

# St. Joseph's RC Primary School

Medical Care Policy,  
Medication Administration  
Policy First Aid Policy

May 2021

“I came so that  
you may have life,  
and have it to  
the full.”

– John 10:10



*Faith*

*Respect*

*Confidence*

*Resilience*

*Empathy*

# St. Joseph's RC Primary School

"I came so that you may have life, and have it to the full." – John 10:10

## Medical Care Policy Medication Administration Policy First Aid Policy

### INDEX

Policy - Supporting pupils at school with medical conditions	Page 3
Policy for the administration of medicines in school	Page 5
Educational Visits and Other School Journeys	Page 8
First Aid Policy	Page 9
Staff with medical conditions	Page 11
Medication Form	Appendix 1
Anaphylaxis Flow Chart	Appendix 2

## Supporting pupils at school with medical conditions policy

In light of the COVID 19 pandemic, this policy should be read alongside the Risk Assessment, which has been agreed with staff, governors, LA and submitted to unions. All additional information related to the RA and COVID 19 is written in blue.

St Joseph's places the highest importance on the care, safety, well-being and health of its pupils especially those with known medical conditions both in terms of their physical and mental health. The school will do all that it reasonably can to give all pupils, including those with a known medical condition, full access to the education provided. The school recognises that pupils at school with medical conditions must be appropriately supported so that they have full access to education, including school trips and physical education. In addition, it is recognised that there can be social and emotional implications associated with living with an ongoing medical condition. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions. Some pupils with an ongoing medical condition may be considered to be disabled under the definition set out under the Equality Act (2010) so this policy should be read along with St Joseph's SEND information which is available on the school's website.

This policy has been developed in accordance with DfE (2017) 'Supporting pupils with medical conditions' in order to ensure that appropriate action is taken where a pupil is admitted to school with an identified ongoing medical condition or when any child is unwell in school or on a school occasion. This policy should be read in conjunction with the Intimate Care Policy, the Educational Visits Policy, the Health and Safety Policy and the information in the other policies contained below. Adherence to this policy will ensure that all pupils are appropriately supported and cared for so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Pupils recovering from a short-term illness/infection, who are clearly unwell should not be in school and the school can request that parents/carers keep the child at home if necessary.

Where a pupil is admitted to school with a medical condition, St Joseph's will liaise with parents, carers, relevant medical, clinical and other appropriate authorities to ensure that the child's individual needs are met and that they are given full access to the education provided for all pupils. The Head teacher will make teachers and others who care for a pupil with a medical condition, aware of the medical condition and its needs and levels of care and support that are to be provided.

Training will be provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Sept 2017). Where a pupil may require individual specialised treatment a clear care plan must be available and under no circumstances will the school provide planned medical care or treatment until it has an agreed a care plan

All staff who participate in supporting pupils with medical conditions will receive appropriate information and training regarding any specified treatments for the individual pupil. This will be arranged by the Headteacher and, in most instances, will not involve more than would be expected of any adult who cares for the child. The Headteacher will liaise, as appropriate, with those professionals responsible for the management of the pupil to ensure that staff develop an understanding of those symptoms which may require emergency action, for example, those listed on an individual treatment plan. The Headteacher will keep a record of all relevant and approved training received by staff.

Staff in schools have no automatic right to be informed of any medical condition suffered by any pupil. Yet, in order that pupils can receive the best possible care, parents/guardians should advise the school of any conditions that may require intervention during the school day. Any medical or related information provided to the school either by parents/guardians or health care professionals must always be treated in the strictest of confidence. Information will only ever be shared with those members of staff whose role may lead to them providing treatment or other intervention as agreed with parents.

### **Policy for the administration of medicines in school**

Children have a right to be educated and should not be excluded purely as a result of requiring medication. The administration of medicine is the responsibility of parents/carers. School staff have a professional and legal duty to safeguard the health and safety of pupils. They wish to do all they can to enable children to gain the maximum benefit from their education and so participate as fully as possible in school life. This does not imply a duty on staff to administer medication. The Governing Board wishes to point out to school staff and parents that participation in the administration of medicines in schools is on a voluntary basis. This policy has been produced to support and protect staff to undertake the administration of medicines and should be read in association with the school's Health and Safety Policy

The Local Authority (LA) fully indemnifies its staff against claims for alleged negligence, providing they are acting within the scope of their employment, have been provided with adequate training, and are following the LEA guidelines. For the purposes of indemnity, the administration of medicines falls within this definition and hence the staff can be reassured about the protection their employer provides. The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given or where the administration is overlooked. In practice, indemnity means the LA and not the employee will meet the cost of damages should a claim for alleged negligence be successful.

Parents are advised that pupils who are unwell should not be sent to school as stated in the Supporting pupils with a medical conditions policy. Many pupils need to attend school while taking prescribed medicines either because they are suffering from chronic illness or allergy or recovering

from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines. These are the only situations in which medications for a pupil may be brought into school.

In order to help avoid unnecessary taking of medicines at school, parents/carers should be aware that a three times daily dosage can usually be spaced evenly throughout the day so eliminating the need for a lunchtime dose to be administered in school. Parents/carers should also ask the family doctor if it is possible to adjust the medication to avoid school time doses.

