

chaseterracetechnologycollege

(Part of the Stephen Sutton Multi Academy Trust)

Policy on Pupils with Medical Conditions, Pupil Medication, Pupil Illness & Injury.

It is the aim of this policy to set out clearly the schools position in respect of the above situations and to set a framework within which staff can act.

The administration of medicines and the care of pupils with medical conditions is primarily the responsibility of parents/carers.

Pupils with Medical Conditions:

It is the responsibility of parents/carers to notify school of any pupil who has a medical condition including information concerning symptoms and any action which may need to be taken in an emergency. Where necessary, a Healthcare Plan can be arranged with the school's Medical Dept Staff.

Parents/carers are responsible for updating school of any changes to a pupil's medical condition including any changes to medication which the pupil may need to take during the school day - see pupil medication below.

Pupil Illness:

In the majority of cases where pupils are unwell, parents/carers are requested not to send pupils to school until they have recovered. Where illness occurs during the school day our normal course of action is to contact parents/carers so that the pupil can be collected and taken home. Where pupils suffer from chronic medical conditions or, serious illness occurs (including severe allergic reactions) a member of staff, who is First Aid Trained, will administer basic first aid of the kind that a responsible parent would provide & if necessary, paramedics will be called by the attending First Aider.

Pupil Injury:

Where injury to a pupil occurs during the school day a member of staff, who is First Aid Trained, will administer basic first aid of the kind that a responsible parent would provide – our normal course of action is to then contact parents/carers so that the pupil can be collected & taken to A&E to receive medical attention if necessary. In an emergency situation, paramedics will be called by the attending First Aider.

Pupil Medication:

School recognises, that on occasion, pupils who are deemed as fit to attend may need to take their medication during the course of the school day.

Parents/cares are responsible for informing school and are responsible for completing a "Pupil Medication Request/Authorisation Form" before school can store/issue any pupil medication. School staff cannot accept verbal permission to administer medication to pupils. All pupil medication must be securely stored within the Medical Room and will be available to pupils on request – pupils must never carry medication in their own school bags or store medication in their lockers.

Prescription Medication:

Only pupil prescription medication which requires four doses per day can be issued during the school day. Prescription medication which requires three (or less) doses per day can be taken before school, after school and bedtime. Prescription medication brought onto school site must be handed in at the start of school each day and be in the original box or container which clearly displays the pharmacy label.

Approved by: [Governors Health & Safety Committee](#)

Review date: [November 2017](#)

Non-Prescription Medication – Over the counter medicines:

Non prescription medication can only be issued once per day for two consecutive days.
For longer periods, prescription medication will need to be provided by the parents/carer.

Alternatively, a parent/carer can supply school with a completed HSF33 form.

This form is available at CTTC Medical Dept and is required to be completed and signed by the pupil's GP.

Medication brought onto school site must be handed in at the start of school each day and be in the original box or container.

Aspirin/Ibuprofen – Aspirin and Ibuprofen or, medicines containing aspirin or ibuprofen, cannot be stored/issued to any pupil at school under the age of 16 unless prescribed by a G.P. or hospital.

Pupil School Visits/Trips:

It is the responsibility of parents/carers to ensure that all current information concerning a pupil's medical condition and/or any medication required is written on the School Visit Parental Consent Form. This information is necessary to enable the trip organiser to ensure any necessary care or safety arrangements are made. It is the responsibility of parents/carers/pupils to ensure that pupils take their medication with them on all school trips/visits – parents will need to discuss this with their child's Head of Year or Student Support Officer before the School Visit/Trip.

6th Form Students - Medication:

Whilst sixth form students are regarded as adults and are responsible for storing and administering their own medication during the school day; the on-site Medical Room facilities are available, on request, should any student wish to store and/or self-administer their own medication in private.

First Aid Staff at CTTC:

- Will hold a valid First Aid Certificate & will attend any further training as deemed necessary by the school.
- Will only administer basic First Aid in-line with their training and be of a kind which any responsible parent would provide.
- Are not medically trained and will not therefore provide any medical advice.
- Will not issue pupils with any medication until such time as a Medication Authorisation Form has been completed and signed by a parent or legal guardian. School staff cannot accept verbal permission to administer medication to a pupil. All medication supplied must be in the original container or box. Staff will only issue medication as per the instructions stated on the pharmacy label.
- Will keep a written record of any pupil medication which is stored/issued on school site and will keep a written record of pupil illness or injury which has occurred during the course of the school day.