



# St. James' CE Primary School, Haslingden

Medication POLICY	
Written By	K. Jamil
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*Growing in God's Love, Learning as we go.*

ENDURANCE    FORGIVENESS    PEACE  
FRIENDSHIP TRUST    KOINONIA    THANKFULNESS

***'To provide a high quality of education for all our children within a Christian environment.'***

## **Introduction**

The purpose of this policy is to ensure the safe and appropriate administration of medication to children with medical needs within the school. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may have long-term medical needs and may require medicine for a long period. Other children may require medicine in particular circumstances, for example, severe allergies or asthma.

## **Our School Vision**

We are a safe, loving, supportive, Christian family which values each child's individuality and uniqueness created in the image of God. We nurture the talents given by God to inspire pupils to achieve and succeed, and foster a sense of awe and wonder of God's world:

- Form foundations of lifelong faith through Gospel values and sincere, meaningful prayer.
- Guide Pupils to determine their own personal moral values, and a respect and understanding of other races, religions and ways of life.
- Develop future citizens who cherish the world in which they live and their responsibilities within it.
- A curriculum which has a breadth of experience and equality of opportunity for all.

## **The Equality Act**

St James Primary school welcomes its duties under the Equality Act (2010).

The Equality Act establishes 9 protected characteristics which apply to schools. The first 7 characteristics apply to pupils:

- Disability
- Race
- Sex
- Gender reassignment
- Pregnancy and maternity
- Religion or belief
- Sexual orientation

- Marriage and civil partnership
- Age

### **Public Sector Equality Duty (2011)**

St. James' C.E. Primary School has paid due regard to the need:

- to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act
- to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

We value every learner as an individual who has an important part to play in our community. We encourage all learners to become confident individuals and responsible citizens, caring for one another.

### **Supporting children with medical needs**

Parents have the prime responsibility for their child's health and wellbeing and should provide school with the correct information about their child's medical needs, completing the relevant forms on admission.

If required school can support children with a Health Care Plan in conjunction with the school nurse service (Appendix 1).

### **Managing prescribed medication**

Medication will only be accepted in school if accompanied with a signed instruction form from the parent(s) (Appendix 2).

All items of medication should be delivered directly to the school office by parents or carers. It is the parent's responsibility to inform in writing when the medication or the dosage is changed or no longer required.

## **Record Keeping**

Permission to administer medication and Health Care Plans are kept in the school office in a clearly marked folder.

Each class has their own class record of children in their care with medical needs, including allergies. These are to be accessible and available to staff, especially unfamiliar staff for example supply teachers and student teachers.

Any prescribed medication given will be recorded using the administering medication record sheet (see Appendix 3). Children using an inhaler will be recorded in their class first aid book.

## **Safe storage of medicines**

Inhalers are to be kept in class and clearly labelled with the child's name.

All other medication should be kept clearly labelled with the child name, with medical instructions and/or health care plan, in the staff room in a labelled medication box with a securely closed lid. If needed medication can be kept in the staffroom fridge.

Specialist medical equipment, for example oxygen, will be kept in a convenient secure room in school, with clear procedures on the wall and labelled doors. Safety checks will be carried out and staff trained.

Medication will be taken on school visits and carried by the class teacher or teaching assistant.

## **Educational Visits**

When planning an educational visit school will ensure reasonable steps have been undertaken and adjustments to ensure that the visit is accessible to children with disabilities and/or medical needs.

School must also ensure that when included in an outdoor visit children are not put at a substantial disadvantage. Lancashire County Council has in place an Educational Visits Policy and Guidelines which were written to comply with Health

and Safety at Work law. This document clearly sets out the safety policy for offsite educational visits, participation in adventurous outdoor activities and the arrangements for the implementation of the policy.

If school staff are concerned whether they can provide for a child's safety, or the safety of other children on a visit, they should seek parent views and medical advice from the school health service or child's GP.

Inhalers should be carried by staff and clearly labelled with the child's name.

