



Medical Needs Policy

1. Guidance for the administration of medicines

Authorised Persons

The Headteacher is the main person responsible for the administration of medicines. The Headteacher can authorise a named member of staff, with their agreement, to be responsible for the administration of medication (this member of staff is then the 'Authorised Person').

Information to Parents

Copies of the policy are available to parents.

Storage of Medicines

- All medication is kept in either the School Office or in the refrigerator or first aid cupboard as appropriate.
- All medication to be marked with the child's name
- Medication to be kept in the original packet.

Procedures

The parent/carer is responsible for supplying the 'Authorised Person' with adequate information regarding the child's condition and medication.

All medicines must be delivered to the School Office by the Parents/Carers with a signed Administration of Medication Form, copies available from the school office.

All medicines must have the child's name and the dosage.

All medication given to a child is to be supervised by an adult.

A record of all medicines given in school will be recorded on the Administration of Medication Form and signed by the person giving the medicine.

Parents will countersign the Administration of Medication Form when completing the form prior to the administration of medicine.

2. HEALTH CARE PLANS

For long term medical conditions a health care plan will be initiated. A copy of this form is available from the School office. This will be reviewed annually between the parents/school. Parents must inform the school if the medication changes during the year.

3. SCHOOL VISITS

Staff taking pupils on day visits will be aware of child's medical needs.

Staff taking pupils on residential visits, parents will be asked to provide written medical instructions

As a matter of principle all pupils will be included in every educational activity we normally undertake, unless medical advice specifically precludes it.

4. TYPE OF MEDICATION

Only prescribed medicines will be accepted into school with written consent form completed by the parent/carer, however;

Members of Cestria Primary School staff are not obliged to administer any medicines, but if they agree to do so, they must record the child's name, their name, the dosage, the time administered and sign the Administration of Medication Form.

Injections may only be administered by a medically qualified nurse or doctor, or in the case of epipens or insulin injection only by trained personnel in school.

5. APPLICATION OF DRESSING TO WOUNDS

Low adhesive dressings may be used for small wounds to stop the flow of blood.

6. POLICY REVIEW

This policy will be reviewed annually.