

Perryfields Primary School Medical Policy

Short Term Illness and Medicines

We advise that children on courses of prescribed medicine do not come to school until they have fully recovered and are no longer infectious. In the event of prescribed medicines needing to be administered, when your child is fit and well enough to be at school, these can be usually facilitated during the school day (If prescribed medicine has to be taken three times a day this can happen prior to school, after school and at bedtime).

Unfortunately school staff cannot be held responsible for administering short term medications, therefore if your child needs prescribed medication during school hours we can arrange for their parent or named carer to come into school to carry this out (for the latter arrangement, written consent is required from the parent).

Should a pupil require medication to be administered four times a day, they are not considered well enough to return to school.

Long-Term Illnesses and Medicines

The school recognises the need to ensure continuing education for those children who suffer from conditions requiring long term medication. These pupils will have a care plan. This care plan is written by School Health with the parents and given to school. If a child develops a long term illness, as a school, we would assess their medical needs and provide relevant care to that child. It is the parents' responsibility to make sure that their child's inhalers, Epi-pens etc are kept in date. Parents will be required to check these on a termly basis. Staff are trained on an annual basis regarding the administration of Epi Pens. All Epi Pens are stored in an individual box in the school office. Parents should provide the school with sufficient and up to date information about their child's medical needs.

Staff are trained to administer these treatments in an emergency. Only prescribed medicine will be administered to pupils with long term medical needs. This will be carried out by a member of staff providing that a permission form, available from the school office, has been signed. (Appendix 1). Where pupils are attending residential visits parents are asked to discuss medication and give teachers permission to administer.

The staff will take responsibility for the administration of these prescribed medicines under the following conditions:-

1. Parents complete the Medicines Permission Form (Appendix 1)
2. The request is made on an annual basis

These forms will be kept in a file in the First Aid Room. When school staff gives any medication, it will be recorded on a Medication Form and the person administering the medication should date it, note the time given and sign the

entry. There must be two staff members present. All medication should be clearly marked with the child's name, dosage and when it is to be taken.

There are procedures in place to cover any transitional arrangements between schools i.e. Year Six - High School, children changing schools. All staff will be made aware of a child's condition, including support staff who will need to be made aware of the individual Care Plan.

Qualified Medical Staff

Please see Appendix 2 for comprehensive list of Qualified Personnel.

Injuries at School

Minor Injuries

Children regularly suffer bumps and bruises whilst in the playground and these sometimes occur in Physical Education or in classrooms. Where a minor accident occurs, the following procedure is in operation:

1. The injured child is sent or brought to one of our trained medical personnel for treatment. This usually occurs in the First Aid Room.
2. All injuries and treatment are recorded in the Incident and Illness Register.
3. The child is issued with a treatment slip to take home to parents. This lists the injury and the treatment administered.

More Serious Injuries

If the first-aider feels that the injury is more serious, she will contact the parents. The child will also receive a treatment slip on which the first-aider will record the fact that a telephone call has been made. A call home will be made for **all** head bumps/injuries which are also recorded on a white board located in the School Office.

1. Staff are advised to err on the side of caution and contact parents if they have the slightest concerns.
2. Parents are always contacted if the injury is a head injury.
3. The LA should be informed of serious injuries using the appropriate monitoring form, which can be obtained from the School Office.

Emergency Procedures

In the event of a serious injury, it is the responsibility of the Office Staff to contact the emergency services to call for an ambulance and to immediately inform the pupil's parents or named contact that this has been done.

Asthma

See separate Asthma Policy

First-Aid Box

A first-aid box is situated in the Medical Room and it is the responsibility of Mrs I Harrison to see that this is appropriately stocked. Children are not permitted to access any first aid items.

School Trips

When a school visit takes place, it is the responsibility of the visit leader to ensure that they take with them a first aid kit and the appropriate school forms, which can be printed, from SIMS. It is the responsibility of the Visit Leader to ensure that all medication (inhalers, EpiPen etc) is taken on educational visits, securely stored and accessible.

Staff Accidents

Where a member of staff is subject to an injury within school, the Headteacher must be informed so that appropriate monitoring can take place. Incidents are recorded using the appropriate form 'Incident Report Form 012', a copy of which is kept in the school office.

Infectious Diseases

The Public Health England Guidance on Infection Control in Schools and other Childcare Settings is located in the school office.

Monitoring

This policy will be reviewed annually.

Reviewed:- 6.11.18

Next Review:- Autumn 19

Perryfields Primary School

*Permission Form to administer **prescribed** medicines for long term conditions*

Child's Name:

Date of Birth:/...../..... **Class:**

Address:

.....

Emergency Parent/Guardian Contact Number:

Medical Condition:

.....

Medication Prescribed:

Dosage to be given:

Method (syringe/spoon/tablet):

Please note, it is the responsibility of the parent/s to ensure that we have up to date medicine/Epipen in school.

I give permission for Perryfields Primary School Staff to administer prescribed medicines for my child as stated above until advised otherwise.

Signed _____ Parent/Guardian

Date _____

Medical Policy

Paediatric First Aiders

Mrs D Baker

Miss V Maskell

Mrs J Reader

Mrs J Rudge

Mrs S Shepherd

School First Aiders

Mrs B Aksu

Mrs S Bryan

Miss N Broadbent

Miss G Crowley

Miss N Edwards

Mrs C Francis

Miss J Francis

Mrs A Garrett

Miss S Hammond

Mrs I Harrison

Miss J Ince

Mrs S Jones

Mrs K Kayla Barrett

Miss T Keeling

Mrs P Mapp

Miss A Phillis

Mrs S Povey

Mrs L Reid

Mr A Roseblade

Mrs E Wood

Mrs K Zaib

First Aid at Work

Mrs I Harrison

Mrs S Povey

Mrs J Shepherd

De-fib Trained

Mrs S Bryan

Miss G Crowley

Miss J Francis

Mrs I Harrison

Miss V Maskell

Miss A Phillis

Mrs S Povey

Mr A Roseblade