



As a community, including children, staff, parents and governors, we seek to encourage the faith and educational journey of all our members.

We exist to identify the spiritual, academic, physical and professional needs of the children and staff, enabling them to affirm, support and develop each other in the spirit of Jesus.

We believe especially that our education must be broad and life-changing, enabling all the children to develop to their fullest potential so they may influence both the world of today and the world of tomorrow.

MEDICAL POLICY

This policy should be read in conjunction with the following:-

- Childrens' Act 2004
- Every Child Matters: Change for Children
- Early Support Family Support Pack and Early Support Professional Guidance (DCFS 2004)
- Disability Discrimination Act 1995- Code of Practice
- Guidance on First Aid for Schools: a good practice guide (DFEE 2008)
- Health & Safety: Responsibilities and Powers (DFES 2001)
- Health and Safety of Pupils on Education Visits (DFES 2001)
- Guidance on Infection Control in Schools and Nurseries (Dept of Health 1999)
- National Service Framework for Children, Young People and Maternity Services
- LEA Framework 2004 - Support for Health and Safety, Welfare and Child Protection (Ofsted 2004)
- Circular 14/96 Supporting Pupils with Medical needs in School
- Managing Medicines in Schools and Early Years Settings (DCFS 2005)
- Health and Safety Regulations 1999
- Reporting of Diseases and Dangerous Occurrences Regulations 1995
- Control of Substances Hazardous to Health (COSHH) Regulations 2002

OVERVIEW

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.

As far as possible, the medical needs of pupils should not prevent them from attending school.

The primary responsibility for a pupil's health rests with the parents who should ensure that their child is well enough to attend school.

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 off site visits and this may extend to administering medicine and/or taking action in an emergency, however no member of staff has a contractual duty to give prescribed medicines or administer medical procedures. Staff who volunteer to administer medicine or to supervise medical procedures will have liability cover under the terms of the Local Authority insurance policy provided that training is given and records kept.

Where it is necessary for a pupil to take a prescribed medicine, i.e. antibiotics, it is advisable that the dose frequency is prescribed 3 times per day rather than 4 times per day, so that the pupil need only be given 1 dose at school.

No pupil should be involved in the administration of prescribed medicines or medical procedures for another pupil.

All school admission forms should include details on pupil needs. An Emergency Contact Details form will be issued before admission and must be completed by parents before the pupil starts school. Administration staff will also issue Medical Information forms/Individual Health Care Plans as appropriate when information has been gathered from the Emergency Contact Detail form. All First Aiders will receive training on the use of these forms and their location.

Where a pupil develops medical needs during their time at St Andrew's it is the parents' responsibility to inform school so that the appropriate documentation can be completed.

At least one qualified first aider is in post from 8.30 am to 4.15 pm Monday to Friday and in the before and after school care provision.

ADMINISTRATING MEDICINES

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 pupils 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. Copies of this form are available in the Study Room and in each class.

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 of medicines

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, and emergency medication i.e. Epipen, Piriton, will be kept in the pupil's class.

It is parents responsibility to ensure that all medication kept in school is in date and replaced as necessary.

Medicines needing refrigeration will be stored in the fridge in the staff room during the course of the school day, these are mainly antibiotics and eye drops.

HEAD INJURIES

Any child sustaining injury to the head must be checked by a First Aider.

The time of injury will be recorded on the Accident Register. Treatment will be given and parents/guardians called if necessary.

The St Andrew's Accident, Illness and Incident Register will be completed to notify parents/guardians of the incident and a Bumped Head letter sent home. The First Aider will inform the child's teacher of the incident and pass the forms to them.

Parents will be sent a text to notify them about the incident and to look out for the letter.

CONTAGIOUS/INFECTIOUS ILLNESSES

Exclusion times for any infectious or contagious illness will be in accordance with guidelines issued by Bury Health Authority. Parents are provided with a list of recommended quarantine periods and are asked to adhere to them to prevent the spread of infection.

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.

FIRST AID TRAINED STAFF

All staff must know who is capable of carrying out emergency aid.

A current list of all qualified first aid persons is displayed on the medical cupboard in the study room. A list will also be issued to all staff.

Any pupil taken to hospital must be accompanied by a member of staff who should remain until the child's parents/guardians arrive.

In conjunction with the Local Authority and Health Care professionals, the school will facilitate training and medical procedures for all volunteer staff in order to fulfill the insurance requirements of the Local Authority. A record of training will be kept in the Medical Folder.

A summary of medical conditions will be kept in the medical cupboard and a list will be given to each class teacher annually and when any changes occur.

SCHOOL TRIPS

Staff present must always be aware of any medical needs of their pupils and relevant emergency procedures. A First Aid kit must be taken on trips and any medication that children may require. At least one member of staff on all trips must be qualified in First Aid.

RECORD KEEPING

The Accident, Illness and Incident slip communicates the nature of the child's sickness or injury to their parent/carer. A slip must be completed for all accidents and injuries. Where a child is taken to hospital and/or the incident is serious a HS01 incident form must be completed and sent to the Local Authority.

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.

The school will endeavour to balance the need for confidentiality with the need for staff awareness of relevant information.

INTIMATE OR INVASIVE TREATMENT

Staff must only assist in treatment if entirely willing. Appropriate training will be arranged for staff when needed. Two members of staff must be present if invasive treatment is needed. One of these members of staff will be a qualified first aider or trained to administer a particular medication/treatment.

Staff should protect the dignity of the pupil as far as possible even in emergencies.

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

No member of staff is permitted to search a child's hair, however if live lice are seen the parent will be contacted and advised to arrange treatment at home in order to stem the spread amongst other children.

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