

St Thomas More Catholic Primary School

Adopted Spring 2022

To be reviewed Autumn 26

Signed by the Chair of Academy Committee:

Date:



Christ is the centre of our school community where we live, love and learn together.

Medical Policy

(incorporating First Aid, Asthma and Sun Safety Policies)

September 2026

We ask parents/carers to request that their doctor prescribe medication which can be taken outside the school day, as with the increase of emergency medication we are unable to administer antibiotics etc.

CHILDREN WITH SPECIAL MEDICAL NEEDS

Should we be asked to admit a child to school with medical needs, we will, in partnership with the parents/carers and School Nurses, discuss individual needs. Where appropriate, an individual care plan will be developed in partnership with the parents/carers and School Nurse. This is filed in the Medical Needs folder in each classroom, staffroom and in the first aid room.

Any resulting training needs will be met. It is the responsibility of the class teacher to familiarize themselves with these needs and to make T.A.'s, students, supply staff and outside agencies aware. It is the responsibility of the PE Co-ordinator to ensure all after-school sports agencies are aware of Medical Needs and First Aid procedures. It is also the responsibility of the parent/carer to inform after-school clubs of their child's medical condition, and to ensure they have the inhaler used for the journey between school and home in their school bag for use in clubs.

ON ADMISSION TO SCHOOL

All parents/carers will be asked to complete an admissions form giving full details of the child's medical conditions, their emergency contact details, the name of the family doctor, and details of hospital Consultants. Please remember to update these details if the condition changes, and at the start of the new Academic year on the data sheet which is sent home in the first week.

ADMINISTRATION & STORAGE OF MEDICATION IN SCHOOL

Should a pupil need to receive medication during the school day (as indicated on the care plan), parents/carers must make an appointment to see Mrs. Peach. The medication must have the correct spoon, be in the container as dispensed by the pharmacist, with the child's name, dosage, expiry date, and instructions for administration printed clearly on the label. The parent/carer is asked to provide a plastic container or zipped bag for storage.

The form 'School Medication Consent Record' should be completed by the parent/carer, with an up-to-date passport-type photograph attached. This will be kept with the medication and the care plan. This must be reviewed annually; an appointment will be made for the first day of the autumn term. A record of the administration of each dose will be kept on the 'School Record of Medication' form, which will be signed by the designated member of staff who administered the medication, and countersigned by 2 other

member of staff present whilst medication is given. This is filed with the Consent Record and care plan. Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A child should never be forced to accept a medication. "Wasted doses (e.g. tablet dropped on the floor) should also be recorded. Should the medication need to be changed or discontinued before the completion of the course, if the dosage changes, or if medication needs to be replenished school should be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible. A child **MUST NOT** bring in medication. Medication **MUST** be collected by the parent/carer at the end of the school year and returned on the first day of the new school year. We cannot have a child in school without their emergency medication. If a child with an allergy care plan has received a dose of antihistamine at home before school, it is the responsibility of the parent/carer to advise the school in writing. This will be stored with the medication.

STORAGE & DISPOSAL OF MEDICATION

All medication, with the exception of Emergency Medication, will be kept in a locked fridge in the school office. The designated people have responsibility for the key. A regular check will be made of the medication cabinet at least half-termly, and parents/carers will be asked to collect any medication which is out of date or not clearly labelled.

EMERGENCY MEDICATION

Inhalers will be kept in the classroom. Year 6 children will be responsible for their own inhalers (See Asthma Policy). All inhalers will be taken to the playground doors at break times and collected at the end of break. However, we now hold in school an emergency inhaler in the event that your child's inhaler does not work or for some reason is not available. In signing the Asthma inhaler consent form, you are also giving permission for the school emergency inhaler to be used if necessary.

EpiPens and antihistamines will be kept in a labelled box in the cupboard in the staffroom. Epi-pens will also be kept in the child's own classroom, in a labelled red box. However, some doctors are only prescribing one pen, if this is the case, that EpiPens will be kept in the red box in the classroom stockroom. These can then be fetched if needed, we also hold emergency pens in school in the Principal's office. Administered EpiPens will be placed in a sharps bin and disposed of correctly. A list of people trained to administer EpiPens, and designated persons to administer other medications will be displayed in the office and the staff room. We also hold emergency adrenaline injectors in school, which will be used in the event of a child's own injector malfunctioning but still follow that child's emergency care plan. If in the unlikely event a child who does **NOT** have an emergency care plan in place shows signs of anaphylaxis, we will call 999 for an ambulance, informing them that the school holds spare adrenaline injectors and following their instructions. It is the Parents' responsibility to let us know if they do not wish for us to

do this! Lunchtime supervisors will be informed of any Medical Needs on a regular basis. This includes risk assessments when a child returns to school after illness or injury.

RISK ASSESSMENT

When your child returns to school after an injury (fractures/breaks etc) a risk assessment MUST be filled in and signed by their parent or guardian.

ISSUE AND SECURITY OF MEDICAL STORAGE KEYS

Keys will be stored separately and only used by named staff. The named staff can be found on Medical Needs board in the staffroom and in the main office.

MEDICATION ON SCHOOL TRIPS

If a child needs ANY medication on a school trip, including travel sickness tablets, a separate school medication request form for EACH medicine must be completed by the parent/carer and returned to school by the given date. The medication must be handed over to the group leader on the day of the trip. If medication is presented on the day of the trip without the above being adhered to, then we will not be able to administer it. It is the responsibility of the person organising/supervising the trip to add the information to the risk assessment, and to make sure the medication record sheet is filled in and countersigned as the medication is administered.

