



Euxton CE Primary School



## Medical Policy for supporting children

*'In our Christian family we all SHINE in the light of Jesus'*

### Introduction

Euxton CE Primary considers itself a caring and responsible school. We believe that all children should have successful and fulfilling lives and we want to ensure that our pupils with medical conditions and those that take medicines can and do participate fully in all aspects of school life.

Governors and staff of Euxton CE Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Governing Body will accept responsibility in principle for members of the school staff authorised to give medication and will ensure that every effort is made to give or supervise pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so.

### Purpose

The purpose of this policy is to set out effective arrangements to support children with medical conditions and those who take long term medication in school. This document must be read in conjunction with other relevant policies (e.g. Euxton CE Primary School Health and Safety Policy, First Aid Policy and Safeguarding & Child Protection Policy).

### Definition

For the purpose of this policy, the term parent refers to any person with parental authority over a pupil (i.e. a parent, legal guardian or carer).

### Responsibilities

**The Headteacher** is responsible for:

- Ensuring staff follow this policy on a daily basis. This includes when activities take place off-site.
- Ensuring that appropriate procedures are in place and are followed by school staff so they are competent to provide support to pupils taking long term medication.
- Ensuring that this policy is reviewed on an annual basis in line with local and national guidance and legislation.
- Ensuring that all children with medical needs have an Individual Healthcare Plan in place and these are monitored regularly.
- Ensuring that appropriate risk assessments are undertaken.
- Ensuring that this policy is implemented effectively.
- Ensuring that there is effective communication with parents, children, staff and relevant healthcare professionals concerning a pupil's medication or medical condition.
- Ensuring all new staff have access to a copy of this policy on induction.
- Ensuring all staff have access to appropriate training so they can effectively support children with medical conditions and those who take medicines.
- Ensuring appropriate levels of staff are in place so that a trained member of staff is always available to support a child with a medical condition or taking medicines.

**School Staff** are responsible for:

- Maintaining professional standards of care and ensuring that children are safe.
- Ensuring they attend relevant training and receive support relevant to their responsibility.
- Being aware of any children in their class who have a health condition or are taking medicines.
- Being aware of the potential triggers, signs and symptoms of common medical conditions and knowing what to do in an emergency.
- Maintaining confidentiality with regards to a child's medical condition.

- Maintaining accurate records of any medicines administered to a pupil.
- Being conversant with this policy.

**School Administrators** are responsible for:

- Ensuring that Medical Conditions / Food Allergy Form is completed by parents for those children with medical conditions. The form will be kept in the Medical File in the school office with Care Plans if appropriate.
- Maintaining accurate records of children with medical conditions / food allergies in SIMS. Details of medical conditions are shared with staff.
- Checking any long term medication held in school annually for expiry dates and returning to parents to dispose of accordingly. Please note that it is the parent's responsibility to ensure that medicines / inhalers are in date.

**Parents** are responsible for:

- Supplying school with up-to-date accurate information regarding their child's condition and medication. A Medical Conditions / Food Allergy Form must be completed and returned to school.
- Notifying school immediately of any changes to their child's medication or medical condition.
- Where appropriate, informing school of the timings of any previous doses of medicine that have been given.
- Ensuring that school is supplied with in date medication and associated equipment as per procedures within this policy.
- Carrying out any action that has been agreed as part of a child's Individual Healthcare Plan.
- Informing school about any medication or support their child requires while taking part in out-of-school activities.
- Ensuring medication is kept in date and any inhalers are taken home at the end of the school academic year.

**Supply staff** are responsible for:

- Being aware of how to access support for a child with a medical condition or taking medicines. Supply staff do not administer medication at Euxton CE Primary School.

**School Nurse** is responsible for:

- Providing support to staff on implementing a child's Individual Healthcare Plan and providing advice and liaison where appropriate (e.g staff training).

**External Providers** (e.g. Sport's Coaches, Out of Hours clubs) are responsible for:

- Following this policy and associated procedures for activities undertaken during school hours. (For activities undertaken outside of school hours, the external provider's staff will follow their own organisation's policies and procedures and ensure appropriate risk assessments are made).
- Ensuring they attend regular training relevant to their responsibility.

**The Governing Body** is responsible for

- Ensuring that Euxton CE Primary School has a policy for supporting pupils with medical conditions and this is reviewed regularly.
- Ensuring appropriate arrangements are in place in school to support pupils with medical conditions or who need to take medication.
- Ensuring the Headteacher effectively implements all aspects of this policy.

### **Staff Training**

Regular training is provided to staff. This includes;

- How to use this policy.
- How to recognise the symptoms of common medical conditions.
- How to check if a child is on the school medical register.
- How to administer a child's long-term medication if required.
- How to accurately record usage of medication.
- How to recognise when emergency action is necessary.
- How to respond appropriately to a request for help from another member of staff.

