

## **St. Nicholas-at-Wade Church of England Primary School**

### **Medical Care Policy**

The school recognises that children may at some time have medical conditions, which affect them. These may be short term or require long-term management. The school has an expectation that when medical conditions are effectively managed, all children will be able to participate in the full range of curricular and extra-curricular activities.

#### **Parents**

- The school aims to work in partnership with parents. Parents have the responsibility of providing the school with sufficient information about their child's medical condition, treatment and/or special care needed in school.
- Parents need to update the school when changes occur to the details of their child's medication or condition.
- If a child is unwell at school, we will make every effort to contact the parents/guardians. It is very important that we have up-to-date home/work telephone numbers or other contact numbers. Until we have contacted the child's parents we will take any action required in the interests of the child.
- Parents will be informed that although we will always care for children who become ill at school, children on short courses of medicines, such as antibiotics, requiring regular administration during the day, should not be sent to school. If children do need to bring prescribed medicines to school, please ensure the medicine is clearly labelled with the child's name and that clearly written directions for use are attached.
- Whilst at school, children can be referred to School & Child Health Service if there are any health needs.

#### **Medication**

There is no statutory responsibility that requires school staff to administer medication. However, office staff will administer medicines to children, provided adequate information is provided.

- Medicines must be clearly labelled with the child's name and dosage instructions.
- A record of all medication administered will be entered in the Medicines book. Details of the medication and the time administered is noted and signed.
- Before any medicine is administered to a child, the parent/guardian must complete the School Medicine Record form.
- Parents should bring the medicine to the school office.

- Inhalers need to be clearly labelled with the child's name. Inhalers for children below year 6 are kept in the school office. Inhalers for children in year 6 are kept in the classroom.
- Parents are responsible for checking the expiry date and replacement of out of date medication before the medicine becomes out of date.
- Discontinued medicines will be returned to parents as soon as they are no longer needed.
- Ritalin is a controlled drug so is locked in the office safe.

### **Accidents**

- Many of the school staff are trained 'emergency first aiders' and in the event of an accident, appropriate first aid will be given. In the case of more serious accidents, we will contact parents as soon as possible. We will always inform parents, on a standard form, if their child suffers a knock on the head, even if there are no apparent physical symptoms.
- In the event of an accident injuring one or more people, the first priority is to ensure, within the limits of personnel and facilities, the safety of other pupils and adults in the vicinity. In attending to the injured person(s), help may be called from colleagues holding a first aid certificate.
- If the accident is of a more serious nature the office staff should be informed. A decision will then be taken by a senior member of staff whether or not an ambulance should be called. Parents should be contacted as soon as possible.
- If the accident is less serious but hospital treatment is deemed necessary and a parent cannot collect the pupil in good time, a colleague with an appropriately insured car may volunteer to take the casualty to the accident and emergency centre. If no such transport is available, then an ambulance should be called.
- A bumped head sticker is used to inform parents if their child suffers a knock to the head, even if there are no apparent physical symptoms.
- The member of staff who was first on the scene must complete an accident report form (from the office) and submit it to the head teacher for signature.

### **ADHD**

- A diagnosis of AD(H)D is holistic and requires partnership with parents, pupils and relevant multi-agencies in the cycle of assessment, intervention, monitoring and review.
- Medication is an important part of the treatment of the child.
- Dosage must be given at the specified time and details entered on the medication form.

- It is the parent's responsibility to alert school of any changes in dosage and to complete a new Medicines form.

### **Anaphylactic Shock**

- All members of staff have been trained to administer an epipen. Pens are kept in the school office or classroom as deemed necessary.

### **Asthma**

- All inhalers are kept in the school office.
- A child having an attack should never be left unattended.
- Attacks of asthma often cause panic – staff should stay calm and reassure the child.
- Try to encourage the child to breathe slowly and deeply and to relax.
- If the child does not respond to the inhaler, contact the office as soon as possible for assistance.
- All staff need to be aware of any asthmatic in their care.

### **Epilepsy**

- If a child has a fit, contact the office immediately for assistance.
- During a fit, remove objects away from the child until they have recovered – do NOT attempt to restrict the child.
- As soon as the child is relaxed or 'floppy' enough, try and roll them into the recovery position.
- After a fit allow a child to relax somewhere quiet or even sleep – the medical room would be the best place.
- If a fit is long lasting, i.e., longer than 60-90 seconds, further medical help may be needed.
- All staff need to be aware of any epileptic in their care.

### **Head lice**

Any reported outbreak of head lice should be reported to school. Parents/guardians will be advised on an appropriate course of action as advised by the local health authority.

Approved by the Board of Governors:

To be reviewed: