



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

# Medical Policy

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*To nurture and inspire our children to develop a love of learning in a supportive  
Christian community and become the best they can be*



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### **Medical Confidentiality**

Staff in school have no automatic right to be informed of any medical condition experienced by any pupil. However, in order for pupils to receive the best possible care, parents/guardians should advise the school of any conditions that may require intervention during the school day.

We request that all parents/guardians complete a contact form which contains information about medical conditions prior to their child's first day at school.

### **If your Child is Unwell at School**

If your child becomes unwell at school they will be brought to the medical bay where possible. Office staff will call home to explain the situation and symptoms and if necessary ask that someone come to collect them from school.

For minor injuries first aid will be administered and a slip filled in. This will be given to the child to take home informing parents of the injury, situation leading to the injury and details of first aid administered. A carbon copy of this slip will be filed in the Medical folder.

If a child receives a bump to the head or falls onto their back we will always call home to inform parents/carers of the injury as well as filling in a slip which the child takes home and the school keeps a carbon copy.

### **Prescribed Medicines**

Prescribed medicines are only administered when essential; that is where it would be detrimental to a child's health if the medicine were not taken during the school day.

Prescription medicines must be in the original container as dispensed and include instructions for administration and dosage. 'Off the shelf' (non-prescribed) medication will not be administered by school staff, such as Calpol or paracetamol.

If your child has a prescription for a medicine which specifies it must be given 3 times per day, parents must administer this before school, after school and at bedtime. We will only administer medication if the prescription specifies that it must be given 4 times per day. This will be done at lunchtime.

**Lunch Times:**

Reception	11.45am – 1.00pm
Year 1	11.55pm – 1.15pm
Year 2	12.10pm – 1.15pm
Years 3-6	12.30pm - 1.30pm

The school does not administer skin creams or eye drops: this should be done at home, before or after school.

The school wishes to point out to school staff and parents that participation in the administration of medicines in schools is on a voluntary basis. Individual decisions on involvement must be respected.

Any member of staff administering medicine must be trained to administer that medicine and all staff should follow universal precautions to protect themselves, and others, when administering medicines. Parents/guardians are asked to fill in an 'Administering Medication' or 'Health Care Plan' form which can be found in the school office and on the schools website (Parent Area; Forms). No medication will be administered to a child unless this form has been completed and signed. Staff administering medicine should do so in accordance with the prescriber's instructions.

Written records are kept each time medicines are given. If a child refuses to take the medicine we do not force them to do so; this is also recorded.

Medicines, asthma inhalers and Epi Pens are stored in the medical cabinet closest to the child's classroom or the fridge in the medical bay.

**Drawing up a Health Care Plan**

On admission parents must make the school aware of any medical needs. These will be reviewed by the School's Inclusion Leader who may suggest that a Health Care Plan is drawn up. Individual Health Care Plans provide clarity about what needs to be done, when and by whom to support a child with medical needs in school and are drawn up in partnership between the school, parents and a relevant healthcare professional who can best advise on the particular needs of the child.



### **Staff Training**

The school has trained first aiders on site at all times and on all school trips.

The school's Inclusion Leader is responsible for ensuring that school staff have appropriate levels of medical training. The visiting school nurse provides training to relevant staff members when necessary regarding specific medical conditions. Our trained first-aiders names are displayed in every classroom. School Meals Supervisory Assistants are informed of any children with specific medical needs at lunchtime.

### **Procedures for Children with Allergies**

When children are admitted to the school, or when an allergy is diagnosed, parents/carers are required to give information about allergies and medication by completing a Health Care Plan. This is kept in their medical box in the nearest medical cupboard to their classroom.

Epi Pens are stored in clearly marked medical boxes in the nearest medical cupboard to their classroom together with the Health Care Plan.

A named photograph of the child and a brief description of the allergy are displayed in the staffroom, medical bay and lunch hall. All staff are made aware of any child with an allergy.

