

St Paul's Catholic Primary School

Responsible Committee: Curriculum & Pupil Welfare

Approved by Governing Body 27<sup>th</sup> March 2018

**Supporting Pupils with Medical Conditions**

Review Date: Spring Term 2019

St Paul's follows the guidance set out in 'Supporting Pupils with Medical Conditions' published by Surrey County Council in January 2016. This policy replaces Young People's Health & Administration of Medicines.

[https://www.surreycc.gov.uk/\\_data/assets/pdf\\_file/0003/77097/Supporting-Pupils-with-Medical-Conditions\\_v2.0.pdf?bustCache=61351560](https://www.surreycc.gov.uk/_data/assets/pdf_file/0003/77097/Supporting-Pupils-with-Medical-Conditions_v2.0.pdf?bustCache=61351560)

- Each person or group involved in supporting pupils with medical conditions has clearly defined roles (see pages 8 to 12 of the guidance). The Headteacher, Mrs Johnson has overall responsibility for policy implementation. For specific medical issues or concerns please contact Mrs Johnson.
- Parents are responsible for ensuring that their child is not contagious and well enough to attend school.
- Parents should inform the school office in writing of any ongoing or temporary medical conditions that affect their child. In addition the school office must be notified of any changes to a child's condition. All medical information held in school is stored securely and shared with other members of staff where necessary.

In all cases for either ongoing or temporary medication, parents must complete the "Medication Request Form in full and deliver the medication in the original packaging, in person to the school office. A member of staff will record details of the medication, will store it, and can administer it in accordance with the instructions provided by the parent and pharmacist. Paracetamol (Calpol) is stored in the school office for general use and administered in accordance with the guidelines (page 12 point 2.1). No other medicines are held for general use.

[http://www.stpauls-thamesditton.surrey.sch.uk/application/files/4014/5797/5389/Pupil\\_Medication\\_Request\\_form.pdf](http://www.stpauls-thamesditton.surrey.sch.uk/application/files/4014/5797/5389/Pupil_Medication_Request_form.pdf)

- The school staff members are not qualified to dispense medicines, but are able to administer medicines prescribed by a doctor or some over the counter medicines. School staff members have the right to decline to administer medicines. Parents are encouraged where possible to administer medication outside school hours or in appropriate cases self-administration by the child may be agreed.
- Staff members who are trained in First Aid are available in each year group and in the school office. Minor cuts, bruises, bumps and ailments are tended by the school First Aiders. A record of all First Aid trained staff is available at the school office. Parents will be informed should conditions arise that require medical treatment and it is the parents' responsibility to accompany the child to the GP surgery or Outpatients department. The school will inform parents and will call an ambulance when immediate medical treatment is required (see page 23 points 12.3/4).
- Where a child has a known medical need, a record of their condition will be held in the school office and all staff will be made aware of any action required in advance of any

emergency arising. An emergency contact log is available electronically and in print for all children on roll.

- Any complaints in relation to the school policy or its implementation should be raised with the Headteacher in writing in the first instance.