



ST MICHAEL'S
C of E PRIMARY
HIGHGATE

Medical Policy

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Responsible for this policy	Andrea Batten

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.

First aid procedures

If your child becomes unwell at school the teacher will contact the office. 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 first aid 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 first aid 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 first aid slip. If we cannot reach a parent by phone we will send a message via Scopay.

Emergency Procedures

All staff know the school's emergency procedures. In the event of a serious accident staff will contact the office immediately to call the child's parents- if the accident occurs on the KS2 playground staff will send two children to notify the office. A member of staff who is first aid qualified will assess the situation and instruct the office to call contact emergency services if necessary. 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.

Automated External Defibrillator



An AED is situated outside the staffroom entrance in a wall mounted case. All staff and regular users to the school are trained in the use of the AED. The AED is locked. The code to open it is 123.

Administering Medication

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.

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**' for short term illnesses or a '**Health Care Plan**' for chronic, long term conditions. These forms can be found in the school office and on the schools website [Parents 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.

Medication is stored in the medical cabinet closest to the child's classroom or, if necessary, in the fridge in the school office.



Supporting Pupils with Medical Conditions

On admission, parents should make the school aware of any medical needs. These will be reviewed by the School's Inclusion Leader, Andrea Batten, 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.

These Health Care Plans are updated at the beginning of each school year or if there are any changes to the child's medical care during the year.

Any required medication will be held in the first aid cabinet in the child's year group. A copy of the Health Care Plan is also kept with the medication. If it is necessary to administer any medication to the child a record should be made in the plan of the dosage, time of administration and who administered the medication or supervised in the case of an older child.

In addition to individual prescribed medication the school also keeps inhalers and Auto-immune injectors (AAI) for emergency use in accordance with

[Emergency asthma inhalers for use in schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Using emergency adrenaline auto-injectors in schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Health care plan includes a permission slip for using the schools emergency inhaler/AAI. Emergency inhalers and AAIs are kept in the school office and the Head of School's office.

Children with Allergies

When children are admitted to the school, or when an allergy is diagnosed, parents/carers should complete a Health Care Plan giving details of the allergens and medication required. This will be kept, along with the child's medication, in their medical box in the nearest first aid cabinet to their classroom.

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). A named photograph of the child and a brief description of their allergy are displayed in the staffroom, medical bay and the kitchen.

Registers of children with allergies and other medical needs are updated termly and shared with staff.

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 AAIs 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.

Anaphylaxis

Anaphylaxis is a severe and often sudden allergic reaction. It can occur when someone with allergies is exposed to something they are allergic to. Reactions usually begin within minutes and can progress rapidly but can occur up to two hours later. In the event of a child having an anaphylactic reaction the school will administer their AAI, ring 999 and then inform parents/guardians.

In the event that a child does not have their AAI in school, or it has run out or doesn't work, the emergency AAI will be used.

Children with Asthma

When children are admitted to the school, or when asthma is diagnosed, parents/carers should complete a Health Care Plan detailing the condition and medication required. This is kept in their medical box in the nearest first aid cabinet 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.

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.

Emergency inhaler kits are kept in the school office and the Head of School's office.

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 their inhaler stored in the nearest first aid cabinet to their classroom.

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



Children with medical needs attending out of school hours clubs

Parents/carers are responsible for informing **externally** run school clubs about any medical needs their child may have and for supplying all necessary medications.

For clubs run by the school (booked via SCOPAY), club leaders are provided with details of a child's medical conditions by the school office. Leaders are made aware of where the child's medication is kept (ie in the first aid cabinet in their year group).

All club leaders, whether internal or external, are made aware of where emergency inhaler/AA is located in school if required.

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 AAI 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.

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.

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.

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This will then be brought to the attention of the relevant staff members and complainants will be contacted.

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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 _____

