

## **St Helena's Church of England Primary School**

*It is our responsibility to learn and achieve our dreams as a family.  
Opening minds, widening horizons and developing a better world*

### **Valuing Compassion, Community, Endurance, Friendship, Hope, Thankfulness, Wisdom and Respect**

#### **School Medical Policy**

##### **Introduction.**

The School Mission Statement states the aim to provide a safe and caring environment for those within it.

The welfare of the children is the staff's prime concern and they will act with the best interest of the child in mind taking into consideration current medical advice from the DFE, Parents/Carers and health professionals.

All staff will undergo basic First Aid training by a recognised organisation every three years. If a child has a known long term medical condition, an Individual Healthcare Plan will be drawn up with all relevant stakeholders, and staff will be trained accordingly.

##### **Illness in school.**

All medical and contact details, for children are kept in the school office. These details are updated continuously, and Parents/Carers are sent an annual copy of information held, to ensure it is up to date.

When a child becomes ill whilst in school:

- Where appropriate, a child's Individual Healthcare Plan will be consulted and followed.
- Parents/Carers will be contacted, in the order of preference stated on the pupil contact details, to arrange for the child to be collected.
- When contact cannot be made with the Parents/Carers, the designated emergency contact provided by Parents/Carers will be contacted.
- Should that fail, the school will take appropriate action required for the individual circumstances. It may be that the child's needs may be met by resting in a quiet area or in more serious cases, the child's doctor may be contacted or an ambulance called.

### Injuries sustained at school.

When a child has fallen or is injured, the staff will deal with it sensitively and in accordance with their First Aid training and the child's Healthcare plan, if appropriate.

A member of staff will record the time and date, name of the injured party, the nature of the injury and treatment given, body map of the injury location (if appropriate) in the accident record book. Accident records are kept in the school office. The member of staff will report the accident to the Class Teacher and ensure a letter is given to the child to inform the Parents/Carers of the injury and any treatment given. **Where a child suffers a head injury, the Head must also be informed.**

If it is deemed necessary for the child to go home, Parents/Carers will be contacted as above. If in doubt, Parents/Carers should always be contacted. **The Head must be informed first of the intention to send a child home.**

### Emergency procedure.

Where staff suspect a serious injury, the Head (or most senior member of staff in their absence), must be notified and an ambulance called immediately. The parents of the injured child will be notified and, if appropriate the Head or a member of staff will accompany the child to hospital taking such medical records as may be necessary.

The Health and Safety policy gives more detailed information regarding which type of accidents are reportable and how and to whom they should be reported.

### Medicines in school.

The Head is ultimately responsible for administering/supervising medication in school and on educational visits. Members of staff administering medicines are acting on a voluntary basis and must obtain the consent of the Head to do so.

Pupils are encouraged to administer their own medication when appropriate e.g. asthma inhalers. However, for the safety of all children, medicines will be stored centrally in the Office and not carried by pupils, unless express written consent is given by parents.

Prior to any medication being brought into school, parents must complete a consent form giving:

- Details of the pupil's condition.
- Any special requirements e.g. dietary needs, pre-activity precautions.
- Medication and any side effects.
- What to do, and who to contact in an emergency.
- The role of the school.

## Arrangements for medicines in school:

- All medication must be handed in to the child's teacher or a member of the Administration Team on arrival at school.
- The medication must have the name of the child for whom it is intended clearly written on it.
- Unless stated otherwise, all medication will be kept locked in the office, along with copies of the parental consent form detailing dosage instructions.
- Antibiotic medicines will be stored in accordance with instructions e.g. in the office medicines fridge.
- Class A drugs such as Ritalin will be stored in a locked filing cabinet in the school office.
- Epi pens will be stored in the child's classroom with the child's name clearly visible, along with instructions for use and follow-up procedures.
- A record of the administration of all medicines will be kept with the medicines.

### **Prescription Medicines.**

Where children need medication as part of a lengthy treatment or as a part of their daily life, the Head and staff will endeavour to meet the needs of those individuals.

In order to minimise absence, short term prescribed medication, such as the end of a course of antibiotics, may be administered by a Parent/Carer during school time, or in exceptional circumstances by a member of staff, with consent of the Head and Parent.

### **Non-Prescription Medicines.**

Generally, non-prescription medicines are not be allowed in school. However, to minimise absence, short term administration of non-prescription medicines such as calpol for pain relief, may be administered by Parents/Carers during school time and in exceptional circumstances by a member of Staff. Calpol may be administered to children whilst on educational visits, with the consent of parents.

### **Disposal of medication.**

School staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for disposal of date-expired medicines.

This policy will be reviewed annually by the Governing Board or sooner if legislation dictates.