Teachers are informed about children with allergies in their class at the beginning of the school year (or on admission if during the school year).

Teachers ensure that children have the necessary medication when taken on a school trip.

Parents are responsible for ensuring that medicine has not expired. Periodically, the school checks asthma inhalers and Epi-Pens and informs parents if necessary.

We are a nut-free school and ask our parents to bear this in mind when preparing food for school for example packed lunches, party treats and cake stalls.

In the event of a child having an anaphylactic reaction the school will administer their Epi Pen, ring 999 and then inform parents/guardians.

In the event that a child does not have their Epi Pen in school, or it has run out or doesn't work, the school has an emergency Epi Pen that can be used, providing the child is prescribed an Epi Pen.

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### **Procedures for Children with Asthma**

When children are admitted to the school, or when asthma is diagnosed, parents/carers are required to give information on the condition and medication by completing a Health Care Plan. This is kept in their medical box in the nearest medical cupboard to their classroom. In the event that a child does not have their inhaler in school, or it has run out or doesn't work, the school has an emergency salbutamol inhaler that can be used, providing the child is a known asthma sufferer and their parent/carer has filled in a permission form for the Emergency Inhaler to be given in such situations.

All first aid trained members of staff have responsibility for helping a child use the emergency inhaler.

If any member of staff has reason to suspect a child has asthma or a respiratory condition, they should notify the parents, so they can take the child to a doctor.

The school emergency inhaler kit is kept in the medical cupboard in the medical bay, to which all staff will have access at all times.

Year 5 and 6 children may also bring an additional inhaler to school which can be kept on their person during the day. This is in addition to the inhaler stored in the nearest medical cupboard to their classroom.

More information is available in the school's Asthma Policy.

### **Educational Visits**

All children are encouraged to take part in visits, including our residential trips. A trained first aider attends all school visits. Medicines such as asthma pumps and Epi Pens are taken on trips. For children with more serious medical conditions parents are asked if any additional safety measures are needed or parents may be invited to go on the trip and a Health Care Plan will be completed. A copy of the Health Care Plan will be taken in the event of the information being needed in an emergency. Emergency forms are taken on the trip if it is outside the school office hours e.g. residential or evening visits.

### **Record Keeping**

Staff are required to keep a record of any administration of prescribed drugs, this is kept in each child's medical box.



### **Emergency Procedures**

All staff know the schools emergency procedures. Office staff will contact emergency services and parents. A member of staff will accompany a child taken to hospital in an ambulance and will stay there until a parent arrives. In the event that an ambulance is not available the school will make every attempt to get the child to hospital (in a taxi or member of staff's car) Health professionals are responsible for any decisions on medical treatment until a parent arrives.

### **Complaints**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue a formal complaint should be made. The schools complaints procedure is for complainants to email the school on [admin@stmichaelsn6.com](mailto:admin@stmichaelsn6.com). This will then be brought to the attention of the relevant staff members and complainants will be contacted.



## Administering Medicine Form

**We will not give your child medicine unless you complete and sign this form**

Name \_\_\_\_\_ DOB \_\_\_\_\_

Class \_\_\_\_\_

Medical Condition \_\_\_\_\_

Name of Medicine \_\_\_\_\_

Medicine Expiry Date \_\_\_\_\_

Dose to be administered \_\_\_\_\_ When to be given \_\_\_\_\_

Side Effects \_\_\_\_\_

Any other instructions \_\_\_\_\_

This arrangement will cease on \_\_\_\_\_

Health Care Plan in place Y/N \_\_\_\_\_

Medicines must be prescribed by a healthcare professional and in the original container as dispensed by the pharmacy.

I confirm that the above information is correct and accurate at the time of writing and I give consent to the staff of St.Michael's Primary School to administer the above medicine in accordance with the school policy.

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Staff to fill in below when administering medicine:

Date	Time	Amount	Staff	Notes