



Newbridge Primary School

Guidance for supporting pupils with medical needs

Author Jacky Hansard - B&NES Policy adopted by Newbridge Primary School
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GUIDANCE FOR SUPPORTING PUPILS WITH MEDICAL NEEDS IN SCHOOLS

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This document has been written in line with Guidance “[Managing Medicines in Schools and Early Years Settings](#)”, 1448-2005DCL-EN available from http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4108489 Newbridge Primary School has adopted the B&NES policy and will ensure that that it is brought to the attention of staff and parents or guardians.

Parents or legal guardians have the prime responsibility for their child's health and thus are responsible for making sure that their child is well enough to attend school. They are expected to keep their children at home, or make other arrangements for their care, when they are acutely unwell. However, sometimes children are well enough to be in school but still require regular medication and this guidance is produced to assist Headteachers in the management of this.

1 Who can administer medication?

The administration of medication is a voluntary role for teaching or non-teaching staff, unless it is part of their contract of employment. However, as the employer owes a duty of care to its pupils, staff are expected to assist a pupil in an emergency, provided they can do so without putting themselves at undue risk. Where the emergency would require a specialist medical technique for which staff have not been trained, the best assistance would be to immediately summon the ambulance service and/or the child's parent, as appropriate.

Those members of staff who volunteer to assist with any form of medical procedure are acting within the scope of their employment and are therefore indemnified by Bath & North East Somerset Council against any legal action, provided they act in good faith and in accordance with their training.

Prescribed medication should only be permitted in school when the child's doctor deems it to be essential and prescribes it and no medication should be administered unless written consent and instructions to do so, have been obtained from the parents or guardians. Parents must also provide all relevant information relating to the child's medical condition if staff are to support them in school. The School Nurse or Health Visitor will of course be a good source of additional background information on any particular health related matter and the Department of Public Health will also give advice where appropriate. There is also information on the hpa poster "[Guidance on Infection Control in Schools and Nurseries](#)"
http://www.hpa.org.uk/web/HPAwebFile/HPAweb_C/1194947358374
Tel: 0117 900 2620.

Wherever possible, pupils, even the very young, should be enabled to administer their own medication, but this should be under a level of supervision appropriate to the individual child. If children refuse to take medication, staff should not force them to do so, but should inform the child's parents or guardians as a matter of urgency. If refusal to take medication could result in a medical crisis, then the parents or ambulance service should be summoned immediately, as appropriate.

Medicines should only be administered by a volunteer member of staff who has been formally authorised to do so by the Headteacher. Where special techniques are required to administer medication, such as the use of an Epi-pen, it is essential that staff are given appropriate training and re-training and sufficient staff should be trained to allow for periods of sickness absence etc. to be covered. Medical training records will be kept on the school's Single Central Record Schools must also provide staff with suitable protective equipment such as disposable gloves or a sharps disposal box where this is required.

2 Dealing with Medication in School

Appropriate secure storage for medicines must be arranged and records of medicines received and administered must be kept by the school office. Schools should be aware that certain drugs such as Ritalin have a street re-sale value and so must be kept in a locked cupboard. Emergency medication should accompany the child wherever they may be on the premises. Access to emergency medication must be achievable within one minute of the child needing it.

Any other medication brought into school should not normally be carried around by the pupil, but handed to the school receptionist or other appropriate person, so that it can be kept securely until required.

The parents or legal guardians must be informed that it is their responsibility to promptly inform the school of **any** changes to the medication or its administration. Parents must also maintain an up-to-date supply of the medication to the school so that it is available on a daily basis and as needed by the pupil. Any unused or time expired medication must be handed back to the parents of the child for disposal. Parents, guardians or the doctor should provide written details of the name of the medication, dose, mode of administration, dosage frequency and the time that the dose(s) should be given. Parents will be given an Appendix 2 form to record the details. Newbridge Primary School should keep a record of any medication given to pupils and the staff involved using the Appendix 8 form. Records will offer protection to staff as they provide proof that staff have followed the agreed procedures.

