



St David Haigh & Aspull CE Primary School

Medical Policy

Updated September 2025

'Together in God's Love, aim high, stay strong, be determined.'

INTRODUCTION

Parents should keep children at home if they are acutely unwell. School should be notified either in person or by telephoning as soon as practical, on the first day of absence and continue to inform school for any days they are absent thereafter. School will follow the processes outlined in the Attendance Policy to ensure that children and families are supported and absence is kept to a minimum. Where a child is well enough to be in school and medication is required, the following guidance will be followed.

PRESCRIBED MEDICATION

1. Where possible all medication should be taken at home. If possible, parents should ask doctors to prescribe a medication that can be taken outside school hours e.g. 3 times a day can be taken before and after school and before bed.
2. No pupil will be given medication without written parental consent, using the school's medical consent form (Appendix A). These can be obtained from the school office or from the school website.
3. ALL medication and consent forms must be handed in to the school office and NOT the class teacher. It is the responsibility of parents to collect the medication at the end of the day and not schools to hand it out.
4. A record of administration will be maintained in school (Appendix A).
5. Some pupils may carry their own inhalers, only by prior arrangement with the Executive Headteacher or member of SLT and with written consent. All other inhalers will be safely stored by the class teacher.
6. If pupils refuse to take medication, parents will be contacted immediately to support school with the administration.

NON-PRESCRIBED MEDICATION

No pain killers (including CALPOL, cough and throat remedies) will be given to pupils except:

- Where a child suffers from regular acute pain. If such a condition exists, parents may authorise and supply appropriate pain killers. (No child will be given aspirin, unless prescribed by a doctor).
- When a medical consent form is completed with clear instructions about how and when a child should take the medication. This medication should be handed in to the school office and the time and dosage will be recorded by a member of staff.

LONG TERM MEDICAL NEEDS/INDIVIDUAL HEALTHCARE PLANS

Parents must keep school informed of any pupil's medical needs. i.e.

- details of the pupil's condition
- recognising signs and symptoms
- special requirements e.g. diet
- medication and any side effects
- what to do in an emergency and who to contact
- the role school can play to support the child's medical needs

Where necessary, Individual Healthcare Plans will be drawn up in consultation with parents and health professionals. These plans will be updated regularly and parents are responsible for ensuring school has:

- the most up to date health guidance for their child
- any changes that need to be taken in to account
- provide the correct medication that is in date, including inhalers

SCHOOL TRIPS

All pupils are encouraged to take part in school trips where safety permits. Careful assessments will be made to determine the suitability for all pupils. Parents will be required to complete a consent form for all out of school activities outlining any special medical requirements and treatment, consent for emergency medical treatment and details of special dietary requirements.

School reserves the right to refuse to take pupils on activities if parents do not give consent for the above.

SPORTING ACTIVITIES

All pupils will take part in P.E. lessons, where necessary, restrictions on a pupils ability to participate in P.E. should be included in the individual healthcare plan. Some pupils need to take precautionary measures before or during exercise. If pupils are temporarily unable to take part in P.E., parents must put this in writing with the duration of the withdrawal from the P.E. National Curriculum

MANAGING MEDICINES ON SCHOOL PREMESIS

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 will be given prescription or non-prescription medicines without their parents'/carers' written consent.
- A child under 16 will never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Schools will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- All medicines will be stored safely. Children know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips.
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- School will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs will be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held.
- School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions. School will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted in school.

FIRST AID

First aid will only be administered by trained first aiders in school. (The only exception to this is on a school trip where a first aider may not be available, although school undertakes to ensure there is one available). Records of accidents are maintained in school and passed on to the Wigan Council Health and Safety Team if required. Parents will be kept informed of any concerns or treatment in the following ways:

- a. telephone call
- b. discussion with class teacher
- c. letter to parent or accident form

EMERGENCY PROCEDURES

In an emergency, parents should be contacted immediately and asked to collect the child. If this is not feasible, or parents are out of contact then:

- a. In an emergency, staff should call 999 and ask for “Ambulance”. A pupil taken to hospital should be accompanied by a member of staff who should remain until the child’s parents arrive. The contact form must be taken for relevant medical information.
- b. Pupils should only be taken to hospital by a senior member of staff who must be accompanied by another adult. The child’s parents should be contacted immediately. The contact form must be taken.

CONFIDENTIALITY

All medical information is confidential and information will only be passed on with the agreement of parents. If staff are concerned about any pupil’s medical condition or needs, this must first be discussed with the Executive Headteacher or senior leader and parents, and then the school nurse. The Executive Headteacher or SLT will arrange any appropriate training with the Education Department and Health Authority.

Revised – September 2025

Review Date – September 2026

Appendix A – Parental Medical Consent Form

Please note: Wherever possible, medication should not be sent into school. In some circumstances, at the Executive Headteacher's or a senior member of staff's discretion, medication will be administered and in those cases this form must be completed. As children should not carry medication, it is the parent's responsibility to get the medication to and from school. All medication will be administered following the guidance in the Medical Policy.

I hereby give permission for the **Executive Headteacher/Senior Leader (or a delegated member of school staff)** to:
Administer medication/Supervise the self-administration of medication (delete as appropriate) to:

..... (Child's name) (Class)

Name of medication:

Dosage to be administered: **Time:**

I accept that I will not hold the Executive Headteacher or any member of St David's staff, LTT, nor its servants or agents responsible for any adverse effect from the administration of the above named medication.

Signed: **Date:**
(Parent/Guardian)

FOR OFFICE USE ONLY

Signed: **Date:**
(Executive Headteacher/Head of School)

The medicine listed above has been administered as requested as follows:

Date	Time	Dosage	Administered by:	