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## The St Marylebone Church of England School

64 Marylebone High Street  
London W1U 5BA

### **SUPPORTING PUPILS WITH MEDICAL CONDITIONS** **(including administering first aid and medicines)**

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Last reviewed:	<b>January 2022</b>
Next review date:	<b>January 2023 (annually)</b>
Approval at Plenary:	<b>No</b>
Required to publish on website:	<b>Yes</b>
Statutory:	<b>Yes</b> This policy is informed by DfE statutory guidance: 'Supporting Pupils at School with Medical Conditions' (Dec 2015)
Committee:	<b>Finance &amp; Premises</b>

#### **1. Statement of intent**

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1.1 The Governors and Headteacher of The St Marylebone CE School ("the School") believe that ensuring the health and welfare of staff, pupils and visitors is essential to the success of the School and is consistent with its Church of England ethos.

1.2 We are committed to:

- Ensuring adequate provision of first aid for pupils, staff and visitors.
- Ensuring that pupils with medical needs are fully supported at school.
- Ensuring an education for children who cannot attend school because of health needs, in accordance with government guidance.
- Ensuring that this policy is freely available to all staff via the staff portal and for ensuring that the induction process for new staff directs reading of this policy.
- Ensuring that all staff are aware of what constitutes 'unacceptable practice' as set out in the DfE's statutory guidance document referred to above.

- Ensuring that membership of the DfE's Risk Protection Arrangement is maintained in order to provide cover for staff supporting pupils with medical conditions.

1.3 Procedures for administering medicines and providing first aid are in place and are reviewed regularly.

## 2. First Aid and Emergency Care

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### 2.1 The First Aid Team

The Designated Safeguarding Lead is responsible for ensuring that sufficient staff are suitably trained, for briefing supply staff when appropriate in respect of specific pupil needs, and for the safe custody and administering of medicines. A list of staff trained in First Aid can be found in the Appendix (Form 1), copies of which are posted at Reception and at various other key locations around the School.

### 2.2 First Aid Boxes

The first aid posts are located at:

- The Medical Room (High Street)
- Reception (High Street & Blandford Street)
- Science Laboratories (High Street & Blandford Street)

### 2.3 Medication

Pupils' medication and care plans are stored in the Medical Room at High Street and in Reception at Blandford Street. Copies of care plans are also kept in Reception at High Street.

### 2.4 First Aid

In the case of a pupil accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the child can walk, takes him/her to a first aid post and calls for a first aider.
- The first aider administers first aid and records in our treatment book.
- If the child has any impact to the head, they will be assessed and their parent/carer informed by telephone.
- Full details of the accident are recorded via the Staff Portal.
- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013*), then the Designated Safeguarding Lead will arrange for this to be done.

### 2.5 School Visits

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the residential centre. In the case of **day visits** a trained First Aider will carry a travel kit in case of need.

## **2.6 Administering Medicines in School**

2.6.1 Prescribed medicines may be administered in school by a member of staff where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours. Wherever possible, the pupil will administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine.

2.6.2 If a child refuses to take their medication, staff will accept their decision, record the decision, and inform their parent/carer accordingly.

2.6.3 In all cases, we must have written parental/carer permission (Form 4: see Appendix) stating the exact type of medicine, dosage and the time the medicine needs to be given. These forms are available from the Local Authority School Nurse.

2.6.4 Staff will ensure that records are kept of any medication given (Form 5: see Appendix).

**2.6.5 Staff will not provide or administer non-prescribed medicines to pupils.**

## **2.7 Storage/Disposal of Medicines and Sharps**

2.7.1 All medicines must be stored in the locked medicine cabinet in the Medical Room at High Street or in Reception at Blandford Street or, when medicines are required to be accessible on a daily basis, in Reception at High Street. The exception to this rule is for inhalers, EpiPens and diabetes equipment which must be clearly labeled with the pupil's name and kept on the pupil's person at all times.

2.7.2 The School holds spare stock of EpiPens (2 at High St and 1 at Blandford St) for use in an emergency and when a pupil does not have access to their own. If used, the spare will be restocked as soon as is practical.

2.7.3 Unused and out of date medicines will be disposed of at a local pharmacy although the School has received guidance that EpiPens not past their expiry date by more than six months can be used safely as that is better than not being able to administer an EpiPen at all.

2.7.4 Unused sharps are only secure until removed from their packaging. Any pupils with diabetes who have to carry sharps on their person must ensure that the sharps remain in their packaging. After use, the sharps will be kept in a secure container and remain in their bag at all times. At the earliest opportunity they will then be able to empty that container into the school sharps bin which is kept in the medical room.

2.7.5 In the case of EpiPens, they are secure until used. Once used, a member of staff must return the EpiPen into its container and keep it on them until they hand it over to the ambulance personnel, who will always attend.

## **2.8 Pupils who become unwell in School**

2.8.1 Arrangements may be made, from time to time, for a Local Authority School Nurse to make appointments to see pupils during lesson time if there is good medical reason to do so. Appointments may be appropriate for either specific pupils or specific cohorts.

2.8.2 If a pupil needs support with medical needs they can do so in Reception at break or lunchtime and directly after school when a First Aider will be contacted. Needing plasters, water etc. is not a valid reason to send a pupil out of a lesson and the teacher should advise them to report to Reception at an appropriate time. If a pupil does require medical attention during lesson time, the on-call Emergency Rota (ER) member of staff should be contacted.

2.8.3 A log is kept of all pupils who require medical attention. During lesson time, if a Local Authority School Nurse is not available then the ER member of staff will contact a first aider.

## **2.9 First Aiders**

2.9.1 When support is requested from a First Aider, the First Aider will make an assessment as to the pupil's medical state and will complete a First Aid Form via the Staff Portal. In the event that the First Aider feels that the pupil is well enough to stay in school then this will be written on the form and the pupil will return to lessons. The use of the member of staff on Emergency Rota (ER) may be appropriate here and the member of staff may be called to accompany the pupil back to lessons.

2.9.2 If the First Aider assesses that the pupil is too unwell to stay in school, the relevant Head of Year will be informed or, if they are unavailable, the member of staff on ER will be informed. The First Aider will complete the First Aid Form via the Staff Portal and will phone home to the Parent / Carer.

2.9.3 There may be occasions when the First Aider and Head of Year will need to discuss specific students who persistently ask for medical assistance.

## **2.10 Accidents/Illnesses requiring Hospital Treatment**

2.10.1 If a child has an incident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive treatment. When an ambulance has been arranged, their parent/carer will then be informed and arrangements made regarding where they should meet their child. In the case of non-urgent hospital treatment, their parent/carer will be informed immediately and arrangements made for the parent/carer to collect their child. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

## **3. Management of ongoing medical conditions**

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### **3.1 Pupils with Special Medical Needs – Individual Healthcare Plans**

Some pupils have medical conditions that, if not properly managed, could limit their access to education. *Some* of these conditions include:

Epilepsy  
Asthma

Anaphylaxis (due to a severe allergy)

Diabetes

3.2 There are, however, many other conditions that will need to be managed as appropriate by thorough ongoing assessment, planning, implementation and evaluation. This will be done by devising an Individual Healthcare Plan which will be reviewed at least annually, and whenever necessary.

3.3 As soon as a pupil's needs are made known, the Designated Safeguarding Lead, relevant Head of Year and parent/carer will communicate to ensure that all details are recorded, and a Healthcare Plan (Form 3: see Appendix) drawn up to minimize the impact of the condition on the pupil's education/opportunities at school from the outset.

3.4 If a pupil is unable to attend School for health reasons then the School is committed to following the guidance provided by the Department for Education in its document "Ensuring a good education for children who cannot attend school because of health needs":

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269469/health\\_needs\\_guidance\\_-\\_revised\\_may\\_2013\\_final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/269469/health_needs_guidance_-_revised_may_2013_final.pdf)

3.5 As soon as possible, the pupil's medical practitioner / consultant / specialist nurse will be contacted to ensure that the plan is comprehensive and relevant to meeting the pupil's needs in school. It is sometimes the case that a hospital will provide a complete school care plan.

3.6 Contact, for the purposes of guidance and monitoring, with all relevant medical personnel will be maintained throughout the school life of the pupil. Any information from previous schools will also be noted and placed on file.

3.7 The healthcare plan will also reflect any special measures / considerations needed on medical grounds and will list the medication, dose, instructions and indications for administration.

3.8 The Designated Safeguarding Lead will be responsible for ensuring that all staff are made aware of the condition on a 'need to know' basis and give relevant training on how to recognize an emergency, and action to be taken.

3.9 Where appropriate the emergency medication is kept in the locked medicine cabinet in the Medical Room at High Street and in Reception at Blandford Street or, when medicines are required to be accessible on a daily basis, in Reception at High Street, together with the healthcare plan, and all relevant staff and the pupil will be aware of this. Emergency medication must also be carried on the pupil's person at all times. This will be the parent's/carer's responsibility.

3.10 When the pupil is planning to go out on a day trip or a residential trip, the Designated Safeguarding Lead will ensure that a designated member of staff is instructed / trained in good time on the management of the pupil throughout the trip, and will carry a copy of the healthcare plan and any spare medication. That member of staff will also be given an emergency number to ring for advice. In the case of residential trips, contingency plans and risk assessments will be drawn up to avoid unnecessary crises occurring.

3.11 The Local Authority School Nurse should also have a duty to promote collaborative working between the school, the parents/carers and the staff in order to achieve the best possible outcome, and will also support the in-house Designated Safeguarding Lead with all issues of identified staff training needs, health promotion and safeguarding, including liaising directly with all medical practitioners.

#### **4. Policy Awareness**

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4.1 This Policy is available on the Staff Portal and all staff are expected to be aware of its contents. New staff, during their induction process, will be directed to the Policy and asked to sign a document to confirm that they have read it.

#### **5. Unacceptable Practice**

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5.1 All staff must be aware of what constitutes 'unacceptable practice' as set out in the DfE's statutory guidance document referred to on page 1 of this policy. The School expects all staff to adhere to this statutory guidance.

#### **6. Liability and Indemnity**

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6.1 The School is committed to maintaining membership of the DfE's Risk Protection Arrangement (RPA) which provides liability and indemnity cover for staff supporting pupils with medical conditions. The exact nature of this cover is set out each year in the RPA Scheme Rules available from the DfE's website:

<https://www.gov.uk/government/organisations/department-for-education>

#### **7. Complaints**

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7.1 Should pupils or their parents/carers have any cause to be dissatisfied with the support that they are receiving from the School in respect of medical conditions then they should refer to the School's Complaints Policy which is available on the School website.

#### **8. This policy should be read in conjunction with:**

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The Data Protection Code of Practice

The Data Protection Policy

The Data Retention Policy

Privacy Notice Pupils and Parents

## Appendix

### Forms:

<b>Form 1:</b>	Staff trained in First Aid
<b>Form 2:</b>	Contacting Emergency Services
<b>Form 3:</b>	Healthcare Plan
<b>Form 4:</b>	Parental agreement for school to administer medicine
<b>Form 5:</b>	Record of regular medicine administered to an individual child
<b>Form 6:</b>	Record of staff training

## **FORM 1 - STAFF TRAINED IN FIRST AID (and telephone extension)**

### **HIGH STREET:**

#### **Qualified First Aiders**

Hattie Howat 209  
Richard Lake 262  
Lorna Hyams 291  
Kat Callis 261  
Yatish Vadhwana 227  
Alison Grant 291  
Sarah Swan 243  
Kat Pugh 240  
Sneha Choudury 286  
Josh Dolphin 216  
Kate Finn 209  
Lulu Mohamed 261/217  
Safiya Mohamed 286  
Sabrina Nugara 247  
Roger Poolman 227  
Rachael Stott 237  
Hannah Vaughan 216  
Rhiannon White 208

### **BLANDFORD STREET:**

#### **Qualified First Aiders**

Sally Barden 305  
Patsy Stelios 300  
Emilie Spieler 330  
Felicity Read 311  
Jo Henderson 328  
Sian Dorman 330  
Reena Wayne 327/328

## FORM 2

### Contacting Emergency Services

#### **Request for an Ambulance**

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number:  
020 7935 4704
2. Give your location as follows (*insert school address*)  
64 Marylebone High Street or 14 Blandford Street  
London
3. State that the postcode is:  
W1U 5BA (High St) or W1U 4AZ (Blandford Street)
4. Give exact location in the school (insert brief description)
5. Give your name:
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty

**Speak clearly and slowly and be ready to repeat information if asked**

Put a completed copy of this form by the telephone

**FORM 3 - Healthcare Treatment Plan**

School: The St Marylebone CE School

Name:

Date of birth:

Medical diagnosis/condition:

Possible signs and symptoms:

Medication to be stored in school:

Medication to be carried by student:

**PLEASE DETAIL TREATMENT PLAN INCLUDING EMERGENCY MEDICATION TO BE GIVEN OR ATTACH COPY OF PLAN OBTAINED FROM SPECIALIST DOCTOR**

**FORM 3 (CONT.) - Emergency Contact Information**

Name of pupil:

Date of birth:

Home address:

Home telephone number:

<b>First emergency contact:</b>	
Name:	_____
Relationship to pupil:	_____
Telephone number(s):	_____
<b>Second emergency contact:</b>	
Name:	_____
Relationship to pupil:	_____
Telephone number(s):	_____

If a pupil requires transfer to hospital in an ambulance they will be accompanied by a member of school staff if we are unable to contact the people named above.

**GP's name:**

**GP's address:**

**GP's telephone number:**

**Consultant's / Specialist's name:**

**Hospital / Practice address:**

**Telephone:**

**Signed:**

**Date:**

**Relationship to pupil:**

## FORM 4 – Parental / carer agreement for school to administer medicine

The School cannot give your child medicine unless you complete and sign this form.

Date for review & person responsible	
Name of School	The St Marylebone CE School
Name of pupil	
Date of birth	
Form	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions / other instructions	
Are there any side effects that the school needs to know about?	
Self-administration by the child? (yes or no)	
Procedures to take in an emergency	

**NB:** Medicines must be in the original container as dispensed by the pharmacy.

### Contact details

Name	
Daytime telephone number	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for school staff to administer medicine in accordance with the school's 'Supporting Pupils with Medical Conditions and First Aid Policy'. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication or if the medicine is stopped.

Signature(s):

Date:

**FORM 5 – Record of Medicine administered to an individual child**

Name of school	
Name of child	
Date medicine provided by parent / carer	
Form	
Quantity received	
Name & strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

**Staff signature:**

**Parent / carer signature:**

Date	
Time given	
Dose given	
Name of staff member	
Staff initials	

Date	
Time given	
Dose given	
Name of staff member	
Staff initials	

Date	
Time given	
Dose given	
Name of staff member	
Staff initials	

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Dose given	
Name of staff member	
Staff initials	

Date	
Time given	
Dose given	
Name of staff member	
Staff initials	

**FORM 6 – Staff training record – administration of medicines**

Name of school	
Name of staff member	
Type of training received	
Date training completed	
Training provided by	
Trainer's profession and qualification	

I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated every \_\_\_\_\_ years.

**Trainer's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I confirm that I have received the training detailed above:

**Staff signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Suggested review date:** \_\_\_\_\_