The school is responsible for ensuring that medicines are both administered and stored safely on the school premises. Large quantities of medicines should not be stored, so wherever possible, the parent should be asked to bring in just the required dose. All medicines must be clearly labelled with the child's name, the name of the medication, the mode of administration and dosage frequency. Where a pupil needs two or more prescribed medicines, each should be in their separate and appropriately labelled outer container, containing the original medicine packaging.

A few medicines, which need to be used regularly or in an emergency, such as that contained in asthma inhalers, must always be readily available to pupils and therefore cannot be locked away. At Newbridge Primary School, inhalers are kept in a class inhaler box which is accessible in the class room to enable children to have access to these.

There is also a need to refrigerate some medication. These can be kept in a refrigerator containing food, but should be in a clearly labelled, separate, airtight container to avoid contamination from food etc. Access to a refrigerator holding medication must be restricted to members of staff.

The school has three medicine cabinets, one the upper and lower school medical rooms and one in the kitchen in the school office. Medicine needing refrigeration will be kept in the fridge in the school office kitchen.

Pupils must never take or have administered medication which has been prescribed for another pupil. This includes the use of asthma inhalers. Schools should take appropriate disciplinary action if medicines are misused by, either the pupil for whom they are prescribed or other pupils.

3 Non-Prescribed Medication and Painkillers

Staff should **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents e.g., when attending a residential visit. Where the head agrees to administer a non prescribed medicine it **must** be accompanied with a doctor's letter.

Where a pupil suffers regularly from intermittent acute pain such as migraine or period pains, the parents or guardians should seek a medical prescription for, or a note from their doctor authorising, appropriate painkillers for their child's use. A member of staff should supervise the pupil taking the medication and notify the parents, in writing, when it is administered.

4 Short Term Administration of Prescribed Medication

Children who are acutely ill and who require a short course of medication e.g., antibiotics, will normally remain at home until the course is finished. If the child's doctor agrees that they are fit enough to return to school, then they can sometimes be asked to adjust the dose frequencies so that none is required during school hours. If the child is well enough to return to school, but still requires medication, then volunteer staff may administer medication at the discretion of the Headteacher, who will consider availability of staff and the other demands on their time. It does however, remain the parent's responsibility to ensure that their child receives their medication and if it is not possible for staff to do so, parents can be asked to come to the premises to administer it themselves or nominate some other responsible person to do so in their place. It is very important that medicines are not mixed and one child is not given another's medication to which they might be allergic. There should therefore be a formal procedure to ensure that each child is given their own medication when more than one child is receiving this support from the school. Appendix 8 'A checklist for anyone administering medication in school's' may be used to assist in this.

5 Long Term Administration of Prescribed Medication

Children with long term medical needs have the same right to be admitted to and to attend school as other children and to refuse to make "reasonable adjustments" to accommodate their needs, may be deemed to be discriminatory under the Disability Discrimination Act 1995. Such children must be enabled not only to access the curriculum, but also to fully participate in all aspects of school life. In exceptional circumstances, if the result of a risk assessment shows that the child's medical condition or likely behaviour represents a serious hazard to themselves or to others, they may be excluded from certain specific, higher risk school activities. In these circumstances, schools are strongly advised to seek advice from the school nurse, the child's doctor or paediatrician or Health and Safety Advisers.

Usually, children with long-term medical needs are able to attend school regularly and, with some support from the school, are able to safely take part in most of the day-to-day activities. Where the child has a serious chronic medical condition, it is useful to have a Health Care Plan, see Appendix 3 'Health care plan for pupils with medical needs'. The purpose of such a plan is to ensure that staff have sufficient information to understand and support such a pupil and outline any emergency action which may be necessary.

The Health Care Plan will include reasonable adjustments required to support the pupil.

Health Care Plans should always be drawn up in conjunction with the parents or guardians and the School Nurse, Lifetime Nurse or the child's Doctor. The parent/carer is responsible for informing the school, should the Health Care Plan require updating. All medical information relating to individuals is confidential and therefore, the information contained within the Health Care Plans must be treated as such. The Headteacher should agree with the child's parents or guardians, as to who should have access to records and other information. It is however, sometimes sensible, with the agreement of the parents, to explain the use of medication to a number of pupils in the affected child's class, so that peer group support can be given.

Where administering medication or other care of the pupil involves invasive medical techniques, schools should refer to the Bath & North East Somerset Guidance on these. These techniques should only be used by staff who have been trained by medically qualified personnel.

