Wolston St Margaret's C of E Primary School

LEARNING, BELIEVING AND ACHIEVING TOGETHER TO

'LET YOUR LIGHT SHINE'

Matthew 5:16

FIRST AID & MEDICATION POLICY

Our Christian vision shapes all that we do: Learning, Believing, and Achieving together to "Let your Light Shine" *(Matthew 5-16)*

Guided by our Christian values of **Honesty, Love, Courage and Community**, we encourage all to flourish. Like a lamp set high to light its surroundings, everyone – whether timid or outgoing – is called to share their light for all to see. Our vision welcomes children and adults of all faiths and none, inspiring them to live, grow, and learn together, showing the world their unique light.

Principles

At **Wolston St Margaret C of E Primary School**, we aim to provide a safe, inclusive and supportive environment for all pupils. We recognise that some pupils have medical conditions that require support during the school day. Our aim is to ensure that children with medical needs:

- are properly supported in school
- remain healthy and safe
- can fully participate in school life
- achieve their academic potential.

Safeguarding Commitment

The school recognises that supporting pupils with medical needs forms part of our **duty to safeguard and promote the welfare of children**. All procedures in this policy align with the safeguarding expectations of the **Warwickshire Safeguarding Children Partnership** and the school's **Safeguarding and Child Protection Policy**.

All staff must:

- remain vigilant to safeguarding concerns
- follow Warwickshire safeguarding procedures
- report concerns to the **Designated Safeguarding Lead (DSL)** immediately.

Where a child's health or medical needs raise safeguarding concerns, these will be managed in line with:

- **Keeping Children Safe in Education**
- Warwickshire safeguarding referral procedures.

Legal Framework

This policy complies with:

- Children and Families Act 2014
- Equality Act 2010
- Supporting Pupils at School with Medical Conditions
- EYFS Statutory Framework
- Keeping Children Safe in Education
- Warwickshire safeguarding procedures.

Aims of the Policy
This policy aims to:

- ensure pupils with medical conditions receive appropriate support
- enable pupils to access education safely
- provide clear guidance to staff, parents and pupils
- ensure procedures are followed for administering medication
- ensure accurate record keeping.

Policy Implementation
The **Governing Body** has overall responsibility for ensuring arrangements are in place to support pupils with medical conditions. The **Headteacher** is responsible for:

- implementing the policy
- ensuring staff receive appropriate training
- ensuring sufficient trained staff are available
- overseeing Individual Healthcare Plans.

The **SENDCo** will:

- work with parents and healthcare professionals
- develop and review Individual Healthcare Plans
- ensure relevant staff are informed of medical needs.

All staff are expected to:

- be aware of this policy
- support pupils with medical conditions
- follow agreed procedures when administering medication
- report safeguarding concerns in line with Warwickshire safeguarding guidance.

Procedure When a Child Has a Medical Condition
When the school is informed that a pupil has a medical condition:

1. Parents will provide relevant medical information.
2. A meeting may be held with parents and healthcare professionals.
3. An Individual Healthcare Plan (IHP) may be created if required.
4. Staff training will be arranged where necessary.

The school will ensure that pupils with medical conditions are not excluded from school activities, including trips and sporting activities, unless this is advised by a medical professional.

Individual Healthcare Plans
Individual Healthcare Plans will:

- explain the child's condition
- outline medication and treatment required
- identify staff responsible for support
- detail emergency procedures.

Plans will be reviewed:

- annually
- whenever the child's needs change.

Roles and Responsibilities
Pupils
Where appropriate, older children may be encouraged to take responsibility for managing their medical needs.

Parents/Carers
Parents must:

- provide up-to-date medical information
- provide medication in the original packaging
- ensure medication is within date
- complete consent forms.

Healthcare Professionals
Healthcare professionals may provide:

- advice
- staff training
- support with healthcare plans.

Staff Training
Staff supporting pupils with medical conditions will receive appropriate training including:

- asthma management
- EpiPen administration

- diabetes care
- first aid.

Training will be updated regularly.

The Child's Role in Managing Their Medical Needs
Where appropriate and agreed with parents, older pupils may manage their own medication.
Children in the **Early Years Foundation Stage will not be permitted to self-administer medication.**
Medication must always be administered by a **trained member of staff**.

