



ST. ALBAN'S

CATHOLIC PRIMARY SCHOOL

LEAD THE WAY

Medical Policy

Policy Agreed:	September 2018
Next Review:	September 2020

1. Policy Statement

- St Alban's is an inclusive community that aims to support pupils with medical conditions.
- All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at the school.
- All staff understand and are trained in the school's general emergency procedures.
- St Alban's has clear guidance on the storage and administration of medication at school.
- St Alban's has clear guidance on accident reporting and medical record keeping.
- St Alban's takes every practical step to ensure that the whole school environment is favourable to pupils with medical conditions and takes steps to eliminate triggers that will make common medical conditions worse.

2. Medication

2.1 Emergency medication must be readily available to pupils at all times and storage facilities must be easily accessible.

All emergency medication is sent home with pupils at the end of the school year. It is the parent's responsibility to ensure that new medication is supplied when it needs to be replaced.

1.2 Non emergency (prescription) medication storage

Prescription medication is kept in a lockbox in the school office or the fridge in the school office. All medication is stored with reference to storage instructions.

1.3 The administration of medication

- Only prescription medicine will be administered by St Alban's staff.
- Over the counter medicine, such as Calpol will not be given unless it is necessary for a more long term condition. If this is the case, it will be indicated on a pupil's "Healthcare plan" The administration of such medicines must also be noted on the record of medicines administered form.

- Only medicines that are in their original container, with a pharmacy label with the pupil's name on it will be administered.
- Parents must fill out an *administration of medicines consent form* in advance. This form is available on the school web site. All consent forms will be filed.
- Parents must declare the expiry date of the medicine on the form. This way they are taking responsibility for the medicine being within its use by date.
- Two adults will be involved in the administration of medicine – one to give the medicine and one to check that it is the correct medicine and the correct dosage.
- All medicine must be recorded on the *Record of medicines administered* form – where 2 signatures are required.

Responsible Person

The school First Aid co-ordinator is responsible for the storage of all medication and they will check for expiry dates at least 3 times per year. The first aid co-ordinator will also ensure that all medicines are clearly labelled with pupils name, dose and frequency. This includes the emergency medication that pupils carry themselves.

3. Record Keeping

Enrolment Forms

Key medical information for pupils is requested when a child starts at St Alban's and the school First Aid co-ordinator will ensure that this is recorded on the pupil database management system (SIMS).

Healthcare Plan for Longer Term Medical Conditions

The First Aid co-ordinator will discuss a healthcare plan, where appropriate, in consultation with the parents/ guardians of a child with a medical condition and this will be clearly communicated to all members of staff who will care for the pupil. This includes class teachers, lunchtime supervisors, teaching assistants, kitchen staff (as applicable).

Records of the Administration of Medication

The administration of medication must be logged. These sheets are stored with the parental consent and the dosage information that the parent has supplied.

Storage of Medical Information

The St Alban's First aid co-ordinator is responsible for the safe storage of medical information in a secure location.

Minor Accident and Sickness Reporting

All accidents and incidents of child sickness are reported in the St Alban's accident report book which is held in the school office. This book is a duplicate book, with one to be retained by the school and a copy to be sent home to the pupil's parents in all but the most minor of incidents.

More Serious Accidents

The member of staff who witnessed a serious accident will log details of the accidents on the on-line reporting system (OSHENS). The accident will then be risk assessed by the School Business Manager.

Residential Visits

Parents are sent a residential visit form to be completed and returned to the school shortly before their child leaves for an overnight visit. This form requests information about the pupil's condition and any medication that is required. These forms must be taken by the relevant member of staff on the trip.

If it is necessary to administer medication on the trip, parental permission is required. Parents will also be asked to indicate their consent to emergency treatment being given to their child, if necessary.

Confidentiality

Any member of staff who has access to pupil medical information is bound by strict rules of confidentiality. Any breach of pupil confidentiality will result in disciplinary action.

4. A Favourable School Environment for Pupils with Medical Conditions.

Disabilities and Special Needs

St Alban's will take every practical step to make sure that the school is accessible for pupils and parents with special needs and that all pupils have access to the broadest possible range of normal school activities (including extended activities).

Staff should be aware of potential social problems that children with disabilities, medical conditions and special needs may face

and they should use this knowledge to try to prevent and deal with problems in accordance with the school's anti bullying and behaviour policies. Staff can also use lessons to raise awareness of such issues and to help to create a positive social environment at St Alban's.

Physical Activities

St Alban's staff are aware of the beneficial effects of physical activities and they should also make adjustments to these activities to make them accessible to all pupils. They will also be aware of pupils in their care who have been advised to avoid or take extra care on particular activities.

No pupil should be forced to take part in a physical activity if they feel unwell.

All staff should be aware of potential triggers that make aggravate a certain medical condition.

Education and Learning for Pupils with Disabilities, Medical Conditions and Special Needs

Pupils with conditions who are finding it hard to keep up with their studies will be referred to the SEN Co-ordinator. The SENCO will consult with stakeholders to ensure the most appropriate type of support for such pupils is put in place.

5. Pupil and Staff Sickness

Pupils and staff who are sick in the school day will report to the school office where first aid will be administered.

A trained first aider (usually the first aid co-ordinator) will make an assessment of the severity of the condition and they will decide whether it is appropriate to call a pupil's parents to ask them to take the child home.

6. Emergencies

Staff have been trained on how to recognise a medical emergency. If an emergency occurs that requires paramedic assistance, the school office will dial 999 and ask for an ambulance immediately. If necessary first aid staff will carry out resuscitation or any other emergency treatment until the ambulance has arrived.

Another member of office staff will open the main school gate to ensure that the ambulance can quickly access the school. They will

also greet the paramedics to quickly brief them on the emergency and to direct them to the location of the emergency.