Any restrictions on a pupil's ability to participate in physical education should be included in their individual Health Care Plan. For example, some children may need to take appropriate precautionary

measures before or during exercise and/or be permitted to have immediate access to their medication as and when necessary. Teachers supervising sporting activities involving pupils with medical needs, need to be made fully aware of their medical conditions and what to do should any particular medical emergency arise.

For external clubs, it is the responsibility of the parent to share medical needs information with the provider.

Offsite visits may require the school to take additional safety measures to ensure that any necessary medication is given and to deal with any potential medical emergencies. These measures should be based on an informed risk assessment of the location and activity, carried out in conjunction with information relating to the pupil's medical needs. Expert advice can be obtained from the school nurse or pupil's Paediatrician. The Safety Advisers can also offer further assistance on risk assessment in these circumstances.

6 Emergency Treatment

Emergency medication including inhalers must follow the child at all times including visits to the PE hall, Forest School, sports field, swimming pool etc., where it will be kept in a box provided for this purpose. Where it is agreed by the parents and teachers, the inhalers should be carried by the child. All other medication should be kept securely. No emergency medication should be kept in the school except those specified for use in an emergency for an individual child.

If it is necessary to give emergency treatment, then a clear written account of the incident must be given to the parents or guardian of the child at the earliest opportunity and a copy retained in the school.

Every school and setting should have sufficient trained First Aiders; either Nominated First Aiders, Appointed Persons, or staff trained in emergency First Aid or emergency Paediatric First Aid, as appropriate, who are available to deal with a medical emergency. All such training must be updated every three years to be valid. All staff should be aware of the names of the First Aiders and the procedure to summon the emergency services. If a pupil needs to go to hospital, then their parents should be notified immediately, so that they may accompany them or meet them at the hospital. If a young child's parents can not be contacted, or cannot attend immediately access to medical treatment must not be delayed, in this case a member of the support staff may accompany them in the ambulance.

Staff should not take pupils to hospital in their own cars unless instructed to do so by Ambulance Control, such as in the case of poisoning. Even in such circumstances, this can only be done if another adult accompanies the driver, otherwise staff must wait for the ambulance to arrive.

The parents' cultural and religious views should always be taken into account and respected when dealing with medical conditions and medical emergencies. However, parents should be informed that in an emergency, the school will exercise its duty of care by immediately calling the ambulance service as well as informing the parents. Once in the care of the paramedics, in the absence of the parents, all decisions on treatment will be deferred to the medical practitioners in attendance.

7. Implementation and Review

This document constitutes the Code of Practice of Bath & North East Somerset Children's Services and supersedes guidance previously given by Bath and North East Somerset in 2010.

ADVICE ON MEDICAL CONDITIONS

Advice and guidance on care and medication can be obtained from:

The Child Health Department
Bath NHS House
Newbridge Hill
BATH BA1 3QE

Tel: 01225 731500

For advice on contagious diseases:

Avon Health Protection Team

Tel: 0117 9002620 or 9002621

School Nursing Team HCRG:

[School Aged Health Service \(5 – 19 Years\) - Bath and North East Somerset - Community Health and Care Services](#)

The school nurse or Health Visitor will give advice regarding medical conditions. Parents or guardians of children suffering from these conditions should be advised to seek advice from their GP or from the bodies detailed below. The following bodies can also supply information or leaflets regarding the conditions listed.

Allergy to Peanuts and Other Nuts	Asthma & Allergy Research Unit C/o Dept of Respiratory Medicine Glenfield Hospital Groby Road Leicester LE3 9QP Tel: 0116 270 7557 Fax: 0116 270 9338
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Asthma at school – a guide for teachers	National Asthma Campaign Providence House Providence Place London N1 0NT Tel: 020 7226 2260 Fax: 020 7704 0740
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Asthma Helpline	Tel: 0845 7010203
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Cystic Fibrosis and schools (A guide for teachers and parents)	Cystic Fibrosis Trust 11 London Road Bromley Kent BR1 1BY Tel: 020 464 7211 Fax: 020 3130472
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Children with diabetes (Guidance for teachers and school staff)	British Diabetic Association Diabetes UK 10 Parkway
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Diabetes UK Careline

