

Context

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities. The school will receive support and advice as necessary from other health professionals. Day to day decisions about administering medication will normally fall to the headteacher, assisted by school staff. The school will treat medical information confidentially. All medication is stored in the medical room in a locked cupboard.

This policy outlines responsibilities and procedures for supporting pupils at St Ebbe's Primary School who have medical needs.

Policy

Parents will:

- Take responsibility for making sure that their child is well enough to attend school. Children should be kept at home when they are acutely unwell.
- Provide the school with sufficient information about their child's medical condition and treatment or special care needed at school, including medication such as pain killers or antihistamine for children suffering regularly from acute pain or allergies.
- Take responsibility for keeping their children at home for the recommended number of hours after a period of infectious illness. This period varies according to disease and precise details are available from the school administrator.
- Administer medication outside of school hours if at all possible or provide an explanation as to why it is not practicable to do so.
- Work with the school to reach agreement on the school's role in helping their child's medical needs, providing sufficient information for an Individual Health Care plan where necessary.

Staff

- May only administer medication with written consent from parents/carers and where it is not possible for the medicine to be administered outside of school hours
- Will supervise the pupil taking medication, keep a log of all medication taken and notify the parents in writing on the day pain killers or antihistamine are taken.
- Will ensure that they understand the nature of the medical needs of children in their class, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. Where necessary a risk assessment should be completed before embarking on a school trip offsite.
- Will ensure all medical forms are completed in the event of a residential.
- Will ensure all necessary medication is taken on day trips offsite.