Managing Medicines on School Premises
Medicines will only be administered at school when it would be **detrimental to the child's health or attendance not to do so**.
Medication must:

- be provided in the **original container**
- include the child's name
- include dosage instructions
- be within its expiry date.

All medicines will be stored safely in the **school office or fridge** where required.
Emergency medication such as inhalers or adrenaline auto-injectors will be stored in accessible locations.

Administration of Prescribed Medication
Prescribed medicines will only be administered when:

- written parental consent has been provided
- medication is clearly labelled
- dosage instructions are provided.

A written record will be kept each time medication is administered.

Administration of Non-Prescribed Medicines
Non-prescribed medicines may be administered in school under certain circumstances.
These medicines will only be given when:

- written parental consent has been obtained
- medication is provided in the **original packaging**
- dosage instructions are clear
- the medication is appropriate for the child's age.

Non-prescribed medication will only be administered for **non-temperature related illnesses**, such as:

- headaches
- earache
- pain relief
- allergic reactions.

Anti-Pyretics (Fever-Reducing Medication)
If parents request administration of anti-pyretic medication (e.g. paracetamol or ibuprofen):

- staff will **check the child's temperature first** using a thermometer
- medication will only be administered if a **raised temperature is present**.

If a child has a high temperature, parents may be contacted and asked to collect their child from school, depending on the child's condition.

Duration of Non-Prescribed Medication
Non-prescription medication will only be administered for **a maximum of two consecutive days**.
If medication is required for more than two days, parents will be asked to seek medical advice from a GP or pharmacist. School staff will not continue administering medication beyond this period without medical guidance.

Record Keeping
A written record will be kept for all medication administered including:

- child's name
- medication given
- dosage
- date and time
- name of staff member administering medication and the witness.

These records ensure transparency and safeguard both staff and pupils.

Emergency Procedures
In the event of a medical emergency:

1. Staff will follow the child's Individual Healthcare Plan.
2. Emergency services will be called if necessary.
3. Parents will be contacted immediately.
4. A member of staff will remain with the child until parents arrive.

School Trips and Activities
The school will ensure pupils with medical conditions can participate in trips and activities.
Risk assessments will be completed and appropriate arrangements made.

Unacceptable Practice
Staff must not:

- prevent children from accessing their medication
- ignore medical evidence or parental advice
- exclude children from school activities unnecessarily.

Complaints
If parents are concerned about the support provided for their child's medical needs they should:

1. speak to the class teacher
2. speak to a member of the leadership team
3. follow the school complaints procedure if concerns remain.

Liability and Insurance
The governing body ensures appropriate insurance cover is in place through **Local Authority public liability and employer liability insurance**.

Policy Review
This policy will be reviewed:

- annually
- following legislative changes
- following any significant incident involving medication.

Headteacher: _____
Chair of Governors: _____
Date: _____
Review Date: _____

Appendix 1

Pediatric First Aid Trained Staff

Names / Initials to be added

Parental agreement for school to administer medicine at

Wolston St. Margaret's C.E Primary School

Appendix 2

The school cannot give your child medicine unless you complete and sign this form

Name of Child	
Date of Birth	
Class	
Detail of illness/reason for medication	

Medicine

Name/type of medicine (as described on the container)	
Date dispensed	
Expiry date	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school needs to know about	
Self-administration	Yes/No (delete as necessary)
Procedures to take in an emergency	

Contact Details

Name	
Daytime telephone no	
Relationship to child	

I understand that I must deliver the medicine personally to ……(agreed member of staff) and accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date	
Signature	

Appendix 3 - Record of prescription medicine administered to an individual child

Name of child _____

Class _____

Date	Name of medicine	Time given	Dose given	Any reaction/remarks	Signature of staff member administering medicine

Appendix 4

WOLSTON ST. MARGARET'S C. of E. PRIMARY SCHOOL

Learning, Believing and Achieving Together

Headteacher: Mrs Michelle Clemons
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Headteacher: Michelle Clemons

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MINOR INJURY NOTIFICATION

Forename: ..... Surname: ..... Class: .....

Your child sustained a minor injury today.

Details: .....

.....

.....

Treatment given: .....

.....

.....

Signed:..... Date: .....

Time: .....

PLEASE PHOTOCOPY THIS AND STORE A COPY ON THE CHILD'S FILE.