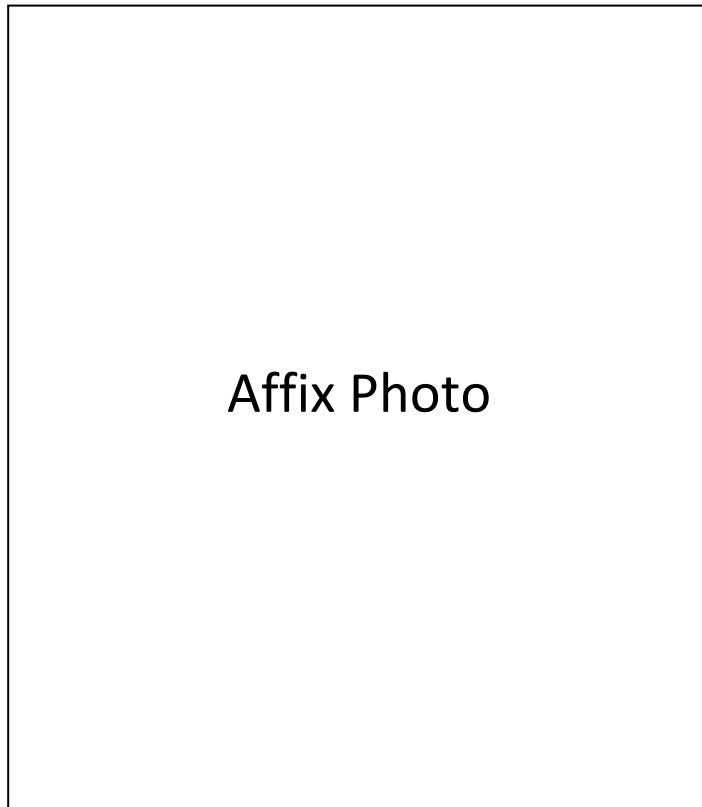
Staff to fill in below when administering medicine:

Date	Time	Amount	Staff	Notes



Health Care Plan

Pupil:



Affix Photo



Name of Pupil:

Date Of Birth:

Medical Conditions:

I confirm that the information contained within this Health Care Plan 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 listed medicine in accordance with the school policy.

Parent/Carer Signature:

Date:

Print Name:

Current Year & Class of Child:

This Health Care Plan will be reviewed each year.

Date of Review:

Parent/Carer Signature:

Date:

Print Name:

Current Year & Class of Child:

Date of Review:

Parent/Carer Signature:

Date:



Emergency Contact Information

Primary Family Contact:

Name: _____

Relationship to Child: _____

Mobile Phone Number: _____

Home Phone Number: _____

Work Phone Number: _____

Secondary Family Contact:

Name: _____

Relationship to Child: _____

Mobile Phone Number: _____

Home Phone Number: _____

Work Phone Number: _____

Clinic/Hospital Contact:

Name: _____

Job Title: _____

Phone Number: _____

GP Contact:

Name of Practice: _____

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Name of GP: _____

Phone Number: _____

Medical Condition 1:

Pupil's Individual Symptoms: _____

Daily Care Requirements during School Hours: _____

Medication Required during School Hours: _____

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

Medicine Expiry Date: _____

Dose to be administered: _____

When to be given: _____

Does the medicine need to be refrigerated?: _____

Side Effects: _____

Any other instructions: _____



Symptoms of an Emergency:

Actions to be taken in an Emergency:

Medical Condition 2:

Pupil's Individual Symptoms:

Daily Care Requirements during School Hours:

Medication Required during School Hours:

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

Medicine Expiry Date:

Dose to be administered:

When to be given:

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Does the medicine need to be refrigerated?: _____

Side Effects: _____

Any other instructions: _____

Symptoms of an Emergency: _____

Actions to be taken in an Emergency: _____



Pupil Record: Details of Medication Given to Pupil

Date	Time	Name of Medication	Dose Prescribed	Dose Given to Pupil	Signature	Print Name



Permission for Use of the Emergency Inhaler:

If your child is a diagnosed asthma sufferer and you would like your child to have the option of using the School's Emergency Inhaler in the event that they do not have their inhaler in school, or it has run out or doesn't work please complete the permission form below.

Name of Child: _____

DOB: _____

Class: _____

Primary Family Contact:

Name: _____

Relationship to Child: _____

Mobile Phone Number: _____

Home Phone Number: _____

Work Phone Number: _____

I can confirm that my child has been diagnosed with asthma and prescribed an inhaler.

My child has a working, in-date inhaler, clearly labelled with their name, which will be stored in their medical box in their class room.

In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.



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Parent/Carer Signature: _____ Date: _____

Print Name: _____

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Permission for Use of the Emergency Epipen:

If your child is a diagnosed a severe allergy and you would like your child to have the option of using the School's Emergency epipen in the event that they do not have their epipen in school, or it doesn't work please complete the permission form below.

Name of Child: _____

DOB: _____

Class: _____

Primary Family Contact:

Name: _____

Relationship to Child: _____

Mobile Phone Number: _____

Home Phone Number: _____

Work Phone Number: _____

I can confirm that my child has been diagnosed with a severe allergy and has been prescribed an epipen.

My child has a working, in-date epipen, clearly labelled with their name, which will be stored in their medical box in their class room.

In the event of my child displaying symptoms of a severe allergy, and if their epipen is not available or is unusable, I consent for my child to receive an emergency epipen held by the school for such emergencies.

Parent/Carer Signature: _____ Date: _____

Print Name: _____

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