

MEDICINES AND MEDICAL CONDITIONS POLICY

1. INTRODUCTION

Most children at some time in their school life have a medical condition that may affect participation in school activities. This is usually short term.

Other children have medical conditions that if not properly managed, could limit their access to education. These children are regarded as having medical needs. Staff need to be mindful of their condition and make sure that these children are not put at risk.

Such children will have a medical health care plan in school to make sure that any risk to the child is minimal.

Parents/Carers have prime responsibility for their child's health and should provide school with information about their child's medical condition.

Parents/Carers should give details of their child's condition in conjunction with their General Practitioner as appropriate. Cambridgeshire Children and Young People's Health Service may be able to provide additional background information.

Parents/Carers should, jointly with the Headteacher, reach agreement on the school's role in helping their child's medical needs.

The Headteacher should seek the parents'/carers' agreement before passing on information about their child's health to other school staff.

2. SHORT TERM SICKNESS

In some circumstances when a child needs medication but is perfectly well enough to be at school the parent/carer or named person can come into school and administer medicine to the child at a convenient time.

In a few cases it is sometimes impossible for a parent/carer to get into school during the day. In this case the parent/carer is asked to try and administer the medicine either side of the school day.

In a rare instance whereby a child must have their medicine during the school day the parent/carer is unable to administer it themselves, parents/carers are asked to come and see the Headteacher and sign an 'Exceptional Circumstances' form accepting all responsibility for the medicine being administered by the Headteacher/teacher. The forms are kept with the medication in the appropriate place - classroom/fridge.

If medicine is given it must be recorded on the sheet at the bottom of the 'Exceptional Circumstances' form, by the person who administers the medicine. The form is also countersigned by the person who witnesses the administration of the medication.

On occasion, a child may require analgesia (such as [paracetamol](#)) to be administered during the school day. In this event, parents/[carers](#) must complete and sign the 'Exceptional Circumstances' form and provide the medication for the Headteacher/teacher to administer as necessary. Children will not be given analgesia routinely, and will be sent home if they are not well enough to be in school.

In the above circumstances a medical health care plan is not necessary.

3. STAFF LIABILITY

All staff are covered by the school's public liability insurance but are under absolutely no obligation to administer any kind of medicine if they do not wish to do so.

4. LONG TERM MEDICAL CONDITIONS

Some children have ongoing medical conditions such as eczema/asthma/diabetes/epilepsy and medical allergies.

It is essential that the school is made aware of these conditions, what the severity is and how medication needs to be taken and whether the child can administer it for themselves.

If the school is advised that a child has asthma or have been prescribed an inhaler, a 'Details of medication/inhaler' form must be completed by the parent/carer. The master schedule is kept in the Pupil Inhaler Records file, stored in the school office. This form also forms part of the child's inhaler log book.

In normal circumstances inhaler medication is kept in the year group unit school office and the child comes to collect and administer it themselves as and when necessary. This is overseen by an adult who signs the record book.

If a child has a long term complicated medical condition such as allergic reactions (anaphylaxis) there needs to be an ongoing partnership between school, home and the school nurse/doctor.

The Headteacher takes responsibility for the administration of their medication along with other staff who have signed to say they are willing to administer the medication and have received the appropriate training.

In these severe cases a health and safety file is prepared and stored in the main school office. This file contains a photograph of the child, highlighting the condition/allergy, letter from their GP/Consultant with relevant protocol and completed Exceptional Circumstances form. A standard Crosshall Infant School Academy Trust protocol can be completed by the parent/carer in the event of awaiting the issue of a protocol by

their child's hospital Consultant. Kitchen staff are informed about all children who have allergies.

All staff must be familiar with the photographs and procedures particularly those who work in the same unit as the children.

A record will be kept, using the Exceptional Circumstances form within the child's health and safety file, of all medicines given and when.

An annual review takes place for each of the children with a long term health and safety file.

5. EDUCATIONAL VISITS

Staff supervising visits are aware of all medical needs and relevant emergency procedures and make sure the appropriate equipment and medication is taken on the journey.

Parents/Carers of children with a particular medical need do not need to accompany them on an educational visit.

6. P.E. ACTIVITIES

Staff are aware of and make appropriate arrangements for the administering of medication post or prior to P.E. activities.

7. STORAGE

The Headteacher is responsible for making sure all medicines are stored safely and are appropriately labelled. Children should know where their medicine is stored. If inhalers are kept in the classroom they should be stored in an appropriate place in a lidded container. If medicine needs to be stored in the staff room fridge or classroom it must be stored inside a container and labelled, with a copy of all relevant health and safety file paperwork.

