

# St. Wilfrid's C.E. Primary School

## MEDICAL POLICY

### Mission Statement

ACHIEVE  
BELIEVE  
CARE

at St. Wilfrid's we can

### Introduction

Parents should keep children at home if they are acutely unwell. School should be notified either in person or by telephoning as soon as practical, on the first day of absence. Additional verbal notification is required on the 4<sup>th</sup> day if the child is still unwell. If the child is off for more than 3 consecutive days, a letter confirming the reason for absence is required. If a child is well enough to be in school but requires medication, this will only be administered under the following guidelines:

### PRESCRIBED MEDICATION

1. Where possible all medication should be taken at home. Parents should ask doctors to prescribe a medication that can be taken outside school hours e.g. 3 times a day can be taken before and after school and before bed;
2. No pupil will be given medication without written parental consent, using the school's medical consent form. If it is not possible to complete this form in advance, written consent must include the following information - medication name, method of administration, date, time and dosage;
3. ALL medication and consent forms must be handed in to the school office and NOT the class teacher. It is the parents responsibility to collect the medication at the end of the day and not schools to hand it out;
4. A record of administration will be maintained in school;
5. Some pupils may carry their own inhalers, only by prior arrangement with the Headteacher and with written consent. All other inhalers will be safely stored by the class teacher;
6. If pupils refuse to take medication parents will be contacted immediately.

## **NON-PRESCRIBED MEDICATION**

No pain killers (including CALPOL, cough and throat remedies) will be given to pupils except:

- Where a child suffers from regular acute pain. If such a condition exists, parents may authorise and supply appropriate pain killers. (No child will be given aspirin, unless prescribed by a doctor).
- A medical consent form must be completed with clear instructions about how and when a child should take the medication. This medication should be handed in to the school office. (School will notify parents when such medication has been administered).

## **LONG TERM MEDICAL NEEDS**

Parents must keep school informed of any pupil's medical needs.

- i.e.
- details of pupil's condition
  - recognising signs and symptoms
  - special requirements e.g. diet
  - medication and any side effects
  - what to do in an emergency and who to contact
  - role school can play

Where necessary individual health-care plans will be drawn up in consultation with parents and health professionals.

## **SCHOOL TRIPS**

All pupils are encouraged to take part in school trips where safety permits. Careful assessments will be made to determine the suitability for all pupils. Parents will be required to complete a consent form for all out of school activities outlining any special medical problems and treatment, consent for emergency medical treatment and details of special dietary requirements.

School reserves the right to refuse to take pupils on activities if parents do not sign.

## **SPORTING ACTIVITIES**

All pupils will take part in P.E. lessons, where necessary, restrictions on a pupils ability to participate in P.E. should be included in the individual healthcare plan.

Some pupils need to take precautionary measures before or during exercise. If pupils are temporarily unable to take part in P.E., parents must put this in writing with the duration of the withdrawal from the P.E. National Curriculum

## **STORING MEDICATION**

1. Where possible parents should only bring the dose required each day.
2. All Medicines must be clearly labelled with the name of pupil, name and dose of drug and frequency of administration. All medicines should be in separate containers.
3. All medicines will be stored in the school office except inhalers which are kept by class teachers, or pupils (only by prior arrangement).
4. Parents are responsible for collecting and disposing of medicines.

## **EMERGENCY PROCEDURES**

In an emergency a pupil's parents should be contacted immediately and asked to collect the child. If this is not feasible, or parents are out of contact then:-

- a. In an emergency staff should call 999 and ask for "Ambulance". A pupil taken to hospital should be accompanied by a member of staff who should remain until the child's parents arrive. The contact form must be taken for relevant medical information.
- b. Pupils should only be taken to hospital by a senior member of staff who must be accompanied by another adult. The child's parents should be contacted immediately. The contact form must be taken.

## **CONFIDENTIALITY**

All medical information is confidential and information will only be passed on with the agreement of parents.

If staff are concerned about any pupil's medical condition or needs, this must first be discussed with the Headteacher and parents, and then the school nurse. The Headteacher will arrange any appropriate training with the Education Department and Health Authority.

## **FIRST AID**

First aid will only be administered by trained first aiders. (The only exception to this is on a school trip where a first aider may not be available, although school undertakes to ensure there is one available where possible). Records of accidents are maintained in school and passed on to the Health and Safety Unit as appropriate.

Parents will be kept informed of any concerns by:

- a. telephone
- b. class teacher
- c. letter to parent