

EARLSMEAD PRIMARY SCHOOL

Medical Policy



SUCCESS *for* ALL

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LGB Approved	
BoT Ratified	
Date of Review	May 2023

MISSION STATEMENT

At Earlsmead Primary School we encourage all members of our school community to strive to be the best they can be and develop new skills that empower them for life- long learning in order to become confident, valuable, members of society.

We create an inclusive, supportive, safe and challenging environment where all contributions are valued.

Learning is motivating and independence is encouraged hence all become reflective, self-learning team members with a positive sense of wellbeing and a love of learning.

OUR VISION

Working in partnership with children, parents, staff and Governors as a community we will achieve *Success for All* through:

Securing resilience

Understanding values and respecting others

Committing to our learning

Community involvement

Equality for all

Striving to do our very best

Setting high expectations

Medical Needs Policy

Earlsmead Primary School is committed to ensuring that any child with medical needs receives proper care and support to enable regular school attendance wherever possible.

All staff members have a duty of care to follow the school's policies for the care and overall well-being of children. This extends to the administering of medication both in the short term (i.e. antibiotics) and for the long term (i.e. suffers from hay fever or asthma). The head Teacher will be responsible for ensuring that relevant staff, both permanent and supply will be aware of the school's policies and procedures.

Parents / carers are expected to inform the school in writing of any medical requirements and conditions their child may have. It is also a requirement that any medical plans that have been provided by medical professionals involved in their care. Parents / carers are also responsible for informing the school of any changes and / or effects this may have. If information is withheld from the school, staff will not be held responsible if all relevant information is not shared, and care is given incorrectly due to lack of information, or incorrect information is provided.

Medical Training

Earlsmead Primary School has a medical department with a designated team of staff who will usually tend to day to day medical / welfare issues. These members of staff have current first aid training both in the workplace and paediatric first aid. Additionally, there are nine support staff who currently hold First Aid in the workplace certificates, and five who hold paediatric First Aid certificates.

The allocated school nurse will attend the school at regular intervals to carry out in-house training for all staff regarding the use / procedures for asthma / inhalers / anaphylaxis/ Epi pens. The school nurse is also responsible for checking the weight and height of the children involved with social services. This will be carried out with a member of staff from Earlsmead present.

The welfare staff will attend other forms of training deemed appropriate by the headteacher such as:

- Administering Medicines in Schools
- Bereavement counselling
- Counselling skills
- Manual handling
- SEN training

Medical systems & Procedures

Administering medication - Prescribed medication

Medication that is prescribed by the GP will be accepted by a member of staff, providing it is in its original packaging with the name clearly labelled on the item.

Any medication brought to school must be taken immediately to the school office by an adult where a member of the welfare staff will collect it. The parent / carer must sign a permission form giving details of the frequency of the medication how long it is needed & the dosage.

- Medication prescribed by a doctor to be taken four times a day can be administered in school. If medicine is only required three times per day, this can be managed at home, once after they get home and once before bedtime.
- All children with an ongoing medical health condition will have a medical health care plan drawn up which will be agreed and signed by a parent / carer.
- Children with on-going medical conditions can keep their medication at school as per the agreement with the parents / carers.
- Any child with medical health needs over the range of general medical requirements must have a medical health care plan provided by their consultant paediatric / health specialist. This will be reviewed by the welfare staff, SENCO & head teacher.
- Adults / staff members requiring any medical treatment will have the same assessment and treatment as the children, where appropriate.

Asthma / Anaphylaxis

Asthma: Parents must inform the school if a child has a diagnosis of asthma. An inhaler must be provided from home each day with the packaging intact. Children with asthma will be provided with a bag to hold their inhaler and a log so that each use can be documented. The bag with the medication should be kept in the classroom, and should be taken with them during all activities, including break time, lunch time, school excursions, physical education and sporting activities.

Anaphylaxis: This is an extreme allergic reaction requiring urgent medical treatment. Triggers are in the main from nuts, fish and dairy products, but also from bee/ wasp stings. Children suffering from anaphylaxis will have medication which may include antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

Parents / carers will be asked to bring clear, written instructions of the child's specific diagnosis/ allergies and the required medication & dosage.

Non- prescription medication

Staff should never give non-prescribed medicine unless specific, prior written consent is given by the parent / carer and it is agreed with the Head Teacher in accordance with the school policy.

