



# The Blue Coat Church of England (aided) Infant and Junior School's Federation

## Medication Policy

Appropriate signs will be prominently displayed around the sites giving details of first aiders and the location of first aid boxes.

A designated first aider will be responsible for regularly checking the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

### First Aiders:

The Federation has a sufficient number of First aid at Work, Paediatric and Emergency first aiders.

The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to Parents.

The Finance Manager/Responsible Person will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

### Transport to Hospital:

If the first aider or Head of School considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

### Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework>

The only medication kept and administered on site are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the Head of School.

Records of administration of medicines will be kept in the school(s) office(s).

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept on site are securely stored with access strictly controlled.

Where children need to have access to emergency medication, i.e. asthma inhalers, Epi-pens the following has been put in place:

On the Junior site all asthma inhalers are kept in the pupil's classrooms clearly marked with their name. At the Infant site all asthma inhalers are kept in the Year Groups clearly marked with their name.

Epi-Pens are kept within a safe place in the pupil's classrooms and all relevant staff have been trained.

Designated staff receive the appropriate training for administering medicines.

On occasions Parents will be required to come into school to administer medication for their child.

## Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.) A register of pupils with health care plans are kept and displayed for staff access including lunchtime supervisors.

These plans are reviewed annually and written precautions/procedures made available to staff.

Staff under-go specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.