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# St Olave's Grammar School

## MEDICATION POLICY

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It is the School's policy to follow the guidelines given by the DfE in supporting children with medical needs, unless this is superseded by advice from the Health Authority or Local Education Authority.

The School will assist in administering medications but the primary responsibility for a child's health rests with the parent/carer. The School must be informed by the parent/carer of any medical condition affecting their child and the treatment thereof. The School must be informed of any changes to this information. **It is the parent's/carer's responsibility to know the expiry date of medicines stored at school and to provide replacements before they become out of date.**

### Medication

Medication should only be taken to school when absolutely necessary; acutely unwell children should be kept at home. Written authority from the parent/carer should be provided for students to **self-administer** medication and this medication should be in the original container, with dispenser's label and current directions clearly shown. Students should carry asthma inhalers and adrenaline auto-injectors (AAI) on their person, with a spare being kept in the medical room. All other medication should be stored in the medical room. Staff will only administer medication to students in cases of emergency.

All medication, except in an emergency, should be taken under the supervision of a member of staff trained in first aid. For diabetic children, a box containing emergency drinks and snacks should be supplied by parents/carers. This box should be clearly labelled with the child's name and form group.

It is the parent's/carer's responsibility to inform staff supervising trips or outings of any medical needs and emergency procedures. The student will be expected to take responsibility for carrying their own medication whilst on the trip and it is the parent's /carer's responsibility to ensure the student has the necessary medication. Medical details will be given to the member of staff accompanying the student so that staff will be aware of the any medication the student should be carrying.

### Contact details

All medical information should be sent to the School Reception ([office@saintolaves.net](mailto:office@saintolaves.net)) and this will be redirected to other staff as necessary. It is the parent's/carer's responsibility to supply the School with up to date contact details: it is recommended that parents supply **at least** three names and state the order of priority for contact. Parents/carers will be expected to collect the pupil as soon as possible from school when informed of illness or injury.

### Ambulance/Hospital

If non-urgent hospital treatment is warranted, parent/carers will be called to transport their child to

hospital.

In the event of an emergency which warrants immediate medical intervention, an ambulance will be called. In this instance, a member of staff (usually the form tutor) will accompany and stay with the pupil until a parent/emergency contact arrives.

In exceptional cases where an ambulance is unavailable but immediate medical intervention is required, it may be necessary for the pupil to be taken directly to hospital by a member of staff in their own vehicle. (In discussion with the ambulance or other emergency services, a decision will be made as to the option that results in the safest possible outcome for the pupil.) In the event that transporting the pupil to hospital in a member of staff's car, two members of staff will accompany the pupil and remain with them until the parent/emergency contact arrives. In this event, the following rank order will apply determined by availability:

1. pupil's form tutor
2. a qualified first aider
3. the pupil's HOY
4. a member of the SLT
5. Any other available member of staff