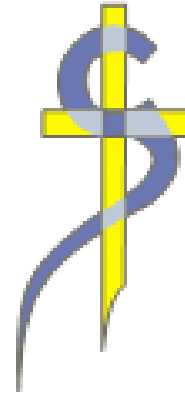


Learning Together Trust

Executive Headteachers: Mr. S. Colothan
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'With God, all things are possible.' Matthew 19:26



Canon Sharples Church of England Primary School and Nursery

Medical Policy September 2024



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 and continue to inform school for any days they are absent thereafter. School will follow the processes outlined in the Attendance Policy to ensure that children and families are supported and absence is kept to a minimum. Where a child is well enough to be in school and medication is required, the following guidance will be followed.

PRESCRIBED MEDICATION

1. Where possible all medication should be taken at home. If possible, 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 (Appendix A). These can be obtained from the school office or from the school website.
3. ALL medication and consent forms must be handed in to the school office and NOT the class teacher. It is the responsibility of parents 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 (Appendix A).
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 to support school with the administration.

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).
- When a medical consent form is completed with clear instructions about how and when a child should take the medication. This medication should be handed in to the school office and the time and dosage will be recorded by a member of staff.

LONG TERM MEDICAL NEEDS/INDIVIDUAL HEALTHCARE PLANS

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

- details of the 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
- the role school can play to support the child's medical needs

Where necessary, Individual Healthcare Plans will be drawn up in consultation with parents and health professionals. These plans will be updated regularly and parents are responsible for ensuring school has:

- the most up to date health guidance for their child
- any changes that need to be taken in to account
- provide the correct medication that is in date, including inhalers

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 requirements 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 give consent for the above.

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 a secure place, except inhalers, which are kept by class teachers or carried by pupils (only by prior arrangement and with consent from the Executive Headteacher or senior member of staff).
4. Parents are responsible for collecting and disposing of medicines from school.

FIRST AID

First aid will only be administered by trained first aiders in school. (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). Records of accidents are maintained in school and passed on to the Wigan Council Health and Safety Team if required. Parents will be kept informed of any concerns or treatment in the following ways:

- a. telephone call
- b. discussion with class teacher
- c. letter to parent or accident form

EMERGENCY PROCEDURES

In an emergency, 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.

Revised – September 2024

Review Date – September 2026

