



All Saints' Church of England Primary School

Medical Care, First Aid and Administration of Medication Policy

January 2025

Signed _____

'Seed fell on good soil. It came up, grew and produced a crop, some multiplying thirty, some sixty, some a hundred times.' (Mark 4.8)

Mission Statement

All Saints' is a welcoming school community which aims to engage the full potential of all its pupils. Within a framework of Christian teaching, the values of love, truthfulness, forgiven hope, kindness and respect underpin all that we do at All Saints'. Our aim is to develop confident, capable and caring children.

All Saints' CE Primary School - Medical care, First Aid and administration of medication policy for supporting all pupils including those with medical conditions:

Overview

This school places the highest importance on the care, safety, well-being and health of its pupils and staff especially those with known medical conditions. This policy had been written to give clear guidelines about the appropriate action to be taken where a pupil is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident. It should be read in conjunction with the Intimate care Policy and Educational Visits Policy and the DfE guidance 'Supporting Pupils with Medical Conditions' (Published Sept 2014 and Updated August 2017).

Objectives:

1. To ensure that good, effective and appropriate care is provided when a child is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident in school or on a school occasion.
2. To ensure that the DfE guidance 'Supporting pupils with medical conditions' (Sept 2014 Updated August 2017) is known, understood and followed and to ensure that appropriate training is provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance.

Strategies and practice:

1. Where a pupil is admitted to school with a medical condition, the school 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.
2. The headteacher and/or Deputy Headteacher/SENCO will make teachers and others who care for a pupil with a medical condition, aware of the medical condition, the resulting needs and the levels of care and support that are to be provided.
3. Appropriate training will be provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance
4. If any pupil, including those with known medical conditions, is unwell in class or has an accident in school, the headteacher 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.
5. 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.
6. In the event of a child in Nursery or Reception having an accident in school, staff should always seek the help and support of a Paediatric Trained First Aider who will then treat the child appropriately.
7. A pupil's parents will be contacted as soon as possible, whenever there is a medical emergency or if a pupil receives significant first aid treatment or has an accident. 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. Parents will be informed by first aid slip or they may be contacted by phone if it is a head injury which is causing more concern
8. If, in an accident or medical emergency, bodily fluids need clearing up the site staff will be called to deal with the matter if available. If the caretaker is unavailable then another member staff may be asked to assist. Suitable protective clothing and equipment can be found in the caretaker's room.
9. The form/book (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. Where pupils have needed to attend hospital following an accidental/injury in school this must be reported to the Local Authority. The member of staff who was

at the incident/administered First Aid must arrange to complete this with the School Business Manager as soon as possible after the incident but no longer than that school day.

10. If the injured person is a member of staff, they are responsible themselves for completing the form in the appropriate accident book themselves or seeking support from the School Business Manager.
11. If an accident or medical emergency occurs off the school premises the member of staff present should complete the Accident Form as soon as possible after returning to school.
12. The teacher in charge of any outing off the school premises has responsibility for being acquainted with any specific medical needs or conditions of the pupils in his/her charge and must have appropriate training in how to care for the child's subsequent medical needs. The teacher in charge is also responsible for taking all medications on the trip such as asthma inhalers, Epi or Jext pens etc.
13. 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.
14. 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.
15. Staff who are planning educational visits or journeys, should consider the level of First Aid cover that will be required and the specific support needed by pupils with known medical conditions. First Aid kits should be taken on all off site visits. Any additional medication, equipment or medical support for pupils with known conditions must be identified before the date of the visit and all staff going on the visit must be informed in advance of the trip.
16. A designated adult will be given overall responsibility for the care of pupils with known and identified medical conditions
17. Any child who comes to school with an injury affecting their usual access to their school day will require a care plan. Class teachers should direct parents to the school office. Children with injuries should not be admitted to the classroom until the care plan is in place.
18. A designated Health governor will be nominated to oversee this policy.

Administration of medication within school time.

Short Term Medical Needs

Many pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only, and to allow pupils to do this will minimise the time they need to be off school. Parents/guardians are welcome to come to the school to administer medication. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Medication should only be brought to school when absolutely essential, and the "Request for School to Administer Medication" form must be completed. Only medication which must be administered four or more times daily or at specific times within the school day (eg at lunchtime with food) should be requested to be administered by school. The completed form, together with the appropriate dose of medicine, should be handed to the teacher or teaching assistant attached to the child's class. If a child attends morning/breakfast club, a parent/guardian should still bring the medicine to school and to hand this to an appropriate adult along with the form.

Administering Medication

No pupil should be given medication without his or her parent/guardian's written consent. Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided by parents and/or doctor
- Prescribed dose
- Expiry date
- If in any doubt about the procedures for the giving of medicine or medical treatment, the member of staff should check with the parents or a health professional before taking further action or administering any medication.
- Staff should complete and sign the medicine administration record each time they give medication to a pupil. It is good practice to have the dosage and administration witnessed by a second adult who should also sign the administration record.
- Parents are responsible for supplying information about medicines that their child needs to take at school, and for letting the school know of any changes to the prescription or the support needed.

Non-Prescription Medication

School staff should not give non-prescribed medication to pupils. They may not know whether a pupil has taken a previous dose, or whether it may react with other medication being taken. A child under 12 should never be given aspirin, unless prescribed by a doctor or dentist.

If a pupil suffers regularly from acute pain, such as migraine, the parents/guardians should authorise and supply appropriate pain killers for their child's use, together with written instructions about when the child should take the medication. A member of staff will supervise the pupil taking the medication and notify the parents, in writing, on the day painkillers are taken.

Self-Management

It is good practice to allow pupils who can be trusted to manage their own medication, and All Saints' encourages this. If pupils can take their medicine themselves, then staff need only supervise this. Written parental consent still needs to be given. Medicine should be handed to the teaching assistant attached to the child's class in the usual way. Only inhalers may be carried by children.

Refusing Medication

If pupils refuse to take medication, school staff will not force them to do so. The school should inform the child's parents/guardians. If necessary, the school should call the emergency services.

Management of asthma and allergies

Asthma and allergy registers will be held in the school office and on the shared computer drive. They will be shared with all teaching staff and first aiders. A copy of allergy and asthma registers will be stored in classrooms.

Allergy medications will be stored in the school office. Each child with allergy medication will have a labelled box with their photograph, identified allergens and dosage and administration of medication instructions.

Asthma :- All parents/carers of children who require inhalers are to be issued with an 'asthma card'. Cards will be sent to parents annually to update the information.

Asthma inhalers will be stored in the pupil's classrooms and will be taken with the child upon leaving the school building for any trips, visits etc. Inhalers should be labelled with the child's name and stored in a box or sealed bag in order to keep them clean and dry. Where possible pupils will be encouraged to administer their own inhaler.

During PE, teachers need to remind children whose asthma is triggered by exercise to take their reliever inhaler before the lesson if this has been medically advised/recommended by parents. Inhalers should be kept near the site of the lesson for these children.

Inhalers must be taken on any out of school activities.

As far as possible the school does not use chemicals that are potential triggers for asthma. Children may sit in the reception area if particular fumes trigger their asthma.

If a child has an asthma attack, once dealt with, parents will be informed.

Retention of records:

All First Aid record books and administration of medicine records will be kept and handed to the School Business Manager to be stored in line with the school retention policy.

Conclusion:

This policy will ensure that where a child has a medical condition, where a child or adult is unwell or has an accident in school or on a school occasion, they are appropriately supported and cared for. It will ensure that the school does all that it reasonably can to give all pupils including those with a known medical condition full access to the education provided.

Updated January 2025