

## ST. GABRIEL'S CATHOLIC PRIMARY SCHOOL

### POLICY FOR THE CARE OF CHILDREN WITH MEDICAL NEEDS IN SCHOOL AND THE ADMINISTRATION OF MEDICATION

St. Gabriel's is a welcoming school where:-

- We pray together, care for each other and learn together
- We feel safe and respected
- We try to do our best
- Everyone is treated fairly
- We have fun with our friends

With Jesus Christ at the heart of our loving Catholic community.

Governors at St. Gabriel's School fully accept that children with medical conditions need to be, and will be, fully supported to ensure that they have full access to education - including school trips and P.E. We consult fully with health & social care professionals, parents and where appropriate the child to achieve this. Where required, an individual health care plan will be drawn up (seeking advice where appropriate from medical professionals) to outline the day to day care requirements for a child with medical needs. Governors at St. Gabriel's will ensure that sufficient staff have received appropriate training and are competent before they take on responsibility to support children with medical conditions.

Where a child requires medication regularly to achieve this, or on a one-off basis e.g. antibiotics, we recognise that their health may deteriorate or they may be absent for potentially long periods of time which will have a detrimental effect on their attendance. This in turn could impact on their development and learning. In these circumstances, and where it is not possible to have dose frequencies outside of school hours, a signed consent form must be completed by a parent (these are available from the school office or can be downloaded from the website). Medication should be brought to the school office by the parent or responsible adult. Only medication that is in date, labelled, provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage will be administered. The only exception will be Insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in the original container.

Medicines will be stored securely in the school office where a fridge is available if necessary.

The administering of medication will be done under dual control, by a designated member of staff (see log book for current staff authorised) with the person administering asking the child their name, if the medicine is theirs and what it is for. Both people will sign a log, noting name, dose, time administered and any reactions. This is kept in the school office.

Any incident with regard to the administration of medication e.g. missed dose, overdose, wrong medication administered or pharmacy error will be dealt with in the appropriate manner with medical advice taken where necessary. Any incident will be recorded on an incident form and shared with parents and senior leadership

All non-prescription medication is discouraged in school, any medication containing aspirin will not be administered unless prescribed by a doctor.

For those children who may need urgent, invasive treatment (e.g. an epi-pen) a care plan must be drawn up in liaison with the relevant medical personnel and/or a parent/legal guardian. After the administration of an epi-pen, an ambulance will be called as a matter of routine. Epi-pen training is updated annually. All members of staff with exception of the lunchtime supervisors undergo this training.

Children who need to test blood sugar levels will be supervised at all times as low blood levels may cause disorientation and confusion. They should never be sent unsupervised to test their blood or go to the toilet without some form of supervision if feeling unwell. Appropriate action will be discussed with the child to encourage their independence in dealing with their own condition, but will be decided upon by a trained person. In the case of any uncertainty, a parent will be contacted to ensure correct procedures are followed. (See policy on 'sharps' in school.) These children will also have a written care plan.

When a child with a known medical condition goes out of school on an educational trip, following a full risk assessment, their medication will be taken with them and administered by the most senior, competent member of staff who will take responsibility for its storage and administration.

*St. Gabriel's School currently has a defibrillator on school premises and staff trained to use it in an emergency.*

W BRIGHT/SMCKAY

Updated and implemented October 2009

Reviewed Annually

Last Reviewed October 2024

Next Review October 2025

Read in conjunction with [Staffordshire Learning Net - Policies and Guidance](#) -protocol for student with health needs.