MEDICAL POLICY & PROCEDURES

Our school helps us to walk with Jesus to be the best that we can be. Through God's love and guidance, we create an ethos of shared endeavour, friendship and co-operation to help us flourish academically, emotionally and spiritually.

"I can do all things through Christ, who strengthens me."

Philippians 4:13

Policy Author	Mrs Julie Green
Policy Date	June 2026
Next Review	June 2027 or sooner if necessary

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Equality Statement

At Baxenden St John's School, equality is a key principle for treating all people fairly and creating a society in which everyone has the opportunity to fulfil their potential - irrespective of their gender, ethnicity, disability, religion or belief, sexual orientation, age or any other recognised area of discrimination.

Purpose

The Governors and staff of Baxenden St John's C.E. Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher (Mrs Julie Green) will accept responsibility in principle for members of staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so.

This policy should be read in conjunction with the following school policies:

- Allergy & Anaphylaxis Policy,
- Supporting Children with Medical Conditions,
- Keeping Children Safe in Education 2026,
- SEND policy (where applicable)

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

Key Information

1. Medication will not be accepted in school without complete written and signed instructions from the parent/carer.

2. Only reasonable quantities of medication should be supplied to the school.

3. Children requiring frequent doses of pain relief, such as Calpol or Nurofen should not be sent into school. School will however administer 'school Calpol' in an emergency e.g. child is being sent home ill during school day but requires urgent pain relief before parents arrive to collect.

4. Children who are on newly prescribed medication should remain at home for at least the first day/two days so that any adverse reactions can be reviewed and assessed.

5. Antibiotics will only be administered in school if a child is fit and well enough to be present for their education – most commonly, the last days of a course of antibiotics can be brought into school, once a child has sufficiently recovered from their symptoms (this will be in consultation with the school and at the headteachers discretion).

6. Each item of medication must be delivered in its original container and handed in at the school office by the parent/carer. A form will be given to the parent/carer for completion, stating dosage, child's name etc. This form will be kept in the main school office. Information regarding the child's medication needs will be passed to the class teacher.

7. Each item of medication must be clearly labelled with the following information:

    a. Pupil's name
    b. Name of medication
    c. Dosage
    d. Frequency of dosage
    e. Date of dispensing
    f. Storage requirements
    g. Expiry date

8. The school will not accept items of medication that are in unlabelled containers.

9. Unless otherwise indicated, all medication to be administered in school will be kept in a medicine cabinet in the school office/staffroom fridge.

    a. (Inhalers, EpiPens and any other emergency medication will be kept in medical boxes in each classroom in line with the individual care plans in place.)

Record Keeping

School will record details of when medication has been administered to a child including dosage given and time of administration. Refer to - **Appendix 1** for medical procedures.

First Aid Administration

Refer to - **Appendix 2** for first aid procedures.

Administering Medicines

Refer to - **Appendix 3** for procedures for administering medicines

- When medication is administered, the member of staff will check the name on the bottle, the dosage, and the frequency, to ensure that the correct medicine is given. The record sheet will be signed by the member of staff administering the medication.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision.
- It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or of the discontinuation of the pupil's need for medication.
- Staff who volunteer to assist in the administration of medication will receive the appropriate training/guidance through arrangements made with the School Health Service (if necessary).
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from school premises, even if additional arrangements are required. However, there may be occasions when it is not possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

- School will administer paracetamol/ibuprofen for pain relief as directed by parents/carers, but only if prior consent is obtained. Parents will be asked for verbal consent during the school day and then be required to sign a school form upon collection of their child - **see appendix 4**.

Specific Medical Issues

Head lice.

1. If a parent/carer discovers their child has head lice, they must notify the school and keep their child at home until no living lice are present.
2. Upon notification of a child having head lice, the school will inform parents of the affected year group by sending home slips asking parents to check their child's hair that evening.
3. If head lice are detected on a child whilst at school, the child's parent /carer will be contacted and asked to collect the child from school so that treatment can start immediately.

Vomiting and Diarrhoea

As it is difficult to determine whether a child is ill due to an infectious sickness bug or for another reason, it is the school policy that all children who have had vomiting combined with diarrhoea or diarrhoea on its own are kept away from school for at least 48 hours following the last episode of sickness or diarrhoea.

Where it is identified that the illness is caused by a 'bug', or the child has vomited (with no diarrhoea) the child must remain off school until 24 hours after their last episode of sickness.

