

Medical Policy

Introduction

At Wollaston Primary school we place inclusion at the heart of everything that we do. We value every child and actively promote all children having access to a broad and varied curriculum that enables them to meet their personal and academic potential. This policy outlines the measures and procedures that are put into place to enable all children to access our school environment including those that may have short- or long-term medical needs, require the administering of medication or may need medical care whilst on our school site.

Our parents retain the prime responsibility for their children's health, information regarding any medical or health needs should be communicated to the school office as soon as these are identified and where possible should be accompanied by paperwork completed by relevant professionals. Children should be kept at home if acutely unwell and in the case of contagious diseases should remain at home until they are no longer infectious. Where vomiting or diarrhoea have occurred children should remain at home for 48 hours following the stopping of symptoms.

The Role of staff

Teaching staff are not required to administer medication to children and are not expected to do so. Those members of staff that volunteer to administer or deliver medication within school will be supported by the Headteacher and Deputy Headteacher and will be provided with appropriate training. A list of staff that are trained to deliver medication will be kept in the office. To safeguard staff all measures of medication will be checked by staff working in pairs to ensure that dosages are correct and administered safely as per instructions given.

Prescribed Medication

Medications should only be brought into school on occasions where it would be detrimental to a child's health if the medicine were not administered during the school day. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber. Medicines should be provided in the original container and should clearly display the prescribing label showing the child's name, date of birth, name of medication and instructions for administration and dosage. The school is unable to accept medications that are not presented in this way. Where medication has been provided by a pharmacy this should be in the original container and contain administration instructions. This should be clearly named with the child's full name and class. Staff should be made aware on arrival regarding the refrigeration of medication that may be required whilst on site. All medication will be securely stored in the school office and should be delivered and collected each day by an adult. Medication will not be sent home with children for safeguarding purposes. Prior to administration parents will be required to fill in an administration permission form, medicine will not be administered without this.

Non-prescribed medicines

Staff should never give non-prescribed medication e.g. paracetamol to a child unless there is specific written permission given from a parent or carer. Prior to staff administering medicine parents will be required to fill in an administration permission form. In such cases only one dose of medication will be given to a child during the school day. Parents are required to notify the office of the time of the last dose of medication and this should be recorded on the form. All medications will be stored in the school office. Parents will be notified when these types of medication have been administered by telephone and these will be recorded in the school medication log.

Asthma and inhalers

Where concerns about asthma have been raised and an inhaler has been prescribed by a doctor, a blue reliever inhaler may be needed at school. In these instances the inhaler must be provided in the original container and should clearly display the prescribing label showing the child's name, date of birth, name of medication and instructions for administration and dosage. Unless specific written information is provided to the school by a medical professional this can only be administered following the guidance on the prescribing label. Dosage and administration cannot be adapted or modified without this in place. The school does hold an emergency inhaler on site and this can be given in an emergency. In cases where children may have spacers to support administration these should be clearly labelled with the child's full name.

Inhalers are kept in the child's classroom to ensure easy access in an emergency and will be zipped into an orange medibag clearly displaying the child's name and class. Staff are required to keep these in an easily accessible place and these should be clearly visible when entering the classroom. In the event of an emergency it is the responsibility of the adult leading the class to ensure that these leave the building with the child.

Parents are required to fill in an inhaler permission form prior to the administration of inhalers in school and where relievers are used frequently are responsible for contacting an asthma nurse or doctor to ensure that a child is not at risk of an asthma attack. Where asthma plans have been provided by a medical professional these should be shared with the school.

Children with severe allergies and epi-pens

Some children attending Wollaston Primary School may experience difficulties linked to allergies, which could put them at risk of becoming critically unwell. These children have medical alert forms and all staff are made aware of their needs. Antihistamine and Epi-pen medication will be kept on site and stored in an orange medibag. Staff must ensure that these accompany children in all areas of the school and it is vital that these are easily accessible.

Staff are trained to use epi-pens and this training is updated regularly. Medication must be provided to school in the original container and should clearly display the prescribing label showing the child's name, date of birth, name of medication and instructions for administration and dosage.

Children with complex medical needs

In some cases children attending Wollaston Primary School may have complex medical needs that require specialist care. These children will have Individual Healthcare Plans, which will be managed by the school SENCO. These are reviewed at the start of the year and are amended as per information shared by parents. Where specialist care is required during the school day staff will receive specialist support and advice and will be required to complete certification training before administration. Children will be supported with empathy and their privacy will be respected at all times. Staff will monitor wellbeing closely and ensure that any concerns are communicated to parents in a clear and consistent manner. These children may have larger quantities of medication and equipment which will be kept in a clearly named orange bag. Certifications from training will be kept by the SENCO and copies will also be held in the office. Staff will often support these children in pairs for safeguarding purposes, ensuring that specific procedures are followed accurately.

