

# ST BENEDICT'S PRIMARY SCHOOL

## Medical

### Policy Guidelines and Procedures



2017-2020

## School Aims

We aim for our children to be:

- **Successful Learners:** who enjoy learning, making progress and achieve.
- **Responsible and Rights Respecting Citizens:** who are self-assured and socially aware – who have pride in their own history and heritage and respect for that of others.
- **Confident Individuals:** who are able to live safe, healthy and fulfilling lives.

## We are a Rights Respecting School

Article 3 - The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 23 - A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community.

Article 24 - Every child has the right to the best possible health.

Article 28 - Every child has the right to an education

## Statement of Inclusion / Equality

At St. Benedict's Primary School we realise the value and importance of all children and families being able to play, learn, achieve and develop alongside each other. We want parents to have confidence that we meet the needs of all their children effectively. As a setting, we strive to provide an environment in which all children and families feel safe, are as healthy as possible and can enjoy experiences that will help them to understand and contribute to the world around them.

## Data Protection / Confidentiality

At St. Benedict's Primary School we understand the importance of the terms of the 1998 Data Protection Act, and any subsequent relevant legislation. We ensure personal data is treated in a manner that is lawful. The school has specific Data Protection and Freedom of Information policies available.

## Statement of Intent

At St. Benedict's Primary School we promote the good health of all children, taking necessary steps to prevent the spread of infection and take appropriate action when they are ill.

## Legal Requirements

We understand that as a setting we have legal duties to ensure we have sufficient information and training about any medical condition of any child who attends our setting. We understand that we must notify OFSTED and local child protection agencies of any serious illness or injury within 14 days of occurring.



At least one person who has a current paediatric First Aid certificate must be on the premises and on outings at all times when children are present. We must have a First Aid box with appropriate contact to meet the needs of the children, we strive to ensure a record of accidents and First Aid treatments are kept and that parents are informed. We understand that a procedure needs to be in place to cover arrangements for the exclusion of children who are ill or infectious, and that we should notify public health of and reportable infectious diseases.

### **Other documentation, legislation, policies and procedures supporting this document:**

Supporting pupils at school with medical conditions

Statutory guidance for governing bodies of maintained schools and proprietors of academies in England

December 2015

## **Roles and Responsibilities**

- **Responsibilities of the Board of Governors**

The governors have a responsibility to safeguard all children, staff and visitors within the setting. They also have a duty to ensure they remain knowledgeable regarding current safeguarding and medical procedures. Procedures are in place for safe guarding policies and medical policies to be updated annually by the governing body.

- **Responsibilities of the Leadership / Management**

The management have a responsibility to safeguard all children, staff and visitors within the setting. They also have a duty to ensure all staff, students, and volunteers have up to date knowledge regarding current safeguarding and medical procedures. Procedures are in place for safe guarding and medical policies to be updated annually by the appointed person(s). The management are also responsible for the overall implementation of the correct procedures. It's the responsibility of the management to ensure that relevant medical information is passed on to the Inclusion Team, so they can update medical registers.

- **Responsibilities of Staff**

The staff have a responsibility to safeguard all children, staff and visitors within their care. They also have a duty to ensure that they are and have up to date knowledge regarding current safeguarding and medical procedures within the setting. All staff have a responsibility for the implementation of the correct procedures related to their roles.

- **Responsibility of Parents and Children**

Parents will build an understanding of the school's responsibilities to ensure the welfare of all children. Parents have a responsibility to inform us of any medical or health needs their child may have. This is part of the settings admissions procedure.



## Operational Procedures

### Administration of medicine – short term

All children attending the setting will only be administered medicine if they have a long term medical condition, or are receiving post or pre-operative medication.

If a child is feeling very ill or is infectious then we feel that it is in the child's best interest and that of the other children that he / she is cared for at home.

To avoid confusion and ensure continuity the following points must be adhered to when giving medicine / medication to children. This information should be recorded on the appropriate medicine form.