Appendix 1

Medical Documents

Procedures

1. All old medical information to remain in place at the start of the autumn term until new data received from collection sheets – office to send data collection sheets for checking to all parents on first day of autumn term.
2. Asthma register, medical register and dietary register to be updated as soon as new information is received. Office/SENCO responsible for chasing information returns and recording new data on registers.
3. All new registers to be completed for academic year by the end of the second week of the autumn term.
4. Once new data is received, SENCO to review the need for individual health care plans (ICP) and initiate/revise where necessary. Once care plans have been completed for new pupils and reviewed for existing pupils, information is to be passed immediately to office to copy and disseminate throughout school.

Location of care plans in school:

- **Office medical folder (tall cupboard in office)**
- **Classroom (medical box with green lid & 'cross' displayed)**
- **Emergency pack (office stock cupboard – grab bag)**
- **Spare 'Epi-pens' (office stock cupboard – clearly labelled box)**

5. Asthma care plans to be issued or reviewed to all on register as soon as status confirmed. SENCO responsible for issuing blank plans and chasing returns.
6. SENCO responsible for ensuring class teachers check all asthma related apparatus is received in school at the start of the autumn term and is in date.
7. All medicines received in school to be accompanied by a consent form and medicines to be kept securely in staffroom fridge or medicine cabinet in the office.
8. Any medicines for life threatening conditions to be kept with a copy of the individual care plan in the classroom. Epi pens to be carried by users at all times (or supporting adults to carry if the child is in KS1) – agreed with the child and their family.

Appendix 2

First Aid Administration

The main first aid station is situated in the downstairs KS1 resource area, in a metal box attached to the wall at the end of the corridor. In addition, there is an upstairs first aid box outside the Y6 classroom. Portable kits in 'grab bags' are also available for use outside, and these are located by both KS1 and KS2 entrance doors.

Portable kits are also available for use outside, and these are located by both KS1 and KS2 entrance doors, hanging on the hooks alongside the accident books. All essential first aid materials will be available at these points alongside accident books and 'bump to head' wrist bands.

Cold water and gauze swabs or non-alcohol wipes should be used to clean wounds. Paper towels with cold water can be used as a cold compress. If an ice pack is required for a bumped head or a knock to a limb these can be found in the freezer section in the downstairs KS1 resource area.

'Bumped head wrist bands' will be issued to pupils and this will highlight to all other staff that they have sustained an injury to the head/face. Head injuries causing concern should be reported to parents as soon as is practically possible.

If there is a serious injury or you have concerns regarding a child's injury, please do not hesitate to send for help or ask for a second opinion. A child can be sent to the staffroom or office. Mrs Baynes as the lead first aider will always be happy to offer advice if she is available.

All accidents that require first aid treatment should be recorded in the accident books located in both key stage entrances. Accidents requiring hospital treatment will be recorded online.

First Aid Bags

1. 'Emergency Grab-bag' in the office cupboard
2. In the staffroom cupboard (where spare first aid resources are kept)
3. Reception class
4. Year 1 in the 'PE sports bag' next to the hall door
5. x2 outside the KS1 playground door
6. x3 outside the KS2 playground door
7. KS2 kitchen area (outside Y6)

Appendix 3

Administration of Medicines

When medication is administered, the member of staff will check the name on the bottle, the dosage, and the frequency, to ensure that the correct medicine is given. The record sheet will be signed by the member of staff administering the medication.

- Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision.
- It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or of the discontinuation of the pupil's need for medication.
- Staff who volunteer to assist in the administration of medication will receive the appropriate training/guidance through arrangements made with the School Health Service (if necessary).
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from school premises, even if additional arrangements are required. However, there may be occasions when it is not possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
- School will administer paracetamol/ibuprofen for pain relief as directed by parents/carers, but only if prior consent is obtained. Parents will be asked for verbal consent during the school day and then be required to sign a school form upon collection of their child. **See appendix 4**.

Ensure all medicine is accompanied by the school medicine form. The form should have the following:

1. Dosage
2. Time
3. Signed by someone with parental responsibility
4. Dated
5. In original container with child's name on
6. Section for signing by person administering medicine (date and time must be recorded)

Emergency medication must be kept in the classroom with a copy of the most up to date care plan e.g. EpiPens, Inhalers, and Insulin

Appendix 4

Our school helps us to walk with Jesus,

to be the best that we can be'

Baxenden St John's CE Primary School
Church Avenue Baxenden Lancashire BB5 2RQ
Tel: 01254 234 074 Email: bursar@baxenden.lancs.sch.uk

School Paracetamol / Ibuprofen

I confirm that I gave verbal consent for school to administer pain relief to my child as per the details below:

Child's Name	
Year Group	
Symptoms	
Medicine Given and Dosage	
Date and time of administration Administered by	

Signed: _____

Print: _____

Date: _____