8. MEDICATION EXPIRATION

Parents/Carers should provide the school with medication which has an adequate time period before expiration. Medication expiry dates will be monitored within school and parents/carers are required to provide replacement medication in a timely manner.

8. EMERGENCY PROCEDURES

All staff know how to call the emergency services. All staff know who is responsible for carrying out emergency procedures in the event of need.

Any child taken to hospital by ambulance should be accompanied by a member of staff who should remain until the child's parent/carer arrives.

The school has two defibrillators, one is located in the school office and one which is attached to the Nursery front entrance wall if needed, the code is C159.

9. GENERAL

All staff are covered by insurance using their own car on school business. If it is necessary to take a child to hospital in an emergency, the member of staff must be accompanied by another adult. A car booster seat is available from the staff cloakroom.

Further advice on common illnesses/infections/conditions can be found on the wall in the office, as supplied by Public Health England.

Approved: May 2025

Next Review Due: May 2026

Appendix A



EXCEPTIONAL CIRCUMSTANCES MEDICINE RECORD

NB: Medicines must be in the original container in accordance with the medical protocol as issued by the GP/Hospital.

Child's Name _____ Date of Birth: _____ Class: _____

Name of medicine _____

Strength of medicine _____

Dosage _____

When to be given _____

Medical Protocol available YES NO

Are there any side effects that the school/setting needs to know about? _____

Phone number of parent or adult contact _____

Medicine to be left at school / Medicine to be taken home each day (Please delete)

In consideration for the Headteacher or the school staff agreeing to give medication to my above named child during school hours, I agree to indemnify the Headteacher, the school staff and the Local Authority against all claims, costs, actions and demands whatsoever resulting from the administration of the medicine unless such claims, costs, actions or demands result out of the negligence of the Headteacher, the school staff or the Local Authority. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer's signature _____ Date _____

If more than one medicine is to be given a separate form should be completed for each.

| | | | | | | | | | | | | | | | | | | | |
|-------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| DATE | | | | | | | | | | | | | | | | | | | |
| TIME GIVEN | | | | | | | | | | | | | | | | | | | |
| SIGN | | | | | | | | | | | | | | | | | | | |
| COUNTER SIGNATORY | | | | | | | | | | | | | | | | | | | |

Date medicine returned to parent on completion of course of medicine: _____

Appendix C



Crosshall
Infant, Nursery and
Kids Club
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| DETAILS OF MEDICATION / INHALER | |
|--|----------|
| Child's Name | |
| Date of Birth | |
| Contact Name | |
| Address | |
| | |
| Contact Number | |
| Child's condition/illness | |
| Name of medication | |
| Dosage | |
| When to be administered | |
| Self administration | Yes / No |
| Is medication required before PE? | Yes / No |
| <p style="color: red;">I undertake to ensure that medication is continually replenished, remains in date and accept that I remain responsible for my child's medication.</p> | |
| Signed | |
| Date | |
| Relationship to child | |

Appendix D

Medical Condition / Allergy Information / Dietary Requirements

As you have indicated on the Admission form that your child has a medical condition, allergy information or a dietary requirement there is supplementary paperwork which you will need to complete and further supporting information that we require.

To ensure we are safeguarding your child it is vital that we receive this additional information, regarding your child's circumstances, prior to their first day at Crosshall Infant School Academy Trust.

All relevant information must be returned by as soon as possible, please note end of term is [date].

Additional Forms to be completed are as follows: -

- Written confirmation from the G.P. / Hospital.
- Medical Protocol provided by G.P / Hospital - if prescribed medication is to be held in School. (If there is no medical protocol available you **must** complete a standard Crosshall Infant School Academy Trust protocol, which can be obtained from the School Office).
- Details of medication / inhaler form - if prescribed medication is required to be held in school and administered should an emergency situation occur.