London
NW1 7AA
Tel: 0800 585 088
Tel: 020 7424 1000
Fax: 020 7424 1001
Tel: 020 7424 1030 (Voice)
Tel: 020 7424 1888 (Text)

Epilepsy - Guidance for
Teachers concerning
Children who suffer from fits

National Society for Epilepsy
The Chalfont Centre for Epilepsy
Chalfont St Peter
Gerrards Cross
Bucks SL9 0RJ
Tel: 01494 601300
01494 601400

UK Epilepsy Helpline

Guidance for HIV and
AIDS

Department for Education and Skills
Sanctuary Buildings
Great Smith Street
Westminster
London SW1P 3BT
Tel: 08700 012345

Haemophilia

Haemophilia Society
385 Euston Road
London NW1 3AU
Tel: 020 7380 0600
Fax: 020 7387 8220

Haemophilia Helpline

Freephone: 0800 018 6068

Sickle Cell Disease

The Sickle Cell Society
54 Station Road
Harlesden
London NW10 4UA
Tel: 020 8961 7795
Fax: 020 8961 8346

Thalassaemia

UK Thalassaemia Society
19 The Broadway
Southgate Circus
London N14 6PH
Tel: 0208 8820011
Fax: 0208 882 6818

Toxic Shock Syndrome

TSS Information Service
24-28 Bloomsbury Way
London WC1A 2PX
Tel: 0171 4042120

**Parent/Guardian request
for the school to administer medication**

The school will not give your child medicine unless this form has been completed and the Headteacher has agree that staff can administer the medication

Details of pupil

Surname _____

Forename(s) _____

Address _____

Date of birth _____

Class _____

Medication

Name/Type of Medication _____

For how long will your child take this medication _____

Date dispensed _____

Full directions for use _____

Dosage and method _____

Timing _____

Special precautions _____

Side Effects _____

Self Administration _____

Emergency procedures _____

Contact details

Name _____

Relationship to pupil _____

Daytime telephone number _____

Address _____

I understand that I must deliver the medicine personally to a member of the office staff _____

and that the school is not obliged to undertake this service

Signed _____

Date _____

NB Newbridge Primary School does **not** use this form as Appendix 2 covers this.

Headteacher/Head of setting agreement to administer medicine

Newbridge Primary School

It is agreed that *[name of child]* will receive *[quantity and name of medicine]* every day at *[time medicine to be administered e.g. lunchtime or afternoon break]*.

[Name of child] will be given/supervised whilst he/she takes their medication by *[name of member of staff]*

This arrangement will continue until *[either end date of course of medicine or until instructed by parents]*

Date

Signed

Review Date Changes made by whom, date shared with staff *(The Head teacher/Head of setting/named member of staff)*

HEALTH CARE PLAN FOR PUPILS WITH MEDICAL NEEDS

Name _____

Date of Birth _____

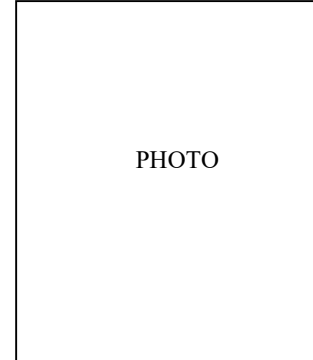
Condition _____

Class/Form _____

School _____

Date _____

Review Date _____



CONTACT INFORMATION

Family Contact 1

Family Contact 2

Name: _____

Name: _____

Phone No. (work) _____
(home) _____

Phone No. (work) _____
(home) _____

Relationship _____

Relationship _____

Clinic/Hospital Contact

GP

Name _____

Name _____

Phone No. _____

Phone No. _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements: (eg before sport/at lunchtime)

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (state if different on off-site activities)

Form copied to:

I consent for my data to be displayed/ shared for the purposes of supporting my child's medical needs in school.

Signature of Parent/Guardian

Signature of School Nurse

Administration of adrenaline in school

Parental Consent Form for the self-administration by a child, or the administration by a member of staff, of an adrenaline injection in an emergency.

