



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

The Governors and staff at St Joseph's Catholic Primary School wish to ensure that pupils with medical needs receive appropriate care and support at school.

This policy has been written in conjunction with Lancashire County Council's Medicine Safety Policy, DfE Supporting Pupils with Medical Conditions document May 2015.

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical conditions. The Governors and staff at St Joseph's Catholic Primary School wish to ensure that all children with medical conditions are properly supported so that they can participate in all aspects of school life and achieve their academic potential. There may be instances where medication does need to be administered in school or self-medication can be allowed and this policy is intended to support such instances.

Procedures for Managing SHORT TERM Prescription Medication (medication required for a maximum of 2 weeks)

Medication will only be accepted in school if it has been prescribed by a doctor and which contains a prescription label. **

** The Headteacher may allow an exception to this rule if a GP has recommended over the counter painkillers for a short period of time while the child recovers from surgery or a fracture. In such cases then the parent/carer would need to complete a Request to Administer Medication Form. The parent would need to stipulate what time it should be given, taking into consideration the timing of any doses given before school hours. Non-prescribed painkillers will not be accepted into school for other illnesses.

The school will only accept medication that requires more than three doses in frequency daily. Anything less than this would be expected to be administered by parents outside of school hours. The exception to this would be longer term medications (see separate section).

Medication will not be accepted in school without parental consent. Parents/carers must complete a Request to Administer Medication Form from the school office before any medication will be accepted in school. Only reasonable quantities of medication should be supplied to the school.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

Each item of medication must be in the original labelled container with the following information and handed directly to the school office:

- Pupil's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if applicable)
- Expiry date

Administering Medication

The office staff will pass a copy of the request form to the class teacher and a copy of the form will be put in the 'Medical' file which is kept in the office. Attached to the form sent to class, will be a blank Record of Administering Medication Form to record when medication has been administered and by whom. Older pupils will be likely to be able to administer their own medication, under staff supervision.

Unless otherwise indicated, all short-term medication to be administered in school will be kept in the school office in a lockable cupboard and administered in the school office by the class teacher, teaching assistant or designated first aider. Certain medicines may need to be kept refrigerated, so the class teacher should ensure this is kept away from the reach or site of any children in the staffroom fridge. All staff should have access to children's medication. The class teacher is responsible for ensuring that the pupils in their care receive their medication at the specified time.

The exception to the above would be for children in the Y6, Reception or Nursery building across the road from the main school building. For these children then the Request to Administer Medication Form and the Record of Administering Medication Log will be kept, with the medication, in class. This will be kept away from the reach or sight of any children.

When the school gives the medication to a child there will always be one adult to administer the medication and another staff member present to witness the administration and countersign. This is to ensure that the correct dose is given. This will then be recorded on the Record of Administering Medication.

If any person feels uncomfortable administering medication then they may ask a member of the Senior Leadership Team to take over. The Headteacher will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

For some medications, at the school's discretion, the school may request that the parent or carer comes into school to administer to the child.

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records on the Record of Administering Medication form. Parents should be informed of the refusal straight away.

Once the medication is no longer required then the Request to Administer Medication Form and the Record of Administering Medication Form should be passed back to the office and uploaded electronically to the pupil's Arbor file.

Parents will be asked to collect unused medication. If the family do not collect it, then the school will dispose of it appropriately via a registered pharmacy, ensuring that the pupil's details are removed from the medication prior to disposal.

Procedures for Managing LONG TERM Medication

Parents of children who have long term medical needs should agree a medical plan with the Headteacher/ Deputy Headteacher and health professionals. This information would then be shared with the necessary staff e.g. Class Teachers, Sports Coach, Family Support Worker, Senco. The paperwork used in the case of short term medication may suffice to support longer term medication also, however, this will be decided by the Headteacher/ Deputy Headteacher.

Parents at St Joseph's are asked if their child has any health conditions or health issues on the Admissions Form or the Data Collection form which is issued annually at the start of the autumn term. Basic medical condition information obtained via the Admissions Form will be input onto Arbor by the Admissions Officer. Information obtained via the Data Collection forms will be entered onto the Arbor system by the school office. Hard copies of Data Collection forms should be re-printed for the office files whenever details change.

Children suffering from skin complaints or allergy related symptoms may require cream or anti-histamines to be kept in school to provide relief from symptoms during the school day. The parent or carer will be asked to complete the Request to Administer Medication Form. See Administering Medication section above.

Classroom Management

A medical box will be stored in each classroom with a Medical Information File containing details of all pupils with longer term medical conditions. A list of pupils with medical conditions will be circulated to staff at the start of each term. Additional children will be discussed with the class teacher during the term, as required. Also included in the medical box may be children's prescribed inhalers and Epi Pens. The medical box should be taken on any trips or any off site activities (e.g. Music Letters, PE and swimming) where the child(ren) is attending.

All school staff will notify a qualified first aider immediately should any health problems arise with any pupils under their care.

Any staff who have children at the school should follow the same procedures as parents.

Off Site Activities and Visits

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

In the case of children on short term Pupil Referral Units, or alternative educational settings, then the Headteacher and/or Deputy Head will take responsibility for the communication of and the support of any medical needs of the children.

The class teacher, in conjunction with the Headteacher/Deputy Head must consider any medical needs for any children who are due to attend an off-site activity or visit and ensure that the appropriate provision is in place.

Food Allergies

In the case of food allergies, the school office should run a list annually for the school kitchen containing photographs of the children. This should be run in the autumn term after the children's photographs have been taken and uploaded into Arbor.

Any member of staff who is made aware of a food allergy throughout the school year must inform the office who will ensure that a new list is printed for the kitchen.

Any food allergies identified at the point of school admission, the Family Support Worker will notify the office and class teacher of the allergy.

Asthma

The school recognises that asthma is a common controllable condition which can be serious, affecting many pupils in school. Therefore, asthma awareness should involve all members of the school community. Please see our separate Asthma policy for more details.

Approved by	Full Governing Body
Date	January 2025

Review	January 2027
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