



POLICY FOR SUPPORTING PUPILS WITH MEDICAL NEEDS

The school policy is that medicines for chronic illnesses, such as epilepsy, diabetes, asthma and severe allergic reaction, will be administered by named persons.

Medicines such as the ADHD drug Ritalin is kept in the school office in a box. Children and parents who bring this drug to school must clearly label it with the child's name, dosage and the time when it must be administered. It will only be administered by named persons.

Staff undergo annual training in order to support a child with diabetes in school. The medicine and testing kit is kept in the child's classroom safely. There is daily communication between parent and class teacher. If there is to be a change in timetable for example extra physical activity, parents **MUST** and **ARE** informed beforehand.

Medicines such as antibiotics for infections or cough medicines will be administered preferably by the child or their parents. Where this is not possible a member of staff will administer it, if the medicine has been prescribed by a doctor and parents fill in a form giving permission or if there is a covering letter stating clearly that parents give permission for this to happen, together with when to give the medicine and how much to give. All medicines must be clearly labelled with the child's name and dosage.

On no account must medicines, including homeopathic medicines, be sent to school with the child.

Pupils who require inhalers must be able to retrieve these quickly when necessary. These must be clearly labelled with the child's name and should be kept in their book bag or the cupboard in the child's classroom.

Some pupils may require a Health Care Plan eg Anaphylactic Reaction and children taking very strong drugs. When a child needs this treatment staff will be trained in the use of the Epipen and would administer it in the case of an emergency.

When children become ill at school or have an accident, parents or a named person will be contacted if the injury is deemed serious or needing further medical investigation. The treatment will be recorded in the school's Accident Book.

During morning and afternoon breaks, a teacher or member of support staff who has received first aid training will administer basic first aid.

At lunchtime the first aid trained Midday Supervisors are responsible for the medical care of the children.

The list of staff who have been trained in First Aid is displayed on the staff room notice board. Four members of staff have Paediatric first Aid Training - Ms Beastall and Mrs Hill

REVIEW



Lea Frances Olive Anderson Church of England Primary School



The Headteacher and staff will review this policy **every two years**. Any suggested amendments will be presented for discussion and approval by the whole Governing Body.

Reviewed by the Pupil and Staffing Committee and approved by the Governing Body in October 2016. To be reviewed in October 2018.