School:

Child's Name:

Date of Birth:

Address:

Home Tel No: Parent's Work Tel No:

Prescribing Dr's Name Tel No:

GP's Name Tel No:
(if different)

Hospital (if relevant)

The above child has been identified as having a severe allergic reaction to:

.....

Previous symptoms shown:

I agree to the trained members of staff listed below administering an adrenaline injection to my child as directed below as the staff consider necessary in the case of a severe allergic reaction when self administration by the child is not possible.

Trained Member of Staff (Names)			
Name of Medicine	Dose	Frequency	Expiry Date

The emergency ambulance service will then be contacted.

I undertake to update the school with any changes in administration of emergency medication and maintain an in-date supply of the medication.

Signed: Dated:

Name: (Print)

NB Newbridge Primary School does **not** use this form.

Permission for Pupil to carry their own medication

Pupil's Name _____ Class/form: _____

Address: _____

Medical Condition _____

Medication: _____

Emergency procedures _____

CONTACT INFORMATION

Name 1 _____

Daytime Phone No: _____

Relationship to Child: _____

Name 2 _____

Daytime Phone No: _____

Relationship to Child: _____

I would like my son/daughter to keep his/her medication with him/her for use as necessary

Signed: _____ Date: _____

Parent or Guardian

NB Newbridge Primary School does **not** use this form as training records are kept on the Single Central Record

Staff Training Record - Administration of Medication or Medical Treatment

Name:

Training received:

Training provider

I confirm that the above-named person has received the training detailed and is competent to carry out the following techniques.

Conditions when the techniques may be used:

Trainer's signature:

Date:

I confirm that I have received the training detailed above.

Trainee's signature:

Date:

Suggested Review Date:

A checklist for anyone administering medication in school.

- 1 Before you begin
 - Has a parental consent form been fully completed and signed for this medication?
 - Is the time at which the dose should be given clearly indicated on the form?
 - Is the medication clearly marked with the:
 - a) child's name;
 - b) the name of the medication;
 - c) the dose to be given;
 - d) the mode of administration;
 - e) the frequency of administration; and
 - f) the date by which it must be used.
 - Has the medication been stored appropriately:
 - a) in a locked cupboard e.g. Ritalin; or,
 - b) in a fridge, double wrapped to prevent contamination from food e.g. antibiotics?
 - Have you checked the child's name and the dose to be given, on the package?
 - Have you been authorised by the Headteacher to administer this medication and, where necessary, been trained to do so?
 - Are you wearing any necessary protective clothing
- 2 Measure the dose and administer the medication. Wherever possible the child should be encouraged to administer the medication himself or herself with appropriate staff supervision.
- 3 Dispose of any waste materials and protective clothing in the designated containers.
- 4 Return any remaining medication to the secure storage facility.
- 5 Complete the medication register.

Please note that if a child refuses the medication he/she should not be forced to take it, but the parents should be informed as soon as possible.

**NEWBRIDGE PRIMARY SCHOOL
POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL**

The Governors and staff of Newbridge Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head indemnifies, through the school's insurance policy, members of the school staff giving or supervising pupils taking medication during the school day providing appropriate consent and agreed protocols are in place and followed. The school will provide appropriate training where necessary. There is no legal duty that requires school staff to administer medication; this is a voluntary role. Wherever possible the school will seek to co-operate with reasonable and justified requests from parents so that their children need not miss out on their educational opportunities.

Each request needs to be considered on its merits having regard to the best interests of the pupil but also the implications for the school especially the staff. This policy uses "[Managing Medicines in Schools and Early Years Settings](#)", 1448-2005DCL-EN http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4108489 as its source of guidance.

Some pupils who are well enough to return to school may need to finish taking a course of antibiotics or apply lotion at the end of a prescribed course. This should only happen when absolutely essential and with their parent's written consent. Where feasible medication should be taken before or after school, or arrangements made to go home or for the parent to come to school at lunchtime to administer medication.

Please note that parents should keep their children at home if acutely unwell or infectious.

Non-prescription medication

- Staff should not give any medication to pupils under 16 without the parent's consent
- A child under 16 should never be given Aspirin, unless prescribed by a doctor.
- Regardless of age enquiries must always be made as to whether the pupil is taking any other medication, checks must be made to ensure that there are not likely to be adverse health effects from the interaction of the two.
- Dosage must always be in accordance with the instructions specified on the product container and enquiries made as to when any previous dose of pain reliever was taken so that the stated dose is not exceeded.
- The pupil should be supervised whilst taking tablets to ensure that they are swallowed and not accumulated.
- A written record of the dates and times of each administration is made in the Administration of Medicines Record.

Long term medical needs

Long term medical conditions need to be properly managed to allow maximum attendance and participation at school by the pupil. An individual health care plan can help the school to identify the necessary safety measures to support pupils with medical needs and ensure that they and others are not put at risk. The school needs concise but detailed information about a pupil's medical needs from their parent in conjunction with the child's doctor.

Supporting pupils with medical needs

Parents are responsible for providing the Head with comprehensive information regarding the pupil's condition and medication. Prescribed medication will not be accepted in school without a completed Parental Agreement for the Administration of Medicine form and signed instructions from the parent. Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Each item of medication must be delivered to the Head or school office, in normal circumstances by the parent. Any prescribed medicines that need to be taken in school must be in the original container in which they were dispensed by the pharmacy. A Parental Agreement for the Administration of Medicine in School must be completed and returned to the school along with any medication. These medicines must be placed in a sealable container marked with the pupil's name. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of one week's supply at any one time).

Each item of medication must be clearly labelled with the following information:

- Pupil's name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

The school will not accept items of medication in doset boxes or unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

The teacher will carry prescribed asthma inhalers and epi-pens when necessary.

At Newbridge Primary School, inhalers should be kept in the class Inhaler Box. Epi-pens will be kept in the lower or upper school medical rooms as appropriate. Access to the medication must be achievable within one minute of the child needing it. If there is any question of contamination, keep the Inhaler/Epi-pen in a clean, plastic lidded container.

If diabetic pupils have to test sugar levels during the day by using a lancet and blood stick – a sharps box will be provided for safe disposal of these too. Arrangements will be made for the sharps bin to be collected regularly.

Records

The school will keep records, which they will make available for parents on request:

- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency medical procedures will be followed.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages on parental instructions.
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term.
- Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary, under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

For each pupil with long-term or complex medication needs, the Head, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate arrangements/supervision cannot be guaranteed.

Emergencies

If a pupil develops an anaphylactic shock, severe breathing difficulties, severe bleeding or becomes unconscious, call an Ambulance on 999 immediately regardless of any other first aid action that is being taken. These are all potentially life-threatening conditions.

All staff should know how to call the emergency services, who are the qualified first aiders and where to get hold of them in an emergency within the school, and the same for the appointed persons who could also take charge of any emergency situation.

Insurance

Staff are often concerned as to whether they are covered by Council insurance to administer medication – the answer is yes, provided that they act in good faith, within the limits of their authority and observe the policy terms and conditions.

Appendix 10

Review Date	Changes made	By whom
September 2017	Newbridge Primary School name added to model policy	Jacky Hansard
September 2017	Contents: Newbridge Primary School has adopted the BANES policy	Jacky Hansard
September 2017	Section 1: Sentence about Foundation Schools removed.	Jacky Hansard
September 2017	Section 3: Sentence about residential visits added	Jacky Hansard
September 2017	Appendix 6: Title amended to say 'Not applicable to Newbridge Primary School'.	Jacky Hansard
September 2017	Appendix 10 Newbridge Primary School added to the title. Paragraph about special schools removed. Medications that students are permitted to carry – 'when instructed by the class teacher e.g., P.E. lessons' added. Paragraph about secondary pupils carrying medication removed.	Jacky Hansard
September 2023	Awaiting BANES Latest Medical Needs policy to adapt our policy	Jacky Hansard
September 2024	Reviewed. Training records to be maintained on the SCR. Inhaler boxes to be accessible and portable. Emergency medication to be in school on a daily basis. Health Care Plans will include reasonable adjustments required to support the pupil. Parental responsibility for informing club providers of medical needs. Medication storage clarified. Awaiting BANES Latest Medical Needs policy to adapt our policy.	Jacky Hansard Policy shared with governors, staff and on the website for parents September 2024. Latest version of policy shared with parents on website November 2024.