- All medicines / medication, must be prescribed by a Doctor and relate to the child in question.
- Parents must inform the appointed people about any medicine / medication their child is required to have administered during the day.
- Medicine / medication must only be given when in date and in connection with the illness at the time of request. Some medication may need to be taken for a period of time before the child returns to the setting.
- The time and dosage for administration of medicine / medication by the settings appointed people should be signed by the parents each day.
- Two members of staff must be present when administering medication and the Medicine Record form for medication must be completed and signed by both team members.

An appointed person must always be present. In the event of either member of staff unavailable or away from the setting, an appropriate member of staff will be appointed.

- Children who have been prescribed a course of antibiotics should not be admitted to the setting if they remain unwell, but may attend whilst completing the full course of antibiotics, as long as it does not have to be administered within school hours by a member of staff. Parents are welcome to come into the setting to give medication once agreed by the appointed person.

### Storage of medicines

All medicines must be stored out of reach of the children. Medication that requires refrigeration should be placed in the main kitchen fridge (Foundation Building) and Office (Main Building) in a clearly marked container, taking care to ensure that it is carefully labelled. Other medication that does not need refrigeration should be stored in a labelled container in a safe place away from the children. Medication should not be stored in children's bags, baskets or in the class room were other children could access it, but will be stored in the main office (Main Building).



MEDICATION MUST NOT BE KEPT IN A LOCKED CONTAINER.

## Completing the medicine form

The initial form must be filled out and discussed with parents. This will be done by an appointed member of staff. It is at their discretion whether we accept the medication and whether the child will be able to attend the setting.

The form must be signed each time medication is administered and parents must sign at the end of each day.

Date.....

Child's Name.....

Class.....

Name and strength of medication.....

How much to be given (e.g. dose to be given)

When to be given.....

Any other instructions.....

Number of tablets/ quantity of medication.....

Medication must be in the original container as dispensed by the pharmacy

Telephone number.....

Name of GP.....

GP's telephone number.....

The above information is to the best of my knowledge, accurate at the time of writing and I give consent to school and the local authority 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 is stopped.

Parents Signature:

Print Name:

Date:

If more medication is to be given a separate form should be completed for each.

## Long term medication

Children who have long term illness (an ongoing medical condition) may need to attend the setting with medication e.g. Epilepsy, Asthma, Epi Pen. We agree to administer this medication at the discretion of the Headteacher. A long term medication form must be completed via an appointment with a member of the Pastoral Team, once children have been added to the medical registers.

Staff must inform the Pastoral Team after admissions by completing a health referral form. Procedures for administering long term medication are as above.

## Medical Register

All children who have a medical need will be recorded on the medical register which will be available for the appropriate members of staff. This will be updated as and when necessary by the inclusion team. **It is the responsibility of all room based staff and those staff completing admissions to inform the Pastoral Team.** You will find health forms on the medical alerts board in the main staff room.

## First Aid Procedures

First Aid cupboards are located within each year group, main office, community spaces and Foundation Stage Kitchen. First Aiders are responsible for auditing the stock levels of the First Aid boxes.

The pupil's First Aid book and accident book is kept in the main office.

At prominent points around the school First Aid rotas will be wall mounted.

Portable First Aid kits are worn at all times by staff whilst outside with the children.

## Minor accidents: Pupils

Procedures related to minor accidents are as follows:

- The injury is assessed by the allocated First Aider
- The child is taken to the nearest treatment area
- The injury is then treated
- When all cuts are cleaned or if bodily fluids are involved – disposable gloves/aprons will be used. (See procedures)
- Water and plasters will be used if required (check children's admissions pack to check allergy to plasters)
- Child to be settled back into class and observed
- Accident will be recorded
- Parents must sign accident book when collecting.





