

**ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL**  
**OTLEY, A VOLUNTARY ACADEMY.**

**POLICY FOR SUPPORTING PUPILS**  
**WITH MEDICAL NEEDS**

**ETHOS STATEMENT**

The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with the canon law and teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Leeds in particular:

1. Religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
2. Religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;

And at all times the school is to serve as witness to the Catholic faith in Our Lord Jesus Christ.

**This school exists for its pupils - to help their spiritual, mental, emotional, physical and social development.**

**This Catholic School is to provide an education, which has Christ at its centre.**

Parents or guardians have prime responsibility for their child's health. Some children may have short-term medical needs (e.g. finishing a course of medication) whilst others may have long-term needs. It is vitally important that parents keep us informed of any disability, allergy, illness or medical problem their child may have, to ensure our records are kept up to date.

Whilst there is no legal duty which requires school staff to administer medication staff at St. Joseph's wish to co-operate with parents in supporting their children with medical needs. The Headteacher accepts responsibility in principle for a member of staff giving or supervising of taking prescribed medication during the school day. The School should be informed therefore of any short or long-term conditions, which may need attention. These must be discussed in confidence with the Headteacher before any such course of medication begins.

Many pupils will need to take medication at school for a short period only (e.g. completing a course of antibiotics). To minimise the time they need to be off school, staff are prepared to administer this. However, medication should only be taken to school when absolutely necessary. We would encourage parents, where possible, to seek advice from their prescribing doctor or dentist as to whether doses may be taken outside school hours (e.g. breakfast, tea time & supper time).

Staff are not permitted to administer paracetamol in any form (e.g. Calpol) for any short term condition e.g. headache, temperature. By prior arrangement, parents may visit school to administer paracetamol based medication themselves. However, should your child suffer regularly from acute pain e.g. Migraine for which prescribed medication is given the above regulations would apply.

All the prescribed medicines will be kept in a secure place – refrigerated if necessary- and administered by the appointed adult from the school office only. Medicines should be collected each evening from there.

Some children may have long-term medical needs. In such cases the school should be informed, if possible, before the child begins school so that any necessary staff training may take place. Parents may be requested to assist in drawing up a health care plan. Children who may need emergency medication, (for example an epipen for anaphylactic shock), will have their details and medicine kept centrally and all staff will be informed of the location and any potentially necessary action.

Pupils with asthma who can be trusted to do so should be encouraged to manage their own medication. Their medication will be kept in a safe but accessible place. (It would be preferable if these were spare inhalers to be kept in school). Pupils must not bring proprietary medicines like painkillers, cough mixtures, any drugs or substances into school.

If a child is absent from school for less than three weeks, the school will provide work for the child to do at home, if the child is well enough.

If a child is likely to be absent from school due to medical needs for more than 15 school days, the attendance strategy team will be notified. The school will liaise with hospital and home teaching services to help draw up a personal education plan. Information about records of achievement and curriculum will be provided as required.

Children who are unable to attend school because of medical needs will be kept informed about school events through parents, letters, cards, visits etc. Their reintegration into school will be carefully managed. Mrs Knight will aid communication with other parties, attend reviews and maintain contact with the pupil. At all times the school will monitor attendance, and take account of the views of parents and pupils.

All staff are encouraged to attend an “Emergency Aid at Work” First Aid Course with any further training on specific needs given where necessary.

Mrs. Boswell is the main first aider for school, possessing the “First Aid at Work” certificate from the 4 day course. Mrs Hordern hold the Paediatric First Aid Certificate.

In the event of an emergency where a pupil needs to be taken to hospital by ambulance, he/she would be accompanied by a member of staff who would remain with the child until the parent arrives.

**Approved Nov. 10**

**ST JOSEPH’S CATHOLIC PRIMARY SCHOOL,**  
**OTLEY**

**REQUEST FOR SCHOOL TO ADMINISTER MEDICATION**

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication

**DETAILS OF PUPIL**

Surname .....  
Forenames.....  
Address.....M/F.....  
Date of Birth.....  
Class.....

Condition or illness

.....  
.....

**MEDICATION**

Name/type of medication (as described on the container).....  
For how long will your child take this medication.....  
Date dispensed.....  
Full directions for use.....  
Dosage and method .....  
Timing .....  
Special precautions.....  
Side effects.....  
Self administration .....  
Procedures to take in an emergency:.....

**CONTACT DETAILS:**

Name..... daytime phone.....  
Relationship to pupil.....  
Address.....  
.....  
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**I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.**

Date.....Signature.....