



St Gilbert's R.C. Primary School

Policy: Medical Conditions and Medication

OVERVIEW

The care and protection of children will have the highest importance for everyone in this school.

Everything possible will be done to implement the Department for Education document supporting pupils at school with medical conditions guidance to keep children in school.

OBJECTIVES

1. To keep medication safe in school.
2. To ensure that pupils who need to take medication whilst they are in school have their needs met in a safe and sensitive manner.
3. To make safe provisions for the supervision and administration of medication in school time.

STRATEGIES

1. Medication prescribed by a doctor or authorised health care worker, will be administered in school. This will only be done if medicine is required more than three times a day. If the child attends 'Breakfast Club' or 'After School Club' then medication can be administered with greater frequency upon written request to the Headteacher. If a child becomes unwell whilst at school and the parent and the school considers the illness treatable with a pain killer the school will administer this with a signed agreement/verbal consent from the parent.
2. Only members of staff that have been trained and authorised by the Headteacher may supervise and administer medication. In an emergency, the Headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the Headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
3. Parents must visit the school to discuss what is being requested and complete the school's Administering Medication Form. (see appendix 1). The Administering Medicine Form will contain a photograph of the child to ensure medicine is distributed correctly. All medication requests are kept in the child's electronic file as well as a paper copy with the medication.
4. If medication is administered occasionally, an Administering Medicine Form must be completed with detailed instructions. A phone call by the administrator will be made before any medication is given.
5. For complex medical needs, a written plan must be provided by the parents in consultation with their health visitor or nurse and followed up by an annual conversation with the class teacher and the staff responsible for administering medicine. It is up to the parents to organise this meeting. This plan will also be kept on the child's electronic file as well as a paper copy with any medication.
6. Medication must be sent into school in its original container with the official details label clearly visible with the child's name and patient information leaflet enclosed.
7. Medication will be kept safely according to the instructions on its container. All medicine (except inhalers and epi-pens) will be kept in the school office. Where medication needs to be kept in a refrigerator it will be done so in the school office.
8. A log of all medication dispensed (except inhalers) is kept in the school office.
9. When pupils needing medication are on visits away from school, the school will do its best to see that as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany their child on such visits and outings.
10. It is a parent's responsibility to ensure school is informed of any medical conditions including allergies. For ongoing conditions, parents must also ensure that all medication is in school and in date.
11. Each half term a list of medical conditions are produced by the Administration and shared with the Teaching Staff.
12. Parents must follow NHS guidance on infectious illness before presenting a child for school.



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13. For clarification the school will use statutory documentation provided by the Government such as, 'Supporting Pupils at School with a Medical Condition' as well as Local Authority School Nursing Service.

ASTHMA

- KS1 children must have two inhalers in school - both to be kept in the class medication box in the classroom. The inhalers must be labelled with the child's name.
- KS2 children must have two inhalers in school - one kept on their person and the other in the class medication box in the classroom. The inhaler must be labelled with the child's name.
- It is the parent's responsibility to check the dates on any medication and replace when necessary.

ALLERGIES

- For complex medical needs, a written plan must be provided by the parents in consultation with their health visitor and followed up by an annual conversation with the class teacher and the staff responsible for administering medicine. It is up to the parents to organise this meeting. This plan will also be kept on the child's electronic file as well as a paper copy with any medication.
- Any epi-pens are to be kept in school in a labelled box with the child's name and photograph. If a child has two, one should be kept at the key stage medical station and one in the office. If an ambulance is called then all medication and action plans should be sent with the paramedics.
- The school kitchen contains a photograph of each child and their allergies.
- It is the parent's responsibility to check the dates on any medication and replace when necessary.

DIABETES

- For complex medical needs, a written plan must be provided by the parents in consultation with their health visitor and followed up by an annual conversation with the class teacher and the staff responsible for administering medicine. This plan will also be kept on the child's electronic file as well as a paper copy with any medication.
- All the child's necessary medication must be kept in the school office and clearly labelled as belonging to that child. If the child is in KS2 they can administer their own medicine but must come to the office to be supervised whilst doing so.
- It is the parent's responsibility to check the dates on any medication and replace when necessary.

Exceptions: If a child has a life threatening illness and is prescribed antibiotics three times a day, we will administer the lunchtime dose to comply with medical recommendations to regulate the time the medicine is given.



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OUTCOMES

The school will do all that it can to ensure that pupils with medical and special needs will have as little as possible disruption to their education. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

This policy supports the Health and Safety, Safeguarding, Intimate Care and First Aid Policies

Supporting Documents:

Appendix 1: First Aiders in School

Appendix 2: Medication Administrators

Appendix 3: Children with Medical Needs in School

Appendix 4: Children and their Allergies

Appendix 5: Pro forma – Administration of Medication

Appendix 6: Children who have a Medication Care Plan

Appendix 7: Anaphylaxis Training Booklet

To be read in conjunction with the school's Medication and Medical Conditions Policy

St Gilbert's RC Medical Conditions and Medication Policy-November 2016

To be reviewed-November 2017



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Appendix 5

Child:	Photo:
Class:	
Medication:	
Date of medication given to school:	
Date medication runs out:	
Storage Requirements:	
Dispensing details:	

NB: The school will only be responsible for the exact dispensing details that are submitted on this form. It is the parent's responsibility to inform the teacher of any changes in medication. Parents must also take responsibility for ensuring that medication is kept up to date and supplied.

Parents/Carers Name:

Parent/Carers Signature:

Date: