



Princess May
Primary School

Medical Policy

Medical Policy

Introduction

This policy has been drawn up to ensure that children with medical needs receive proper care and support at school to enable regular school attendance.

Staff have a common law duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises and this may extend to administering medicine and/or taking action in an emergency. This duty also extends to off site educational visits.

A qualified first aider is in post from 8.30 am to 4.30 pm Monday to Friday.

Formal Systems and Procedures

Administering Medication

Only prescribed medication will be given. No pupil should be given medication without his/her parents/guardians written consent. Any member of staff giving medication to a pupil must check:

- The pupil name
- Written instruction provided by parents or doctor
- Prescribed dose
- Expiry date

Staff will then complete and sign the 'record of medication administered in school' each time medication is given to a pupil.

Medication will only be brought into school when absolutely essential. Mostly this will be for a short period only, e.g. to finish a course of antibiotics.

If a child suffers from pain e.g. Migraine, the parents/guardian must authorise and supply appropriate medication for their child's use, with written instructions. Two members of staff will supervise the child taking the medication and this will be stored in the medical room.

Safety, storage and access

Medicines can often be harmful to anyone for whom they are not prescribed and we recognise that it is our duty to ensure that the risks to the health of others are properly controlled.

No large volumes of medication will ever be stored. Containers from home must be labeled with the name of the pupil, name and dose of drug and frequency of administration. Staff will never transfer medicines from original containers. Medicines will be stored safely, securely and will not be accessible to pupils. Pupils will know where their medicine is stored. Some medicines do need to be refrigerated. Asthma inhalers will be kept in the medical room in labelled boxes. It is parents' responsibility to ensure that the inhalers are in date and replaced as necessary.

All medications will be stored in a locked cupboard in the medical room. Appropriate staff will have access the cupboard. Medicines needing refrigeration will be stored in the fridge during the course of the school day, these are mainly antibiotics and eye drops. Epipens/anapens are kept in clearly labeled boxes in the medical room. All staff are made aware of allergies and medical conditions through the year group Medical registers.

Head Injuries

Any child sustaining injury to the head must be brought to the medical room to be checked.

The time of arrival will be recorded on the medical log. Treatment will be given and parents/guardians called if necessary. The time of release from the medical room will be recorded on the medical log.

A Princess May Medical Report will be completed to notify parents/guardians of the incident. This will be handed to the child with instructions to show it to the class teacher, and then kept by the child to give to their parent/guardian.

Contagious/Infectious Illness

Exclusion times for any infectious or contagious illness will be in accordance with guidelines issued by the local health Authority.

Hygiene

All staff must be familiar with normal precautions for avoiding infection, and must follow basic hygiene procedures. Staff will have access to protective disposable gloves and care will be taken when dealing with spillages of blood and other body fluids and disposing of dressings and equipment.

Emergency

All staff must know who is capable of carrying out emergency aid. A current list of all qualified first aid persons and staff trained in the use of Epipens is displayed in the medical room.

Any pupil taken to hospital must be accompanied by a member of staff who should remain until the child's parents/guardians arrive. If a child is taken to the hospital in the car of a member of staff a second adult must accompany them.

School trips

Staff present must always be aware of any medical needs and relevant emergency procedures.

Record Keeping

All staff when sending a sick or injured child to the medical room will send a Teaching Assistant or second child with the sick child. The sick or injured child will be taken to the medical room.

Confidentiality

All medical information will be treated with confidentiality. All staff including supply teachers must be aware of pupils' medical needs. Co-ordination and dissemination information will come directly from data stored by the Administration department. Care plans for children with complex medical needs are written by the School nurse with the parent and regularly reviewed.

Parents are asked to keep the school up to date with any changes to medical welfare needs as and when necessary and are formally asked to update records each academic year and prior to any residential school visit.

Care Plans

The Individual Health Care Plan must be reviewed at least annually (more often if a child's condition or needs change). The plan should be reviewed by the School Nurse in collaboration with parent/carer (could be done by phone) and designated medical lead in school. If a child's condition has not changed or worsened, this can be done by the School Nurse who will then ask the parent and SENCo to agree and sign the Care Plan. If a child's condition has changed or worsened, there may need to be a meeting to discuss the issues and needs, with a Care Plan being amended from this discussion. The School Nurse is expected to update plans. Occasionally a Health Care Plan may be written by a doctor or specialist nurse (e.g. for diabetes, sickle cell, epilepsy).

Training and Intimate or Invasive Treatment

Staff must only assist in treatment if entirely willing. Appropriate training will be arranged for staff when needed. It is advisable if it can be arranged that two members of staff are present if invasive treatment is needed. One of these members of staff will be a qualified first aider. Staff should protect the dignity of the pupil as far as possible even in emergencies.

Head Lice

If a child is found to have head lice this will be dealt with in a manner which protects the dignity of the child. If live lice are seen the parent will be contacted.

This policy was ratified on: July 2015

Review date: July 2016

Signed by the Headteacher on:



Signed by the Chair of Governors:

