



Medical Procedures

This document has been written in line with Durham LA documentation regarding Supporting Pupils with Medical Needs and should be read in conjunction with it. In addition these guidelines provide additional information.

Parents/Carers have the prime responsibility for their child's health and well-being. The intention of this school is to work in partnership with those parents/carers to enable the pupils to attend school regularly and to participate fully in school life.

Medical information relating to a pupil will be treated as confidential, and following consultation with parents will be displayed on school notice boards in the staffroom to enable all staff to support the pupil. After consulting with the Head teacher and Mrs Watson the Parents/Carers may decide that a wider awareness of their child's condition would be beneficial, this would then be dealt with in an appropriate manner. The need to know would normally include the class teacher and the class support staff. It might also include an adult in a supervisory capacity during break periods or taking extra-curricular activities, after school and wrap around care.

To make this document easier to access the required information, it has been divided into sections under the following headings.

- Temporary absence from school on medical grounds
- Short term medical conditions
- Long term medical conditions
- Roles and Responsibilities
- Training
- Documentation and Record Keeping
- Storage of medicines
- Emergency procedures.

Temporary absence from school on medical grounds

There are occasions when children are temporarily absent from school on medical grounds. These generally are:

- Where the child's condition is infectious to others.(see infectious diseases file-medical cupboard)
- Where the safety or well being of the child or other pupils cannot be adequately undertaken.

The school adheres to LA policy regarding infectious diseases. We will ensure staff take positive steps to minimise the spread of infection. A copy of this documentation is available in the staffroom.

With reference to the safety/well being of pupils, the Head teacher will seek appropriate advice and the parents/carer will be fully consulted and informed.

Short term medical conditions

Most children will at some time have a medical condition that may affect their attendance at school. Parents are required to telephone school if this is the case. Class teachers have the responsibility for ensuring that returning pupils bring a letter of explanation with them and completing the back page in the register. The Class teacher should then enter the appropriate coding into the register. The school secretary has the responsibility of checking the registers on a daily basis and will telephone the parents of any absent children before 10 am on the first day of absence. She will inform the Class teacher of any reason a parent may give for their child's absence. Staff must ensure they complete the absence book and the late book. Any pupil giving rise for concern about the frequency of absence due to medical conditions should be referred to the Attendance and Inclusion Family Practitioner who will liaise with the school.

If a child is fit enough to attend school but needs to complete a prescribed course of treatment, such as antibiotics, we are able to supervise the pupil taking the medication. The role of administering or supervising the taking of medication is delegated to Miss Heatherington, Mrs Watson and Mrs Howe (Mrs Howe will also administer medicine when required at after school and wrap around care).

The following procedures should be followed to enable the child to receive their medication.

- The parent/Carer will need to come into school to complete the relevant form supplying details of dosage etc. The named members of staff to complete these forms with parents/carers are: Miss Heatherington and Mrs Howe.
On occasions when they may be unavailable other members of staff may complete all parts of the form and pass on directly to named persons.
- The medication must be clearly marked with the child's name, class and dosage in the original container from the chemist.
- The medication must be stored in the medical cupboard/fridge.
- With the exception of inhalers no medication will be kept in the classroom or child's schoolbag.
- Only prescribed medicines may be brought in to school.
- Written records are kept of medication given, time it was administered, signature of person who administered it.

If a child has a short-term medical need that requires specific measures to be undertaken but not the administration of medication, an individual health plan should be completed by the parent/carer with school staff.

Long term medical conditions

A few pupils may have medical conditions that will warrant them having an individual health care plan, which may or may not include them taking medication at school. Designated members of staff will do their best to meet the needs of those

pupils. It is essential that the parents/carers of those pupils meet with Miss Heatherington at the earliest opportunity. In the case of prospective pupils this would be prior to the child starting school. At the meeting the Individual Health Care Plan would be drafted so that support systems could be organised. A further meeting would take place to finalise and sign the H.C.P. Miss Heatherington may invite the school nurse or another appropriate professional to be present at these meetings. The outcomes from the meeting will be shared with appropriate members of staff.

If the child is likely to be away from school for long periods of time a referral to the Hospital Tuition Service may be appropriate to ensure the child continues with their education. Class teachers may be asked to provide work for the child in their absence.

Regarding the administration of medication the same terms apply as for short term conditions with the addition that parents will keep Miss Heatherington informed of any changes to the medication and will arrange to meet with them to make the appropriate changes to the documentation.

Roles and Responsibilities

The role of the LA is:

- To offer advice and to provide appropriate support to the school and the Individual.
- To provide a broad framework to encourage the inclusion of children with medical needs in the full life of the school, and to help staff to feel confident and reassured about the tasks they have agreed to undertake.
- To take the lead in consulting with the relevant agencies which can provide information, advice, training and support.

The role of the Governing Body is:

- The Governing Body has responsibility for monitoring and reviewing the policy

The role of the Head teacher

- The Head teacher is responsible for ensuring the implementation of the Policy.
- The Head teacher will ensure there is a mechanism in place for informing parents of the school policy and procedures regarding children and their medical needs.
- The Head teacher will ensure that all staff are aware of the policy, and follow the set procedures.
- The Head teacher may delegate some of the above to named members of staff.

The role of school staff

- Where staff have volunteered to administer medication they must take up the opportunity to attend appropriate training and should not give medication without having first received such training or instruction.
- If pupils refuse to take medication they should not be forced to do so. Emergency services and/or parents should be informed as is appropriate.

- **A non-trained member of staff should not administer medication at any time. The exception to this being in an emergency situation when staff will act in loco-parentis.**

The role of the SENCO

- To advise and inform the Head teacher.
- To liaise with parents/carers and relevant professionals to make arrangements for meeting the needs of pupils with medical conditions.
- To keep appropriate staff informed of pupil need (within the bounds of confidentiality)
- To ensure that documentation is kept up to date.
- To monitor the effectiveness of the provision for pupils with medical needs.
- To act as line-manager for staff taking any responsibility for pupils with medical needs.
- To advise all parents of procedures via updates website, newsletters and statement in school brochure.

The role of support staff

- It is the requirement in this school that all Teaching Assistants and all teachers undertake first aid training. Lunchtime Supervisory Assistants also complete a first aid course.
- As with all other staff these persons would only administer treatment after receiving appropriate training.

Named persons have a particularly important role in the support of pupils needing medication where off site visits are to be made. They should:

- Ensure they have the medication with them at the onset of the journey.
- Ensure they have access to a mobile phone
- Have the relevant contact telephone numbers with them.
- Record the details of dosage given and any other relevant information.

The role of the school nurse

- The school nurse can provide advice and training.
- They can liaise between parents/school with external agencies.

The role of Parents/Carers

- Parents should recognise the need to work in close liaison with the school for the benefit of all children and their own in particular.
- Parents have the prime responsibility for their child's health and should notify the school of any medical condition when applying for or being offered a place for admission. Where the condition arises during the child's school years, the school should be informed as soon, as is possible.
- Parents should ensure that an adult is responsible for handing any medication to the named member of staff indicated on the completed form, and also for the collection of any unused medication.

- Where medication is divided between home/school, the parent should undertake to provide the school with the original container bearing the prescription details. The container will be clearly labelled with the name and class of the child.
- Where a child already has an Individual Health Care Plan, the parent will inform the school of any changes and attend the school to amend the H.C.P.
- The parent will support the school in their encouragement of the child to take responsibility regarding their own health management, as appropriate to the age and understanding of the child.

The role of the Pupil

- According to the age and understanding of the child we will encourage him/her to contribute towards his/her own health care plan.
- We will encourage pupils to manage their own medication as soon as is possible. However supervision will always be provided.

Training

- Members of staff, who volunteer or are appointed to administer medicines, should only do so after receiving appropriate training.
- Miss Heatherington will organise first aid training.
- Miss Heatherington will liaise with the school nurse or any other accredited professional, to make arrangements for special medical training to be provided.
- The parents/carer of the pupil will be fully informed regarding that training.
- Miss Heatherington and Mrs Clarey will keep a record of all first aid training received by staff.

Documentation and Record Keeping

Miss Heatherington supported by Mrs Howe, are responsible for overseeing the completion and maintenance of the following forms as is appropriate.

1. Individual Health Care Plan.
 2. Parent/Guardian request form for school to administer medication.
 3. Record of medication administered.
 4. Form for requesting child to carry and administer own medication. In severe cases, the Doctor may have recommended the child keeps their asthma pump on them at all times.
 5. Emergency Planning Form.
- The above are the forms currently used in school; these may be added to or amended in response to a specific situation.
 - Miss Heatherington, may delegate responsibility for the completion of a form to a member of staff directly supporting a child.
 - Documentation will be regarded as confidential, however information will be stored in such a way as to enable access to information, to best protect the needs of the child particularly in an emergency situation.

Storage of Medicines

- Medicines will generally be stored in a secure cupboard / locked fridge in the staffroom.

- Inhalers are now stored in the child's classroom unless a parent has requested their child carries the inhaler on their person, to enable pupils to access them without delay.
- Medicines will be clearly labelled with the pupil's name, class, dosage and frequency of administration.
- If the pupil needs more than one prescribed medicine, each will be in a separate container, labelled as above.
- Parents will be asked to provide medicines in the original containers.
- Mrs Paterson and Mrs Howe have the responsibility for checking the expiry dates of medicines and for arranging for an adult to collect any unused medicines. Medicines should not be returned to children, although empty inhalers may be sent home with the child.

Bodily fluids

- All staff will undertake to protect themselves and others by wearing plastic gloves when dealing with emergency situations involving blood and other bodily fluids.
- A ready supply of gloves will be kept in the medical cupboard as well as in every first aid box. Mrs Paterson and Mrs Howe are responsible for checking on a regular basis the contents of each first aid box and ordering supplies when things run down.
- When children wet themselves, Spare clothes are stored for KS1/FS in the resources cupboard, and KS2 children will change into their PE kits. Wet clothes will be sent home at the end of the day in a carrier bag. Please request the Parent washes and returns the clothes on loan. Please remember to hand the clothes to the child and not change them yourself. (See Intimate Care Policy)
- When a child soils themselves please ensure their dignity is preserved at all times. Take gloves, spare clothing, wipes and carrier bags into the toilet area. Hand the child the wipes, talking them through cleaning themselves. Place wipes in the bag and dispose of in the yellow bagged bin and send the child's soiled clothing home in the other bag.
- When a child has vomited, the procedure states that if the site manager is on the premises then he will clear it up. If out of his hours then gloves should be worn when attempting to clear it up. Dispose of the mess in a carrier bag and place in the yellow-bagged bin. The appropriate sanitiser should be sprinkled over the spot. (Follow procedures for spillages and bodily fluids)

Emergency/Accident Procedures

- A serious injury may be visible or non-visible and correct first aid procedures should be followed.
- In the case of injury, including head, the following procedures will be followed:
 Class teacher to be informed.
 Letter sent home to parents informing them of the accident/incident – completed by a first aider.
 Accident/Incident recorded in the file, accident reporting form completed if required and sent to County.
 The Child to be monitored by adult in case serious complications develop. A child may be sent back to class if assessed as being not serious, however they will need monitoring as complications could develop later. Should a child need to be

collected by parents, we will keep them as comfortable as possible until this happens. A child should **never** be left alone.

- In all cases when an emergency situation arises an ambulance will be called and parents advised to meet the ambulance at the hospital.
- The person who witnessed the accident and/or knows the child best should accompany the child in the ambulance and provide the necessary information.
- Children should only be taken to hospital in a member of staff's car, as a last resort, if possible 2 members of staff should be with the child.
- If an accident occurs on the field or in the playground the child should not be moved. An adult should call for a trained first aider who will decide whether the child should be moved.
- Parents/Carers will be informed as soon as it is reasonable for a member of staff to access the contact information.
- If the child has a health care plan the details will be made known to the emergency services.

If a parent needs to be contacted by school because either their child is ill, or has had an accident, this will be done by the school clerk, Mrs Clarey, or a member of the senior management team. Class teachers and support staff are not responsible for phoning the child's parents, but they should always ensure that a senior member of staff knows about the incident/illness so that it can be dealt with appropriately.