



## Littleton C of E Infant School

### Administration of Medicines and First Aid/Supporting Children with a medical condition

**Governors' Committee Responsible:** Resource

**Review Period:** Annual

**Status:** Statutory

**Next review Date:** September 2019

We advise parents not to send their child to school if they are suffering from the following:

- **High Temperature**
- **Diahorria or Vomiting (Children should not return to school for 48 hours after the last episode.)**
- **Have an infectious illness.**
- **A heavy cold/cough which prevents them from learning effectively.**

#### Administration of Medicines in School

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. If a child is well enough to attend school and they need prescribed medication during the school day then this must be taken to the front office before school. Parents will be asked to fill out a Medication request form to give permission for a member of staff to administer. Littleton will only accept medicines (including eye drops) that have been prescribed by an authorised prescriber (doctor) and are labelled in the original container as dispensed by a pharmacist. The medicine will be stored in the fridge or medical cupboard in the front office.

The medicine will be administered by a member of staff at the time indicated and this will be recorded in the medical record book in the front office. If a child refuses to take medicine, staff must not force them to do so. The refusal will be recorded and parent/carer informed. This does not apply in the case of an emergency treatment such as epipen or insulin.

Parents are responsible for medicines brought into school and are asked to collect at the end of the school day.

Parents/carers may come to the school to administer medicines if necessary.

**Medicines that are prescribed three times a day can be given to the pupils at home, before school, after school and in the evening.**

**Medicines will not be accepted in school that require medical expertise or intimate contact unless it has been agreed by the Headteacher.**

#### Epipens

If a child suffers from an allergy that requires an Epipen then parents are required to provide the school with an Epipen and if needed Antihistamines. These will be kept in the pupils' classroom staff cupboard in a box labelled with the child's name on the top and clear instructions inside with the Epipen. If possible a second Epipen may be kept in the medical cupboard in the front office or inside the MDS first aid bag. Full Training is given to any members of staff who volunteer to administer medicines.

**Parents are responsible for ensuring that Epipens are provided in a labelled box with full instructions inside and ensuring that they do not exceed their expiry date.**

#### Inhalers

Inhalers and spacers are kept in the Medical Cupboard located in the office. If a child suffers from severe asthma then an Inhaler will also be kept in the teacher's cupboard in the classroom so it is easily accessible. If a child needs to take their Inhaler it will be recorded in the front office's medical folder.

## **Pupils with Medical Conditions**

Our aim at Littleton C of E Infant School is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The governing body and Head Teacher will ensure that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child. Littleton school will work together with parents, local authorities, health professionals and other support services to ensure children receive a full education. Littleton will focus on the needs of each individual child and how their medical condition impacts on their school life.

Parents with children suffering from a long-term illness or condition requiring permanent medication, (e.g. Diabetes, Epilepsy, Severe Asthma or special care) should discuss their child's needs with the Head teacher. In most cases an Individual Health Care Plan will be put into place. Individual Health Care Plans will help to ensure that we effectively support the child while at school. They provide clarity about what needs to be done, when and by whom. The Head Teacher, parent and Health care professionals will agree, based on evidence, if a healthcare plan would be appropriate in supporting a child (refer to Annex A: Flow chart of process in developing an Individual Healthcare plan).

## **First Aid**

If a child becomes unwell whilst at school they will be seen by a First Aid trained member of staff. Any minor injuries (cuts or grazes) will be cleaned with water and plasters/dressings will be applied. No creams or lotions will be applied. If a child bumps their head or receives an injury more serious than a graze this will be assessed by a qualified First Aider. Parents are notified of any head bumps via a phone call or a note sent home.

If a child is not well enough to continue learning then a member of staff will contact the parent and ask for them to be collected.

## **Emergencies**

In the event of an emergency a parent will be contacted immediately as well as calling for an Ambulance. In the event of us not being able to contact the parent a member of staff will stay with the child if they need to go to hospital until a parent arrives. The member of staff accompanying the child cannot give consent for any medical treatment, as he/she does not have parental responsibility for the child.

## **First Aid trained staff on site**

Mrs R Hewett	Miss B Poland
Mrs Haydon	Miss Lunney
Mrs C Alder	Mrs Roberts
Mrs S Bidwell	Mrs O'Brien
Mrs S Rice	Mrs Ross
Mrs C Lissenden	

*This policy has been based on guidance from the DfE (Code of Practice for Schools – Disability Discrimination Act 1995: Part 4) (Disability Rights commission, 2002), Supporting Pupils at school with Medical Conditions (DFE, 2014) and Guidance on First Aid for Schools: a Good Practice Guide (DfE, 1998), in conjunction with Staff, parents and the Headteacher, subject to approval by governors.*

*There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all students. The DfE states that the Children and Families Act 2014 places a duty on schools to 'make arrangements to support students at their school with medical conditions'.*

**Annex A: Process for developing individual care plans**