ST. THOMAS MORE'S SCHOOL FIRST AID POLICY

The physical well-being of members of the school community is of prime importance. The school has a duty of care to provide first aid treatment for sick or injured persons on school property. First Aid will continue until the casualty recovers, is given into the custody of a parent or authorised emergency contact person, or until medical aid has been obtained. One member of staff shall be designated the responsibility of ordering First Aid supplies and organising a First Aid rota for break times.

A basic First Aid kit is available for minor injuries. All staff have a duty of care and can attend to minor injuries. Several staff will be trained to Level 2 in workplace and Paediatric First Aid. Other staff will undertake an online basic first aid course. All staff also undertake training in epilepsy, diabetes, anaphylaxis and asthma awareness on a yearly basis. A First Aid area (red sofas) will be available for use at all times.

A supply of First Aid materials will be stored in the staffroom. Any injured or sick child in the First Aid area must be supervised. There will be First Aid kits in each classroom, next to the playground doors and both halls for minor incidents. Protective clothing and equipment i.e. disposable gloves and aprons are provided for dealing with blood or body waste. These are stored in both the staffroom. Any soiled clothing to be bagged, labelled and returned to the parent/carer. Any soiled tissue/wipes to be placed into a black bag,

sealed and disposed of in the outside bins. All accidents must be recorded in the accident register, and a copy sent home. Any child with injuries involving blood should have the wound covered at all times, unless parents have informed school that their child is allergic to plasters.

Parents must also advise the school if they do not want splinters removed. ALL head bumps must be recorded. If a child is taken ill in class, the teacher/T.A. will assess the condition of the child. If the child needs to go home, the child is sent to the office with an appropriate slip, or if required, is escorted by a T.A.

If a First Aider is needed, then follow the procedure for calling a First Aider. Lunchtime accidents and sickness will be dealt with by lunchtime staff. If required, the parent/carer will be contacted by Office Staff following the correct procedure. The class teacher must be informed by the dinner supervisor. Basic first Aid kits will be taken into the playground for minor cuts and grazes, anything more serious will be dealt with in the First Aid area by A First Aider.

ILLNESS

If a child has vomiting or diarrhoea they must not come back to school for 48 hours after the last bout of illness, this is in line with Public Health England guidelines.

EMERGENCY PROCEDURE

A help hand is located by the door in all rooms and will be sent to the office. A member of the office team will attend the emergency to co-ordinate support needed. I.e. alerting First Aiders, and calling emergency services. An Emergency Aid card is displayed by external telephones. Any member of staff seeing a child with "help hand" must find out where help is needed and attend. DO NOT stop the child taking the "help hand" to the office. The Principal must be informed, and in his absence whoever is next in line. The Medical Needs Co-ordinator must also be informed. An accident form must be completed and dispatched (instructions are in the Accident Form folder). A list of Qualified First Aiders, and of persons trained to administer Epi-pens will be displayed on the Medical Needs board in the staffroom, and also in the front office.

ST THOMAS MORE'S SCHOOL ASTHMA POLICY

This school:

- Will support all pupils with asthma and will encourage and help children with asthma to participate fully in all aspects of school life.
- Recognises that immediate access to inhalers is vital

- Will ensure that other children understand asthma so that they can support their friends and so that children with asthma can avoid the stigma sometimes attached to this chronic condition.
- Has a clear understanding of what to do in the event of a child having an asthma attack.
- Will work in partnership with all parties concerned, to ensure the successful implementation of a school policy.
- Will see that training sessions are held annually so that all staff understands asthma.
- Will give details to supply teachers and newly qualified teachers regarding any children with asthma in their class.
- Will make sure that children bring their inhalers to the church, P.E. lesson, the sports field or the swimming baths and take them on school trips. They will not be allowed to participate if they do not have an inhaler.
- The lunchtime supervisors will be informed of children with asthma by the Medical Needs Coordinator.
- Will expect and encourage parents/carers to give appropriate information to the school regarding their child's asthma and to provide a prescribed reliever (blue) inhaler and spacer device (if required) Inhalers will be kept in classrooms in a labelled box, but will be taken to the playground doors at all break times, and anywhere else the child goes. A copy of the Consent Form will be filed in the Medical Needs folders in each classroom. An asthma folder can also be found in the staff room.

The inhaler will be kept in school from September-July and will remain in school for the academic year. However, it is the parent's responsibility to check the expiry date when the inhaler is brought into school. Inhalers must be brought into school on the first day back in September with a newly completed consent form and your child's photograph. If the inhaler is not in school the child cannot participate in school trips, P.E. etc., and the Parent/Carer will be contacted to either provide the inhaler or to collect their child from school, as we cannot have a child in school without their inhaler. If a child no longer requires an inhaler the parent/carers must inform the school in writing. This will be filed at the back of the class medical folder. If a child needs regular doses i.e. following an illness the parent must also inform us in writing.

ALL INHALERS MUST HAVE A PRESCRIPTIVE LABEL. The inhaler must be stored inside a transparent, zipped plastic wallet, or plastic tub together with the Consent Form, photograph and record sheet which is filled in each time a child takes their inhaler. A separate note will be stored in the inhaler box to be completed and sent home informing parent/carers that the child has taken their inhaler. If a child has 4 puffs the parent/carers will be informed by telephone. If a child needs up to 10 puffs an ambulance will be called.

ST THOMAS MORE'S SCHOOL SUN SAFETY POLICY

Too much exposure to ultraviolet light (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contributes significantly to the lifetime risk of skin cancer. The aim of this policy is to make pupils aware of the damage caused by excessive exposure to the sun. This school will:

- Educate children about the importance of sun protection
- Encourage children to wear sunhats
- Encourage children to drink water
- Encourage children to use shaded areas
- Encourage children to apply sun cream provided by parent/carer

Parents/carers will:

- Support and encourage the sun safety policy
- Apply a long lasting sun cream before school SP50 or above.
- Ensure sun hats and water bottles are in school

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