



St Mark's C of E Junior School

Growing together, becoming all we are created to be

Managing Medicines & First Aid in School Policy

St. Mark's C of E Junior School is committed to delivering good outcomes for children and young people by providing an outstanding safe learning environment that promotes their welfare and helps them to develop socially and emotionally so that they can make the most of their life chances.

St. Mark's C of E Junior School makes sure that the staff understand their duty of care to children and young people in the event of an emergency. We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication and care being taken as directed by healthcare professionals and parents. Staff are aware of the medical conditions that affect pupils at this school.

At St. Mark's we make sure that the staff understand what constitutes an emergency for an individual child and make sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Under the authorisation and consent of both parents and school, Year 6 children may carry their emergency medication with them when on off-site visits, at the discretion of the teacher.

Self-Management

Many children will need to take medicines during the day at some point during their time in school. This will normally be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent from school.

At St. Mark's we encourage this by arranging with the parents and child when they will come to take their medicine. **All medicines that are brought into school must be handed to office staff by an adult and not brought into school by the pupil** for their own safety and also the safety of others. A 'Administration of Medication Form' must be completed and signed by the parent / carer of the child.

St. Mark's understands the importance of medication being taken and care received as detailed in the pupil's Individual Healthcare Plan or Administration of Medication Form.

Parents/carers will be encouraged to co-operate with training their child to self-administer medication if this is practicable e.g. epi-pen administration

Prescribed Medicines

Medicines are only taken in school when it is essential to do so. That is where it would be detrimental to the child's health if the medicine were not administered during the school day.

Medicines are only accepted when they:

- Are in their original containers
- Have the name of the medicine

- Have the dosage instructions clearly marked
- Have the child's name clearly marked
- Have not expired

Medical items are stored in the child's classroom and if applicable in the cupboard in the Admin corridor. However, if a medicine requires refrigeration, we have a designated fridge in the Church Room, which pupils do not have access to, where they are stored. A completed 'Administration Medication Form', signed by the parent / carer is kept with the medicine.

Staff will not give medication (prescription or non-prescription) to a child under 16 without a parent/carer's consent except in exceptional circumstances, e.g. if a child has an asthma attack but the school had not been informed the child was asthmatic.

Parents/carers at this school understand it is their responsibility to let the school know immediately if there is a change to the child's medical requirements

Parents are asked to collect all medications/equipment at the end of the school year (e.g. inhalers) and to provide new and in-date medication at the start of each year or within the expiry date.

Individual Healthcare Plans

Children with a medical condition have an Individual Healthcare Plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

Parents at this school are asked if their child has any medical conditions on the Admissions Form when starting at St Mark's.

The school uses an IHP to record the support an individual pupil needs around his/her medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, school staff, specialist nurse (where appropriate) and relevant healthcare services. IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.

The school has a centralised register of IHPs, and the school Administrator has the responsibility for this register.

Other school staff are made aware of and have access to the IHP for the pupils in their care.

The school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

Non-Prescription Medicines

We have been advised by Gloucestershire County Council that it is recommended practice NOT to administer Calpol or Nurofen in school if a child becomes unwell at school as this may hide any

underlying illnesses. If parents wish their child(ren) to have either of these medications during school hours for a known illness, then parents must complete a 'Permission to Administer Medication Form' as above.

Auto Injectors

Auto Injectors are stored with the child's Individual Healthcare Plan in a Medications Box held in the child's classroom. For record purposes, an Administration of Medication form must be completed by the member of staff who administers the auto injector with a copy kept with the auto injector(s), in the medical file. If the child has been prescribed more than one Auto Injector, a second one is stored in the cupboard in the Admin corridor. An additional copy of the child's Individual Healthcare Plan is held centrally in SBM's office. Each class has a medical register and IHPs are kept in the class medical box.

No medicines should ever be locked during the school day and must be accessible in an emergency.

Asthma Inhalers

To allow for quickness in the event of an emergency, asthma inhalers are stored as near to the child as possible, in a medications box in his/her classroom. Since a change in the law in October 2014, the school now has Emergency Asthma Inhalers for those children whose own inhaler is not available.

Controlled Drugs

If a child has been prescribed a controlled drug, the same procedures are applicable as with prescribed medicines.