Recording the administration of medication

The administration of prescribed and non-prescribed medication will be recorded in the administration of medication file. This is held in the school office. Staff will clearly record the child's full name, date of birth, name of medication and time administered. Staff will sign this to confirm administration and this will be countersigned by a member of the senior leadership team. When non-prescribed medication is administered parents will be contacted and made aware of the timings of these to avoid any dangers associated with overdose. Following the administration of inhalers an additional

white slip will be sent home to ensure that parents are aware that this has been administered.

Expiry dates and locations

The school office are responsible for checking the expiry dates of medication and keep a clear list of these in the office. The location of medication is also listed and maintained in the office. All medication is sent home at the end of each full term to allow parents to clean any tools that may be used during the administration process and to ensure that any medication is replaced as needed.

Administration of first aid

Whilst on our school site there are times where a child may experience an injury that requires first aid. At Wollaston Primary School we have a team of trained first aiders who are available to support where their expertise are needed. First aid boxes are located in specific areas of the school and are maintained and checked regularly by the first aid team. Lunchtime supervisors are provided with a green first aid bag to make these resources easily accessible on the playground.

- Ice packs can be found in the fridge located in the staffroom and the fridge in the office. Where the application of ice is required this should be for 20 minutes and children are required to sit in a first aid zone. These should not be taken into classrooms unless pre-agreed with the office and children should not walk around school with these. Icepacks should be wrapped in a paper towel for hygiene purposes and should be returned to the fridge as soon as the 20 minutes are up. Children using icepacks should be supervised to monitor injuries and should be seated in the school office, on the soft chairs by the hall or in the KS1 or KS2 libraries. The office are responsible for checking icepacks regularly for signs of deterioration.

- Head injuries- where a child has had a head bump or injury parents will be notified by telephone and will be given the option to collect their child if they are concerned. Children will wear a bumped head wrist band and a letter will be sent home detailing signs that may be a cause for concern
- Accident recording- All accidents will be recorded in the school accident book which is kept in the school office. Where children have received first aid a letter will be sent home to inform parents of this. Teaching staff are responsible for making parents aware of these at collection times
- Contacting parents- where concerns about any injuries persist staff will contact parents and ask them to collect their child to seek specialist medical support

Wollaston Primary School

Permission to administer medication



<u>Child's name</u>	
<u>Date of birth</u>	
<u>Class</u>	
<u>Name of medication</u>	
<u>Dosage- as detailed on label</u>	
<u>Time of dosage</u>	
<u>Time of last dose</u>	
<u>Date medication started:</u>	
<u>Anticipated end date:</u>	
<u>Parent/carer name and signature</u>	
<u>Contact number</u>	

Wollaston Primary School
Asthma and inhaler medication form



Inhalers will only be administered as detailed on the prescription label unless advised in writing by a doctor or in case of an emergency.

<u>Child's name</u>	
<u>Date of birth</u>	
<u>Class</u>	
<u>Name of medication</u>	
<u>Dosage- as detailed on label</u>	
<u>Permission to use school emergency inhaler?</u>	
<u>Indicators that administration is needed:</u>	
<u>Date medication started:</u>	
<u>Anticipated end date:</u>	
<u>Parent/carer signature:</u>	
<u>Contact number</u>	

Parent notification of inhaler usage



Today your child has needed to use their inhaler at school. Please find the details of this below:

<u>Child's name:</u>	<u>Date:</u>
<u>Time of administration:</u>	<u>Amount of medication given:</u>
<u>Administered by:</u>	<u>Reason for administration:</u>

Parent notification of inhaler usage

Today your child has needed to use their inhaler at school. Please find the details of this below:



<u>Child's name:</u>	<u>Date:</u>
<u>Time of administration:</u>	<u>Amount of medication given:</u>
<u>Administered by:</u>	<u>Reason for administration:</u>

Parent notification of accident or injury



Today your child has had an accident or injury at school. Please find the details of this below:

<u>Child's name:</u>	<u>Date:</u>
<u>Location of injury</u>	<u>Location of injury</u>
<u>First Aid administered by:</u>	<u>Type of first aid:</u>

Parent notification of accident or injury



Today your child has had an accident or injury at school. Please find the details of this below:

<u>Child's name:</u>	<u>Date:</u>
<u>Location of injury</u>	<u>Location of injury</u>
<u>First Aid administered by:</u>	<u>Type of first aid:</u>

Wollaston Primary School

Parent/carers Notification of Head Injury



Today your child has been treated for a bumped head.

Your child has been given a bumped head wristband and the office have been in contact to make you aware of this.

Following your child's injury we would like to advise you to seek further medical advise and support should you child show any of the following symptoms:

- vomiting more than once after a head injury
- confusion
- extreme drowsiness
- weakness or inability to walk
- severe headache
- loss of memory of the event (amnesia)