When a child enters school with specific medical needs, staff will receive the appropriate training as advised by the school nurse or other healthcare professional.

## **Records**

At the beginning of each academic year or when a child joins school, parents will be asked to supply up to date accurate information regarding their child's medical condition and medication. A Medical Conditions / Food Allergy Form must be completed and returned to school. This will be stored in the school office labelled Medical Care Plans. This information will be recorded on SIMS (School Information Management System).

## **Medical Register**

The School Medical Register includes information about all of the pupils in each class with a medical condition including allergies /intolerances and any Medical Care Plans that they have.

Allergies/intolerances lists are displayed in classrooms and in class registers. Medical information is stored in medical files in each classroom, with an additional medical board which is displayed in the staffroom.

## **Medicine Administration**

Two staff members will be present when medicine is being administered. This will be recorded upon the medical consent form. The consent form is shown at the end of this policy.

## **Emergency Medication**

When an emergency medication is used (e.g. an inhaler or EpiPen), parents will be contacted by phone. This will be recorded in the Accident/Incident log book (carbon copy), the top copy will be given to parents and the carbon copy will remain in school.

## **Individual Healthcare Plans**

Individual Healthcare Plans are confidential documents that help to ensure school effectively supports pupils with medical conditions. These are stored in the Medical Register which is kept in the child's classroom.

Individual Healthcare Plans are completed by the parent and include details of:

- A child's medication including any side effects to which they may be predisposed.
- Any allergies
- Name of GP involved with their care
- Trigger factors/ pre-activity precautions
- Details of any special educational needs
- What to do and who to contact in an emergency

When a child has complex medical needs, an Individual Healthcare Plan will be drawn up in conjunction with the school nurse or other healthcare professional.

Individual Healthcare Plans are reviewed at least annually or more frequently when there is a change in a child's medical condition.

External providers such as sports coaches also have copies of Individual Healthcare Plans when they are working in school.

## **Medication and medical equipment**

Parents must provide school with a supply of in-date medication in a container or plastic folder labelled with the child's name, picture and class. Unlabelled medication containers will not be accepted.

The medicine container should have a visible expiry date and storage information, and be clearly labelled with the following;

- The child's name and picture
- The name of medicine
- The dose and frequency of medication
- The expiry date and storage conditions

Over the counter medicines such as Calpol®, herbal preparations and cough syrups may, in exceptional circumstances, be administered in school. We strongly advise that pre-measured medicine is provided, e.g., Calpol ® fastmelts/sachets.

Antibiotics are encouraged to be taken out of school hours. However, if this is not possible then a parent/carer must complete a Medical Consent Form. It is the responsibility of the parent to ensure that they sign the Medical Consent Form at the end of each day and take the medication home. Staff will support this by retrieving the medication and providing the form to be signed.

Any medication which needs to be stored in a fridge will be stored in the locked fridge in the Extension. All other medication (including spare epipens and asthma inhalers) will be stored in a locked drawer in the office. This draw is clearly labelled.

### **School Trips and Off-site Activities**

All children with medical conditions and those taking medicines have access to all activities and areas of school life. A risk assessment will be undertaken to ensure that the safety of staff and children is maintained at all times. Where appropriate, adjustments will be made to enable children with medical conditions to participate fully and safely in activities.

Before any off-site activity takes place, a member of staff will liaise with the parent to determine whether it is necessary for medication to be administered during the trip (i.e. whether a medicine can be taken before or after the trip). Where it is not possible to reschedule a dose, the original container of medication will be taken out on the visit.

The supervising member of staff will ensure;

- Sufficient medication for the duration of the trip is available
- Any medications needed have been signed out of school and are signed back in on return.
- Where a child has an Individual Healthcare Plan, this is available
- Medicines are stored securely for the journey and for the duration of the school visit.

### **Infectious Diseases**

Euxton CE Primary School will not put any child at unnecessary risk from infectious diseases. Therefore, we do not accept a child into school at times where it would be detrimental to the health of that child or others to do so. Staff follow Public Health England *Guidance on infection control in schools and other childcare settings* to advise on the period of time a child needs to be kept off school. This document can be accessed via [www.gov.uk](http://www.gov.uk).

Policy date: January 2025

Review date: January 2026



## CONSENT TO ADMINISTER MEDICATION

Full name:	DOB:	Class:
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Name of medication and expiry date			
Prescribed by			
Consent given by			
Dosage and time to be given at school			
Any possible side effects			
Parent/Guardian Signature			Date

## AMINISTRATION TIMES

Date	Time	Dosage	Staff signatures (2 staff to administer)	Parent/Guardian Signature

Please file this form in the Medicine Records File in the office.