## Head Bumps

- Alert allocated First Aider
- Apply cold compress
- Record the accident in First Aid book (even if there is no visible wound); fill in slip for carers/parents.
- If needed First Aider to remain with child until carers arrives

## Nose Bleeds

- Alert allocated First Aider
- All staff to wear protective gloves/aprons
- Sit child down – tilt head forward
- Pinch bridge of nose
- If after 10 minutes bleeding has not stopped inform parents
- Record the incident in the First Aid book
- Inform the parents

## Spillage of blood

- Spillage of blood should be dealt with immediately
- Disposable gloves/aprons should be worn at all times
- Paper towels should be used to clear the spillage
- Gloves/aprons and paper towels to be disposed of using the 'yellow bag' system.
- Yellow bags should be disposed in the nappy bins located in the Community Lodge disabled toilet and Foundation Building disabled toilet.
- Clothes and non-disposable items should be boil washed

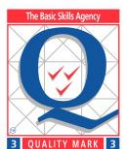
## Spillage of urine and or vomit

- Disposable gloves/aprons should be worn at all times
- Office to be informed
- Paper towels should be used to clear urine/vomit asap
- Relevant staff to follow appropriate procedures to wash down area.

If extra staff are not available to clean up, staff must use the yellow hazardous waste kits located in class rooms. Please follow procedures inside box. First Aider are to check contents.

## All serious accidents

- Alert nearest First Aider
- Remain calm
- All staff to wear protective clothing (glove/aprons)
- **DO NOT MOVE CHILD.** Assess situation. Does child need to go to hospital immediately or can child remain until parent arrives.
- If child needs to go to hospital immediately – senior staff/administration to call for an ambulance and then to contact parents to meet at hospital. Senior staff to accompany child to hospital however will not sign for any treatment. (see emergency procedures)



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- If the child can remain at school until parents arrive – make child comfortable and a member of staff to remain with child. Parents to make arrangements for hospital visit or not. Accident form to be written and enter in accident book.

## Accidents involving Staff

The following procedure applies should a member of staff have an accident:

- Alert a First Aider
- Take the member of staff to the treatment room
- Give required treatment
- Complete accident book
- First Aider to complete Form SAF1
- AR1 to be sent to Policy Development and Co-ordination, Life Long Learning
- File the SAF1 in the member of staff's personnel file.

## Serious dietary problems / medical alerts

Once the admission process for new starters has been completed and it has been agreed that a child with a potentially serious dietary problem may join our setting we will consider the following points:

- Food prepared off site will take into account any child's dietary problem. This food will arrive in a clearly marked separate container.
- In the school dining room all children with dietary requirements are identifiable through care plans and photos. These children are discussed with kitchen staff and lunch time supervisors by the inclusion team.
- All food stored for the individual who has a dietary need must be placed in a high level cupboard that has been identified for this sole purpose. It should be clearly labelled with the child's name and there individual dietary need.
- When serving food for the individual, care should be taken by all staff to ensure that the process is carried out by two members of staff. At the meal table the child should be positioned in a place to minimise any potential risk.
- We strive to ensure that the individual child's dietary need are only given by permanent members of the staffing team.
- During children's parties parents are asked if they would provide a selection of safe food.

If a child has a medical condition that all staff need to be aware of this information will be placed on a Care Plan which is displayed in the staff room, dining hall, foundation stage kitchen, and at the front of registers. Staff will receive a full briefings and / or training on the child's medical condition.

Staff must make students / volunteers aware of the children, and that they must not feed or offer and food to a child.

If a child carries an Epi Pen, all relevant staff should receive training.





## Care Plans

Care Plans are completed in consultation with the child's parents, school nurses, and or the child's health visitor dependant on age. Care Plans are completed by the school nurse.

Further guidance is within 'Supporting Pupils at School with Medical Conditions Policy' May 2019.

Reviewed By: Curriculum and Standards Committee

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Date Reviewed: 16/5/2019

Next Review: 16/5/2020

Head Teacher: Armine Williams

Chair of Governors: Mohammed Zabar