Appendix E

EMERGENCY PROTOCOL FOR ALLERGIC REACTION DATE:

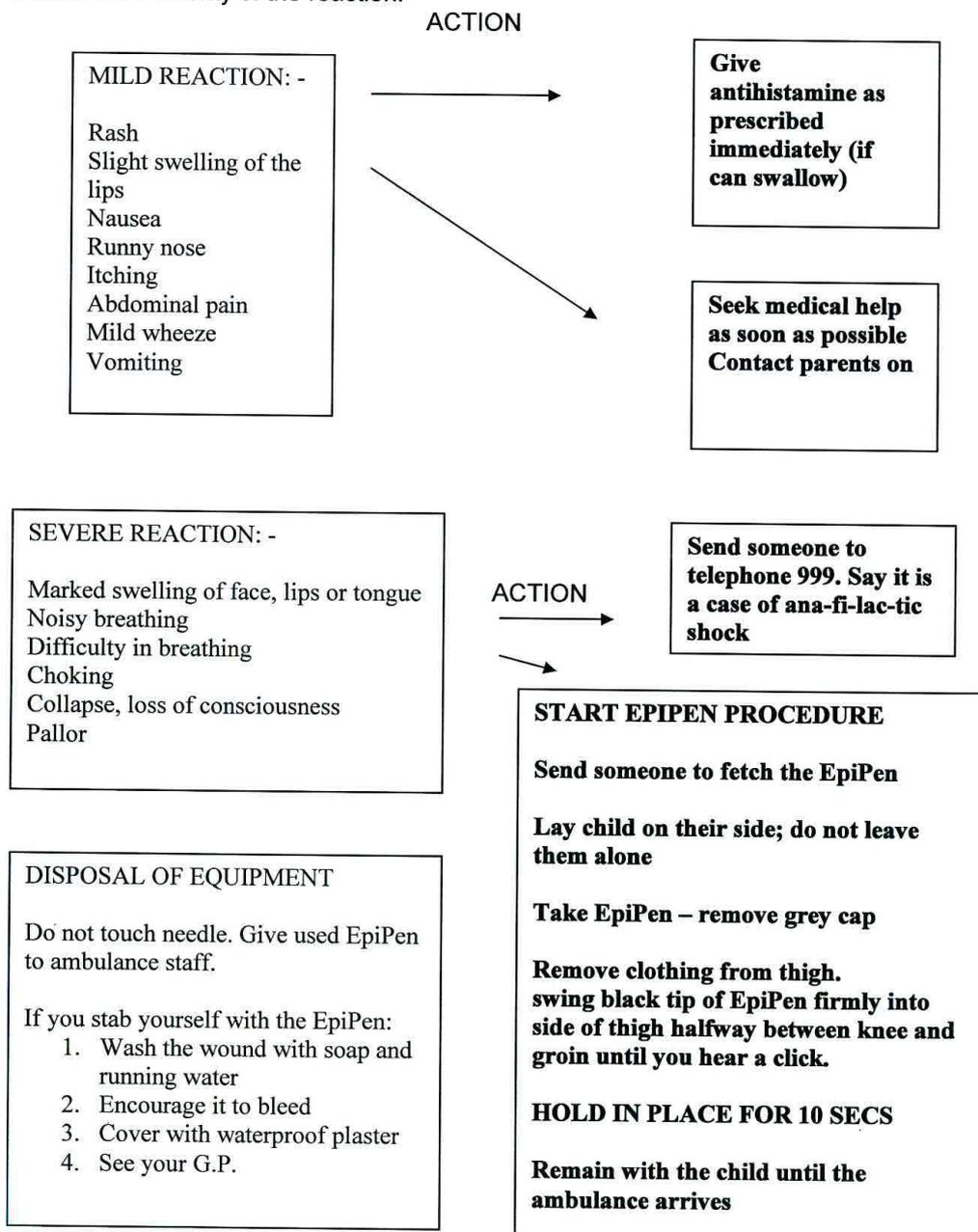
NAME:

D.O.B:

ALLERGIES:

It is important to realise that the stages described below may merge into each other rapidly as a reaction develops.

Assess the severity of the reaction.



HOW TO RECOGNISE AN ASTHMA ATTACK

The signs of an asthma attack are

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache)

CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK

- Keep calm and reassure the child
- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler
- Remain with the child while the inhaler and spacer are brought to them
- Immediately help the child to take two separate puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way

Appendix H



Crosshall
Infant, Nursery and
Kids Club
Academy Trust



Headteacher: Mrs Rebecca Sawford
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Tel: Kids Club 01480 219518
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[date]

To the Parents/Guardian of: [name]
Class: [class]

The inhaler medication held in school is due to expire on [date]

Please provide the school with replacement medication, prior to the expiry date. If any there has been any change in dosage or medication type, you will be required to complete the relevant administration at the school office.

Thank you.

Office Administration
Crosshall Infant School Academy Trust