Ointments

Ointments are stored using the same procedures as prescription and non-prescription medicines. Staff may assist the children with quantities as detailed in the Individual Healthcare Plan but the child applies the ointment themselves. If privacy is required, the child is escorted to the Accessible Toilet in the Hall and a member of staff remains present outside the door until they have completed the application.

Long Term Medical Needs

Parents must provide full information about their child's medical needs, including details of all medication requirements. If a child's needs are inadequately supported this may have a significant impact on the way they function in school. Medical forms are sent to parents who indicate that their child has a medical need on the Admission Form, included in the Parent Handbook when pupils enrol at the school.

Refusing Medicines

If a child refuses to take their medicine, they are NEVER forced to do so. Parents are informed of the refusal on the same day.

Sickness/General Illness during the School Day

When a child becomes unwell during the school day and are not considered well enough to remain in class, they are brought to Office by a member of staff. If it is felt that the child needs to go home,

the parents are contacted and advised that their child needs to be collected. Children who need to be monitored will be taken to a supervised space for a short period until a decision is made as to whether they are well enough to return to the class or whether we need to call home. This is only done on the authorisation of the Headteacher or SLT. If a child has been sick in school, they are sent home and asked not to return until 48 hours after the last bout of sickness.

Minor Injuries

If a child receives an injury during the school day, the child must be escorted to Reception and first aid administered, e.g. the wound cleaned and covered. The child will be assessed and monitored further and the parent contacted if necessary.

During break time or lunch time, a child in need of first aid should be taken to Reception in the first instance for administration of first aid and monitoring before being handed back to a member of the child's class staff, or the parents contacted if needed.

A completed accident report form is given to the class teacher for the pupil to take home on the same day.

Serious Injuries/Accidents

If a child receives an injury in school that is serious enough to require medical attention by a Doctor, an ambulance will be called if required and the parent is contacted immediately. Revised guidelines from the Health & Safety Executive now state that common injuries i.e, a broken arm resulting from a trip in the playground are no longer required to be reported to the local authority. A copy of the guidance is kept on file for reference.

In line with Gloucestershire County Council guidance, any injuries sustained that require a hospital visit will be recorded on the Safety, Health and Environment accident reporting system.

Educational Visits

All medicines required by children on educational visits are part of the Risk Assessment. Medicines are kept in the safe care of a nominated member of staff. Complex medical needs for a specific pupil need an Individual Healthcare Plan completed for the visit. A log is kept of all medicines that are administered to pupils as part of the risk assessment.

Non-prescription medication will be taken on off-site visits and can be given to children with parental permission.

St. Mark's will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

Sporting Activities

Emergency medications i.e. – asthma inhalers, should be taken out by the child to his or her sporting activity in case of emergency. The teachers leading the event need to ensure that the children are reminded before any educational visits or off site sporting activities.

Medical Training

The Headteacher ensures that all staff receive appropriate support and training and are aware of the school's First Aid procedures. The Headteacher will inform the parents of the school medical

procedures and its implications for them. Staff receive regular training in Auto Injectors and Asthma procedures and what to do in the event of an emergency.

All Staff Members

All pupil medical information is kept in a central medical file located in the school office. All staff will receive an updated medical register at the start of each year or when a change had been made, which contains information on pupils with medical conditions, allergies etc.

Relevant school staff are aware of the medical conditions at this school (taking into account confidentiality) and understand their duty of care to pupils in an emergency.

School staff know what action to take and/or who to contact in an emergency and receive updates at least yearly.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance

The Governing Body

The Governors are aware of the school's First Aid and Medical procedures. This policy has been written in accordance with 'Supporting Pupils with Medical Conditions, Department for Education Guidance, December 2015'. A copy is kept in the Medical File in Reception.

Whole School Environment

St. Mark's ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

St. Mark's C of E Junior School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.

The school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

School staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

The school understands the importance of all pupils taking part in physical activity and that relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

This school understands that relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

School staff will ensure that pupils have access to appropriate medication, equipment and/or food during physical activity.

The school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

School staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.

The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCo who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.

The school makes sure that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

The medical conditions policy is regularly reviewed, updated and ratified by Governors annually.

In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

Signed:  (Headteacher)

Date of this Policy: Spring Term 2026

Responsibility: Governing Body

Review Date: Spring Term 2028