There are 3 general situations which apply to the Administration of Medicines at St Joseph's school, these are as follows:

1. Some pupils will require medicines to be administered by a member of staff
2. Some pupils are able to self-administer their medication but require someone to supervise them. Where the Headteacher or staff are willing to be involved voluntarily, the Headteacher is responsible for ensuring that the procedure described above is adhered to
3. It is recognised that many pupils at school will have the capability to administer their own medicine, for example, asthma drugs. In all instances where prescribed and non-prescribed medicines are brought into school, the school must be notified on the parental consent form. (please also refer to items 10 and 11 of the following procedure for administration of medicines)

The following procedure has been agreed for administration of medicines in school

1. The staff at St Joseph's school are prepared to administer medicines if parents/carers follow the guidelines in this policy and complete a 'Medication Form' (attached as an Appendix) and return it to the school office before the medicine is required to be given.
2. Only medicines prescribed by a doctor can be accepted. They must be in their original container with the pharmacy label intact. **Staff will only administer medicines if they are required to be taken 4 times per day. A small medicine cup must be provided to ensure social distancing can be adhered to. These are available from the pharmacist.**
3. Medicines are only administered following a written request from parents/carers which clearly states the name and class of the pupil, together with the dose and time(s) of day at which it should be taken and any special conditions for storage of the medicine (for example to be kept in fridge).
4. Medicines need to be clearly marked with the name and class of the pupil, together with the dose and the time(s) of the day at which it should be taken.
5. Medicines are only accepted by office staff and they must be brought in by the parent/carer, rather than via the pupil.
6. School cannot accept any medicine that has been taken out of the container as originally dispensed or make changes to dosages on parental /carer instructions.

7. No over-the-counter remedies should be brought into school at any time – this includes throat sweets and nasal inhalers.

8. No over-the-counter remedies will be administered by staff. [Children who need to take these should not attend school as these medicines can mask COVID 19 symptoms. Children must be free from any symptoms for 48 hours prior to their return to school.](#)

NOTE Pain killers (for example, aspirin, paracetamol, including junior forms such as Calpol) will never be administered to pupils, even at the request of parents/carers unless prescribed by a doctor.

9. Children should never be given medicine to keep on their person; all medicines should be handed into the school office

10. Medicines will be kept in a secure position in the school. In certain situations (for example when a pupil requires Diabetic medication, Asthma medication or access to an EpiPen) arrangements will be made for medications to be stored in the classroom. [Asthma medication must be clearly labelled and stored in the child's own tray.](#)

11. A record will be made in a medication log book identifying what drug has been administered and by whom. This includes self-administration by a pupil.

The Headteacher must ensure that all relevant staff are made aware of any pupils who are taking medication and who is responsible for administering the medication. This person should be routinely summoned in the event of a child on medication feeling unwell, as they should be aware of any symptoms, if any, associated with the child's illness which may require emergency action. Other trained staff who may be required, for example, a first-aider should be summoned as appropriate. Please refer to the First Aid Policy page 9 below and Appendix 2 for further information [Any child displaying COVID 19 symptoms will be taken to the medical room/outside designated area and all procedures will be followed.](#)

The Headteacher must keep a record of all relevant and approved training received by staff. Prior to staff administering any medication in school, the Headteacher must be satisfied that the staff member is competent. Heads should formally authorise each competent member of staff by entering their name and other relevant details in a register.

Each person who administers medication must:

- receive a copy of these policy guidelines
- read the written instructions/parental consent form for each child prior to supervising or administering medicines, and check the details on the parental consent form against those on the label of the medication.
- confirm the dosage/frequency on each occasion, and consult the administration of medicine administration record form to ensure there will be no double dosing;

- know the emergency action plan and ways of summoning help/assistance from the emergency services;
- check that the medication belongs to the named pupil and is within the expiry date;
- record in the medication log book all administration of medicines as soon as they are given to each individual;
- understand and take appropriate hygiene precautions to minimise the risk of cross contamination;
- ensure that all medicines are returned for safe storage.
- ensure that they remain confident in the procedures and have received appropriate training/information in relation to the administration of medicines.

### **Additional information relating to Educational Visits and Other School Journeys**

**No Educational Visits will be taking place during this time.**

This section should be read alongside the St Joseph's Educational Visits Policy.

The care of pupils with ongoing medical conditions and the administration of medicines during educational visits and other out of school activities requires special attention and pre-planning.

1. Staff planning educational visits or journeys, will consider the level of First Aid cover that will be required and the specific support needed by pupils with known medical conditions as part of their risk assessment.
2. If an accident or medical emergency occurs off the school premises the member of staff present should complete the Accident Report as soon as possible after returning to School.
3. The teacher in charge of any outing off the school premises has the responsibility for being acquainted with any specific medical needs or conditions of the pupils in his/her charge and have appropriate training in how to care for the child's subsequent medical needs.
4. Risk assessments must be carried out for all pupils especially those with known medical conditions on each trip. Prior to educational trips and visits, parents will be asked to complete a Consent Form and provision will be made to meet all risks and cover medical needs.

5. All staff on visits out of school are expected to carry a first aid kit with them at all times

6. In the event that an accident occurs out of school and the family cannot be contacted, at least one member of staff should accompany the person to hospital. In no circumstances should any students be left unattended as a result of a member of staff accompanying the injured person to hospital; in this instance, an ambulance should be called.

7. A designated member of staff will be given overall responsibility for the care of pupils with known and identified medical conditions

## First Aid Policy

Information showing staff trained in first aid and paediatric first aid is displayed throughout the school.

Each bubble of children has a trained first aider. Sufficient PPE is available if needed. Staff training in use of this on 08/06/2020. Each class has a first aid kit.

It is our policy at St Joseph's school to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs, so all staff undertaking first aid duties will be given full training in accordance with current legal requirements, and the school will maintain an adequate supply of first aid equipment at key areas across the school. It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school. We are also required to review this assessment periodically to ensure that current provision is adequate. This is undertaken in annual internal and external Health and Safety audits

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for:

- In the absence of a first-aider, taking charge when a person has been injured or falls ill □  
Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance. □ Assess the patient's condition and then call 999 or 112 for advice.
- If you need to access a first aid kit for personal use, do not remove it from its designated place. [First aid kit in each classroom](#)
- Any loss or damage to first aid equipment must be reported to the School Office
- If a first aid kit is poorly stocked, this should be reported to the School Office
- All staff on visits out of school are expected to carry a first aid kit with them at all times

[All medical records have been updated and contact details confirmed.](#)

Where children have conditions, which may require rapid intervention parents, must notify the Headteacher of the condition, symptoms and appropriate action following onset. It is deemed essential that all staff (including supply staff, lunchtime supervisory staff etc.) are able to recognise the onset of the condition and take appropriate action, that is summon the trained person, call for ambulance if necessary etc. If any pupil including those with known medical conditions, is unwell in class or has an accident in school, the Head teacher and/or first aider (or if the situation occurs out of school – the teacher in charge) will assess the pupil and decide on the appropriate action which may include giving care and first aid or calling for an emergency ambulance if a pupil is seriously unwell or injured or their known medical condition is causing concern. In the event of a serious medical emergency requiring hospital treatment, an ambulance should be called immediately and the patient should be cared for by staff until medical help arrives. If parents and relatives are not available when a pupil becomes seriously unwell or injured, the Headteacher should, if necessary call an ambulance to transport the pupil to hospital. All parents/guardians should be informed of the school's policy concerning pupils who become unwell while at school, or on authorised educational visits, trips

**Please also refer to information about the management of anaphylaxis Appendix 2**

In the event of a child in Nursery or Reception having an accident at school, staff should always seek the help and support of a Paediatric Trained First Aider who will then treat the child appropriately. A pupil's parents will be contacted as soon as possible, whenever there is a medical emergency. Where appropriate, the school will ask the parent/guardian to attend to support the pupil. Parents must always be notified if a child has a head injury, however minor it may appear at the time. [A phone call from the office to inform parents ASAP following an accident following normal procedures.](#)

The accident record forms for recording accidents and other medical emergencies must be completed by the member of staff who is present at the scene of an accident or medical emergency. This is stored in four areas around the school associated with Early Years classrooms, Key Stage 1 classrooms, Key Stage 2 classrooms and Breakfast Club/After School Club areas. Once completed a copy is given to the pupil's parent/carer and a copy is retained in the school

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book

### **Staff with medical conditions**

Any staff who are clinically extremely vulnerable, clinically vulnerable or looking after someone who is will be expected to work from home. Individual risk assessments will be carried out with all staff. All staff have access to My Zone to support mental health and well being.

St Joseph's places the highest importance on the care, safety, well-being and health of its staff especially those with known medical conditions. An employee may need to bring their medicine into school. All staff have a responsibility to ensure that their medicines are kept securely and that pupils will not have access to them, e.g. locked desk drawer or staff room. If the injured person is a member of staff, they are responsible themselves for completing their own accident report. Next of kin contact information must be updated as necessary with the school business manager, this is the responsibility of the staff member

Medication Form

St. Joseph's R.C. Primary School will undertake to administer medication to pupils only upon receipt of the relevant completed form signed by the pupils parent/guardian.

To: Headteacher of St. Joseph's R.C. Primary School

From: Parent/Guardian of .....(name of pupil)

Contact phone number: .....

He/she is considered fit for school but requires the following prescribed medicine/s to be administered.

Name of Medication	When to Administer	Dosage	Reason (Illness, Condition)

I understand that:

all staff are acting voluntarily in administering medicines; all staff maintain the right to refuse to carry out the administration of medication if they so desire; the school cannot undertake to monitor the use of inhalers carried by children; the school is not responsible for the loss of, or damage to any medication referred to in this or any subsequent documentation;

*While the school will always act in your child's best interests, we disclaim responsibility for the effect of any medication administered at your request.*

Signed ..... Date.....

Name of Parent/Guardian.....

## Appendix 2

### ANAPHYLAXIS PROCEDURE

#### Signs of an allergic reaction