Such occasions where the school may agree to administer non-prescribed medicine are:

If a child suffers from regular, acute pain due to migraine

If a child suffers from period pain

On occasion, welfare staff may need to monitor a child's visits to welfare. This will be recorded confidentially, and only shared on a need to know basis with relevant staff.

Safety, storage & access

Medicines can be harmful if taken by anyone other than the person for whom it is prescribed. It is our duty to ensure that we have procedures in place for the storing of medication to protect the health of everyone on the school premises.

- Medicines to be stored in a locked cupboard, staff who may need access know where this is located. (Welfare bathroom).
- Medication needing refrigeration is kept in a specific fridge in the welfare room.
- Medication usually administered at 1.00pm unless instructed otherwise – ongoing conditions may require administering as and when required.
- All medication held in the school is returned at the end of the academic year. Medication is checked throughout the year to ensure it is within the expiry date and plentiful in supply.
- Medical care plans / administering of medicines are reviewed at the start of the academic year. Individual record sheets are kept for each child where medication is administered.

Accidents / injuries sustained during school hours

- Any child complaining of feeling unwell during lesson time in the first instance must be sent to welfare to speak to a member of welfare staff or a member of staff who has a first aid qualification.
- The welfare staff will make a decision whether it is appropriate for the child to be in school or be sent home. Where necessary, a note will be given to the child to pass to the parent / carer at the end of the school day informing them of their child's visit to welfare. Additionally, a courtesy call will be made to parent / carers advising them of a child's injury, especially bumps to the head.
- Welfare staff must be informed of any serious injury or reaction all injuries are recorded in the appropriate accident book.
- Any serious injury / accident will be dealt with by the named people and agreed procedures will be followed at all times. Contact will be maintained with head / teacher / parent / carer and hospital.
- The head teacher will be kept informed of any significant incidences.
- Any injury sustained to a child or adult during school hours resulting in fractures / dislocation /hazardous (e.g electric shock) –(to be clarified.. reporting responsibilities (a HSE F2508 FORM AND London Borough of Harrow form to be filled out and sent to the civic centre..)

School Trips / Activities

On occasion, additional safety measures may need to be taken for outside visits / educational trips. An additional member of staff / parent volunteer helper may need to accompany a particular child.

- Class teacher / leader supervising the trip should be aware of any medical needs and relevant procedures. A school trip medical check list and a fully equipped first aid kit will be provided for each class to take with them on any trip.
- Any medication needed for a school trip will be handed to the designated person together with the administering of medication records for each child.
- Where appropriate, a copy of the individual medical care plan plus a copy of the emergency procedures should be taken.
- If members of staff are in any way concerned about whether they can provide effective care and treatment, they should seek advice and views of parents / carers / medical professionals or outside agencies where appropriate.
- Any restrictions / difficulties on a child's ability to participate in P.E or other sporting activities, this should be recorded on an individual's medical health care plan. Parents / carers are expected to inform the school of any such restrictions and where possible provide supporting evidence.

Confidentiality

Parents / carers are expected to keep the school informed of any changes to medical or welfare needs as and when necessary, they will be asked to update data sheets where necessary.

Children with medical needs will have their emergency care plan be displayed on the notice board in the staff room, so as to ensure all staff members are made aware and are familiar with the correct procedures, if any parent / carer is unhappy with this being put in place for their child for any reason, they need to put their exception in writing to the head teacher.

It should be noted, at all times parents / carers are responsible for their child's medication.

Emergency Procedures

- Members of staff who hold current First Aid at work Certificates and paediatric first aid qualifications will be displayed on lists throughout the school.
- The school nurse will attend the school annually to demonstrate and refresh staff in the use of epi pens and inhalers.
- If a child requires hospital treatment / ambulance it is firstly the responsibility of the parents / carers to escort their child, if they are delayed or unable the school will facilitate.
- Any pupil taken to hospital by ambulance must be accompanied by a member of staff, who should remain with the child until the parents / carers are in attendance.

Infection control / hygiene / waste disposal

- Staff will follow guidelines set out by the Public Health Agency in relation to exclusion periods. This is clearly displayed in the welfare room.
- Gloves must be worn at all times when dealing with any body fluids

1. Any cleaning up of bodily fluids should be dealt with by the school care taker if they are on duty.
2. Vomit should be dealt with by covering up with absorbent granules and once dry, swept up and sprayed with trigen once dry. Resources to be kept in locked cupboard with caretaker.
3. Any waste disposal of body fluids / blood should be placed in the specific yellow bins provided in welfare department.