## **Sporting Activities**

There should be sufficient flexibility for all children to participate in ways appropriate to their own abilities. For many, physical activity can benefit a child's social, mental and physical health and wellbeing. Any restrictions on a child's ability to participate in P.E. should be recorded in their individual Health Care Plan.

Some children may need to take precautionary measures before and during exercise and may need access to their medicines such as asthma inhalers.

Staff supervising need to consider risks and be aware of medical conditions and any preventative medicine that may need to be taken and emergency procedures.

## **Equal Opportunities**

It is our aim to offer equal access to the curriculum irrespective of gender, ability, social, emotional and health circumstances, so that each child has the same opportunity to progress. It is the responsibility of all staff to promote good practice in equal opportunities. For more details, refer to Inclusion policy.

## **Staff Development**

Staff are to be trained and informed of any medical needs your child may require. Training for administering medication such as adrenaline using Epi-Pens will be

renewed annually and involve all Key Stage staff. Health Care Plans will also be updated annually and following any training or medical advice to ensure information is correct.

## **Emergency procedures**

A copy of the school's emergency procedure is available at the front of the Medication file in the school office.

All staff are first aid trained and some of the Early Years staff have had paediatric training.

## **Role of the Inclusion Manager and SLT**

They will be responsible for:

- Providing support and guidance to staff;
- Organising school based medical training where needed;
- Keeping abreast of developments in medical needs and administration;
- Liaising with external personnel and the school nurse.

## **Review of Policy**

This policy will be reviewed annually in consultation with staff, Head- teacher and governors.

## **Contacting Emergency Services**

### **Request for an Ambulance**

**Dial 999, ask for an ambulance and be ready with the following information.**

1. Your telephone number: 01706 214134
2. Give your location: Haslingden St. James' C.E. Primary  
School, Regent Street, Haslingden.
3. State that the postcode is: BB4 5HQ
4. Give exact location in the setting.
5. Give your name.
6. Give name of child and a brief description of child's symptoms.
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to,

**Speak clearly and slowly and be ready to repeat information if asked.**

## Health Care Plan

**Name of setting:** Haslingden St. James' C.E. Primary School

**Child's name:** \_\_\_\_\_

**Year group:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Medical Diagnosis or Condition:**

\_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

### CONTACT INFORMATION

#### Family contact 1

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

#### Family contact 2

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Clinic/Hospital:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone No:** \_\_\_\_\_

**GP:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone No:** \_\_\_\_\_



### Health Care Plan continued

**Describe medical needs and give details of symptoms:**

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**Daily care requirements: (e.g. before P.E./at lunchtime):**

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**Describe what constitutes an emergency for the child, and the action to take if this occurs:**

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**Follow up care:**

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**Who is responsible in an emergency:**

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**Form copied to:**

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**Parental agreement for school to administer  
prescribed medication**

**Child's name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Class/year group:** \_\_\_\_\_

**Medical condition/illness:** \_\_\_\_\_

**Medicine**

Name the medicine is prescribed to on the container:

\_\_\_\_\_  
**Name/Type of medicine:** \_\_\_\_\_

\_\_\_\_\_  
**Date to commence medication:** \_\_\_\_\_

**Date medication to cease:** \_\_\_\_\_

**Expiry date of medication:** \_\_\_\_\_

**Dosage and method e.g. oral, inhaled:** \_\_\_\_\_

\_\_\_\_\_  
**Timing of dosage:** \_\_\_\_\_

**Special precautions:** \_\_\_\_\_

**Are there any side effects that the school needs to know?**

\_\_\_\_\_  
**Child to self-administer medication: YES/NO (delete as appropriate)**

**Procedures to take in an emergency:** \_\_\_\_\_

**Parental agreement for school to administer  
prescribed medication continued**

*The information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine to my child. I will inform the school immediately, in writing, if there is any change in dosage or frequency of medication or if the medicine is stopped.*

*I understand that I must deliver the medicine personally to \_\_\_\_\_ and accept that this is a service that the school is not obliged to undertake.*

Signature(s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**If more than one medicine is to be given then a separate form should be completed for each one.**

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