staff will administer medicines. In her absence responsibility will fall to the Headteacher, Deputy Headteacher or Pastoral Care Leader.
- The nominated member of staff will keep a log of medicines given to each child each day.
- Inhalers for asthmatic children will be kept in the classroom where they are accessible to the child. Children must know where their inhaler is stored. Inhalers must be taken to PE, games lessons, swimming and on all school trips away from the school site (e.g. to the library, to church and further afield etc).

- Medication for children with diabetes will be kept in the classroom where it is accessible to the child. Children must know where their medication is stored. Medication must be taken to PE, games lessons, swimming and on all school trips away from the school site (e.g. to the library, to church and further afield etc).
- The school will accept the administration of 'normal' medicines but may seek advice for unusual medication or drugs. The school may ask parents to attend school to administer this type of medication.

Non-prescription Drugs

No un-prescribed medicines will be administered under any circumstances with the exception of cough sweets. These must be given to the class teacher to be administered as required.

Long Term Medical Needs

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. A care plan will be constructed in consultation with the parents, SENCo and relevant medical professionals. The care plan will be reviewed on an annual basis as a minimum.

Self Management

Children who are able to, will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma.

Educational Visits

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self-managed by pupils will be in the safe care of a nominated member of staff. Complex medical needs for a specific pupil may necessitate a health plan for the visit. If in doubt, advice should be sought from a member of the Senior Leadership Team.

Sporting Activities

It is advisable to prepare a risk assessment of medical needs of individual children, including those who may suffer from an asthma attack. Asthma relievers not self-managed should be taken to the activity in a box or container and be supervised by a member of staff.

Children needing medical attention

If a child is considered to be too unwell to remain in school the parent/guardian will be contacted by telephone.

If, in the opinion of staff, a child is in need of urgent medical treatment an ambulance will be called and the parent/guardian informed immediately. If we cannot contact a parent/guardian, the child will be accompanied in the ambulance by a member of staff, usually the Pastoral Care Leader or the Headteacher, whilst efforts continue to be made to inform the parent/guardian.

Only in exceptional circumstances, when guided by a medical professional, will a child be taken to hospital in a member of staff's car. In such events the member of staff will be accompanied by another member of staff

ROLES & RESPONSIBILITIES

Headteacher:

- To ensure parents and staff are aware of the policy and monitor its effectiveness
- To encourage parents to communicate with the school immediately upon their child requiring specific medication, or any continued specific need
- To enlist the support of parents to avoid any unintentional distress/harm to any child e.g. the danger of peanut butter sandwiches in the dining hall to peanut allergy sufferers

School Nurse:

- To liaise with Headteacher, class teacher, parents, General Practitioner, Health Service to ensure school has accurate, relevant, up to date details on each child with specific medication needs
- To assist with training in any issues arising from the specific medication needs

Teachers:

- To be empathetic towards the needs of any child with specific medication and how it impinges on their well-being within the classroom
- To ensure that the information on medication is kept securely in the classroom.
- To be fully aware and familiar with the medication needs of children within their class; know where the medication storage bag/box is stored and be familiar with its contents

Support Staff:

- To be empathetic towards the needs of any child with specific medication and how it impinges on their well-being, both in class and in the playground

- To be fully aware of and familiar with the medication needs of children with whom they work; know where medication is kept and be familiar with its contents
- To be watchful of children with specific medication needs within the playground situation

Children:

- To be aware that the school has medication for them, to be used as needed
- To be aware that any member of staff will be able to access their medication and assist them
- To try, in the case of children with asthma, to be able to use their inhaler independently

Parents:

- To notify school initially of specific medication needs of their child
- To assist school by supplying medication for school storage, in the case of children with asthma
- To encourage their child to be able to use an inhaler independently
- To be aware of renewal dates of medication and supply replacements
- To ensure all personal details, phone numbers, contact names held by the school are kept up to date

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Authorisation Form for Administering Medicines

Name of Child:	
Name of medicine:	
What is the medicine for?	
What is the dosage?	
How is the medicine being taken?	
When is the medicine to be taken?	
How is the medicine to be stored?	
Date: Start date: End date:	
Signature of parent/carer	

Medical Needs Policy Statement

St Helen's CE Primary School aims to support and welcome children and young persons with medical conditions or needs.

We aim to provide all children and young people with a medical condition or need the same opportunities as others.

We will endeavour to ensure that as part of the Every Child Matters Agenda that children can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

We will ensure all staff understand their duty of care to children and young people in the event of an emergency.

Staff feel confident knowing what to do in an emergency.

We understand that certain medical conditions are serious and can be potentially life threatening.

We understand the importance of medication only be taken as prescribed.

We understand that the success of this policy relies on good communication, co-operation and partnership working.

All staff understand the common medical conditions that affect children.

Staff receive training on the impact medical conditions can have on the children in our care.