

## **ST. JOHN'S PRIMARY SCHOOL IS AN INCLUSIVE COMMUNITY THAT WELCOMES CHILDREN WITH MEDICAL CONDITIONS**

- The school is welcoming and supportive of pupils with medical conditions and provides them with the same opportunities and access to activities (both school based and out of school) as other children.
- No child will be denied admission, or prevented from taking up a place in this school, because arrangements to meet the needs of their medical condition have not been made.
- All staff are aware of the medical needs of children at the school and understand their duty of care to pupils in an emergency.
- All staff receive training on supporting children with medical conditions; in some instances this takes place annually- such as epipen training (for allergies).
- Staff receive training on medical matters pertaining to children who attend our school. This takes place in line with the needs of the children as and when it arises. This has included training for diabetes, epilepsy, allergies (use of the epipen) amongst others.
- If a child needs medication, staff are not permitted to accept it from parents themselves. Parents **MUST** see the Welfare Co-ordinator in the first instance and follow the correct procedures (see 'School Procedure').
- It is school policy that 'if a child is well enough to attend school then they take part in all the day's activities' including physical education and swimming. Please refer to the document 'Health Care Guidance: Appendix 8 Guidance on Infection Control in Schools and Nurseries' for advice on when a child can return to school after an illness.
- **INJURIES:** a child who has received first aid treatment in school will bring home a letter to inform parents and will be wearing a medical room sticker so that adults can monitor them during the day. Serious injuries or concerns will be communicated to the parents immediately and advised to collect their child and seek further medical advice. Parents must ensure their contact details held in school are accurate.

## SCHOOL PROCEDURES

MEDICATION IN SCHOOL will only be administered when it will be detrimental to a child's health or school attendance not to do so. If the dosage is more than 3x daily then the extra dose will be administered in school. The school will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration.

*Occasional medical need* must follow these steps:

- Parents must make an appointment to see the Welfare Co-ordinator to discuss their child's medical needs.
- Parents must fill in a medical form outlining the medication to be administered and dosage and must sign the form giving permission for school staff to administer.
- All necessary staff will be informed including the class TA and MTS staff and a note made in the medical book each time the medication is given.

*Long term medical need* must follow all the above steps plus:

- Parents and school staff meet with the school nurse and medical professional (if necessary) to draw up an 'Individual Health Care Plan' (IHCP)
- Any necessary staff training on the medical condition is established and planned for (e.g. how to manage an epileptic episode).
- IHCP is implemented and circulated to necessary staff; a copy is kept in the class medical bag alongside the child's medication.

**IMPORTANT:** it is the parents' responsibility to ensure all medication for their child is in date.

All medication is sent home at the end of the summer term and is expected back in (if still necessary) on the first day of the new school year.

### WHAT'S IN THE CLASS MEDICAL BAG?

- Each class has two medical bags- one for girls and one for boys. This makes the location of medication easier to find by a child or adult.
- In each bag is medication for named children, alongside their IHCP (if necessary) and a class book.
- A recording is made in each class book each time medication has been administered to a child. This ensures that each child can be closely monitored.
- Children are not permitted to self- administer medication, unless the type of medication warrants this- e.g. an asthma inhaler. In any case ALL medication is administered under the supervision of an adult.
- Medication is kept in the classroom for quick and easy access.
- Class medical bags accompany the children on all outings, whether near or far. This includes community projects and sporting occasions. First Aid Kits are also taken with the class on school trips.
- A first aid trained TA accompanies classes/groups of children on school outings and has the responsibility of monitoring all children in the class who require any type of medication.
- Meal-time Supervisors are responsible for administering medication at lunch time. They liaise closely with the Welfare Co-ordinator and the class teacher.

FURTHER INFORMATION can be found in school policies, namely 'Supporting Pupils With Medical Conditions'; 'First Aid Policy'; 'Health Care Guidance: Appendix 8 Guidance on Infection Control in Schools and Nurseries'. These are important documents and can be found on the school website.

Please see the Welfare Co-ordinator or Deputy Head for all medical matters.

## Information for Parents

# Medical Matters

A guide for Parents and Carers