



CARDINAL NEWMAN
CATHOLIC SCHOOL

January 2019

Reviewed by: Matron/
Business Manager

Date of Next Review:
January 2020

**CNCS Policy for the
care of students with
medical conditions
and illness**

Cardinal Newman Catholic School Policy for the care of students with medical conditions and illness

Aim: - To keep all students well and safe during the school day. Administering the correct care and monitoring ongoing updates from relevant health professionals.

Cardinal Newman Catholic School has a full time Matron who is available for students to visit at the Medical Centre, which is located between the Chapel and Reception, daily from 09.00 until 15.00.

The Medical Centre will be staffed by a qualified first aider in Matron's absence.

During lesson time, other than in urgent situations, students require written permission from their teacher to allow them to attend the Medical Centre. Students may 'drop in' to the Medical Centre as they require during first and second break.

Illness at School

If a student becomes unwell during the school day and in the Matron's opinion the student is not well enough to remain in school, a parent/carer will be contacted by the Matron to discuss the situation and arrange for the parent/carer to collect the student from school.

Please ensure any changes in contact details are given to the Administration team.

If a student contacts parents/carers themselves and arranges to be collected from school, this is considered an unauthorised absence and will be marked as this in the register.

It is a parent/carer's responsibility to arrange for their child to be collected from school if they are informed by the Matron that their child is too unwell to remain in school.

Emergency Procedures

In the event of an emergency, every effort will be made to contact a parent/carer so that they may accompany their child to hospital. If a parent/carer is unable to get to school, a member of staff will accompany a child taken to hospital by ambulance and will stay with them until the parent/carer arrives at the hospital.

Administration of Medicines in School

Students with Asthma, Diabetes or severe allergies may carry their medication with them in school. The medication must be clearly labelled and it is the responsibility of the student to ensure it is kept safely with them at all times.

Alternatively the medication and/or spare doses may be left with the Matron for safe keeping.

No other medicines, either prescribed or 'over the counter' medicines, should be carried around school by students.

Medication needing to be taken by students during the school day should be left with Matron at the Medical Centre or at Reception. The student should then attend the Medical Centre for their dose of medication at the required times. A parental/carer letter of consent is required, stating the name of the medicine, the dosage and the time it is to be administered.

It is the responsibility of the parent/carer to ensure that the medication provided for the student is in date. Out of date medication or medication no longer required should be collected by the student to be disposed of by the parent/carer.

If the Matron has any concerns/queries regarding the medication, they may contact the parent/carer by telephone to discuss further.

Paracetamol and over the counter medicines

There are occasions when a student is unwell in school and in the judgement of the Matron (or, in their absence, a qualified first aider) it is appropriate for the student to receive a dose of Paracetamol. Written consent is required from parents/carers before this may be given. The Pupil Health information sheet, which parents/carers complete prior to their child starting at Cardinal Newman Catholic School, includes a parental consent for Paracetamol.

Paracetamol may be administered in school for the following reasons: headache, toothache, ear ache, period pain and to relieve mild cold symptoms. The Matron will administer paracetamol, if they decide it is appropriate, as long as no paracetamol dose, or other products containing paracetamol, have already been given to the student in the last four hours. Paracetamol is not given after 14.00hrs unless it is an emergency. If it is deemed an emergency a parent/carer will be contacted first so they are aware when it was last given to prevent it being taken again too soon or in case the student has a reaction off of school property.

Other over the counter medications are also kept in the Medical Centre, including antihistamines and ibuprofen. These cannot be given without written or verbal consent from a parent/carer.

'Rennies' are given as an aid to reduce nausea and indigestion and permission is not required for this. Should you **not** want Rennies to be given to your child please inform Matron and this will be recorded. The Medical Centre has a range of creams (Savlon, E45, Antihistan, Acriflex, Bonjela etc.) and they will be applied by the student if assessed as required under supervision of Matron.

Any medication given is documented in the daily log of students attending the Medical Centre.

Controlled drugs/Medication

Any controlled drugs will be kept in a locked box in a locked cupboard. Controlled medication can only be given by first aid trained staff and there must be a signed permission form by the parent/carer for that student's medication.

General Medical/Health concerns re pupils

Please keep the Matron updated regarding any health concerns, diagnosis, treatment, relating to your child, which is relevant to their care in school. Students with a health condition/s will have an individual health care plan written identifying their individual needs to ensure their health needs are met whilst in school, to ensure they have equal access to education. All health information will be stored in accordance with the data protection act and GDPR.

If teaching staff raise any concerns regarding a student's health/medical issues, or Matron has concerns, parents/carers will be contacted to discuss the matter.

If you have any concerns regarding your child's health and wish to discuss this with Matron, please contact them on 01273 558551 ext. 261, Monday to Friday 09.00- 15.00.

This is written in line with the requirements of:-

Department for Education – Supporting pupils at school with medical conditions – December 2015

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Brighton and Hove city council guidelines - HS-S-32