Brandesburton Primary School

Medicine Policy

Parents have the prime responsibility for their child's health. At all times we aim to work together with parents in the best interest of the child to ensure we fulfil our common law duty of care and keep all children healthy and safe.

***Parents who are unsure of particular medical conditions and their implications for attendance should contact the school office for advice.**

On admission to school, medical details are collected and details of specific conditions recorded. Individual Health Care Plans are implemented to support children with medical needs. For children with long term medication needs a meeting will be held, and an Individual Health Care Plan drawn up to the mutual satisfaction of all involved parties.

Procedures are in place to administer **prescription medicines only** to children. Individual sachets of Paracetamol Oral Suspension may now be issued to pupils by schools for short term use without prescription in accordance with the school's guidance.

Should a doctor say your child may attend school whilst still needing some form of prescribed medication then the following procedure will be adhered to:

- It is the parents' responsibility to supervise the administration of medication to their child. When medication is required four times a day it is preferable for the child to return home for this or for the parents to come to school to administer the medicine. If this is not possible then the medication should be brought to the reception by the parent in the original packaging with a doctor's prescription or the original label clearly visible. Clear and precise instruction must also be given by the parent/carer on the Individual Health Care Plan or form 3 parental agreement which must be completed and signed by the parent/carer. This will be kept with the medication. Without this authorisation school staff are unable to administer medication. Medicines will be stored in a fridge or locked cabinet. Medication that is required less than four times a day will not be administered in school unless there are exceptional circumstances.
- First Aiders cannot administer medicines to pupils unless in exceptional circumstances where medical directives have been received. Pupils may self-administer when written authority is provided. This is always supervised by a member of staff.
- If a child refuses to take the medication, staff will not force them to do so but will contact the parent immediately. If the refusal results in an emergency, procedures for requesting medical assistance will be followed and a record noted of the incident.

- Prescribed medication with parental form completed when given will be recorded on CPOMS.

Asthma

KS1 Children with inhalers will store them in classrooms, in a zip bag with an Individual Health Care Plan and log. KS2 pupils may take responsibility for administering inhalers if this is agreed with their parents. Teachers will ensure pupils have immediate access to it. If necessary, this includes the inhalers being taken out of school for games/swimming or other off-site activities. Inhalers must come into school in the original packaging with the child's name clearly indicated. It is the responsibility of the parents/carers to ensure all inhalers that are in school are in date.

Ongoing Medical Conditions

If your child suffers from an on-going medical condition, other than asthma, and requires medication during the school day, an Individual Healthcare Plan must be completed and signed by the parent/carer for the relevant days. We cannot keep un-prescribed medicines in school.

If your child is affected by any allergies, chronic complaints or disabilities please make us aware of these with relevant guidance from the child's medical practitioner. We also need to be made aware of infections - both contagious and non-contagious.

If your child becomes unwell during the day we will need to contact you so that you can take them home. It is important, therefore, that we have up to date information of your telephone number, especially mobile telephone numbers which are subject to greater change. Extra telephone numbers of grandparents or friends are very useful.

If a child has an accident while at school the accident and reporting procedures will be followed. Children will be taken/sent to the duty First Aider. They will record the accident and treat it accordingly recording the incident, witnesses and treatment. These records will be held in a locked cupboard. The first aider will ensure the class teacher or HLTA are made aware of the incident and are able to report the situation to parents. If a parent/carer is not seen, a text will be sent to them, informing them that their child has received first aid today.

Should a child have a serious accident we would make the necessary arrangements to get them to hospital and inform parents/carers immediately.

In the event of a head injury occurring during the school day, parent/carers will be contacted and asked to assess their child and decide on further action.

Any child who suffers from vomiting and/or diarrhoea should remain absent from school for a full 48 hours from the time of the last episode.

If your child suffers from verruca's they must wear a verruca sock for PE, unless being treated.

Separate specific arrangements will be made with parents for the administration of emergency or ongoing medication. Individual Health Care plans will note down specific details.

School will liaise with parents of children with Health Care Plans who require medication before educational visits are undertaken to ensure that an individual's needs are met. Staff supervising excursions should always be aware of medical needs and the relevant emergency procedures. (These are included in the visit pack.) The organising teacher has the responsibility to make a copy of any Individual Health Care plans to be taken on a visit, in the event of information being needed in an emergency.

For residential visits the Headteacher will contact the nearest hospital and send details of any health care plans in the case of an emergency.

All incidents are recorded on CPOMS.

The following staff are appropriately trained:

Mrs E Hall	First Aid at Work
Miss K Rhodes	First Aid at Work
Mrs J Atkinson	Paediatric First Aid
Mrs K Irvin	Paediatric First Aid
Mr M Irvin	Paediatric First Aid
Mrs C Thomson	Paediatric First Aid
Miss S Day	Paediatric First Aid
Mrs L Campey	Paediatric First Aid
Mrs A Holland	Paediatric First Aid
Mrs J Gell	Paediatric First Aid

Reviewed Jan 2025
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