

Perryfields



Primary

Perryfields Primary School

Medical Policy

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MEDICAL POLICY

To be read in conjunction with the First Aid Policy and Asthma Policy

Short Term Illness and Medicines

We advise that children on courses of prescribed medicine should not come to school until they have fully recovered and are no longer infectious.

If prescribed medicines need to be continued when the pupil is fit and well enough to be at school, administration of these can usually be facilitated around the school day. For example, if a prescribed medicine has to be taken three times a day, this could happen prior to school, after school and at bedtime.

Prescribed medication for short term illnesses cannot be administered by school staff. Therefore, if a pupil needs prescribed medication during school hours, parents or a named carer (the carer must be named within written consent from the parent and verified by school) will need to come into school to administer the prescribed medication.

Long-Term Illnesses and Medicines

School recognises the need to ensure continuing education for pupils who suffer from long-term conditions and require medication. These pupils will have a Care Plan, written by School Health with the parents and given to school. If School Health identify that prescribed medicines need to be administered in school to pupils with a Care Plan, school staff will be trained to do so.

It is parent responsibility to make sure that any medication that may need to be taken in school, such as inhalers and Epi-Pens, are in school and in date. School will audit any medication kept in school termly and, if it is out of date, school will contact parents to renew the medication. It is expected that parents will keep school informed of any changes to medication or care plans.

All medication held in school must be prescribed and still in the original containers with prescription labels attached. Staff will only administer medication (quantity and frequency) in accordance to the prescription label instructions. No other instructions can be followed.

Training

Staff are trained on an annual basis regarding the administration of Epi-Pens. Epi-Pens are stored securely but accessibly in the school office.

Qualified Medical Staff

Please see below for the list of trained staff.

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 First Aid Policy procedure will be followed.

More Serious Injuries

If the first-aider feels that the injury is more serious, they will follow the First Aid procedures and contact parents. The parents 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.

School expects staff to err on the side of caution and contact parents if they have the slightest concern. In particular, school will contact parents or named contact if a pupil has received a head injury.

Emergency Procedures

In the event of a serious injury, the Office Staff will contact the Emergency Services first and then 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 members of staff have responsibility to ensure that this is appropriately stocked. Children are not permitted to access any first aid items.

School Trips

When a school trip takes place, it is the responsibility of the Visit Leader to ensure that they take a first aid kit and the appropriate school forms. It is also the responsibility of the Visit Leader to ensure that a First Aider accompanies the trip and has all medication (inhalers, Epi-Pen etc) securely stored and accessible.

If a child requires travel sickness remedy, parents/carers must provide written consent for a member of staff to administer it and it is provided in its original container.

Where pupils are attending residential visits, parents will be asked to discuss medication before the visit and sign an additional permission form, which will be held by the First Aider who is accompanying the visit. When the First Aider issues any medication, a second member of staff must be present. All medication that is administered will be recorded with the date, time given and double signed by the First Aider and other adult present.

All medication required for a residential visit must be handed by parents directly to the First Aider. All medication must be prescribed and still in the original containers with prescription labels attached. Staff will only administer medication (quantity and frequency) in accordance to the prescription label instructions. No other instructions can be followed.

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 'Incident Report Form 012', of which a copy is kept in the school office.

Infectious Diseases

The latest Public Health England Guidance on Preventing and Controlling Infections in Schools and other Childcare Settings (2022) is displayed in the First Aid room, the school office and Staff Room.