

**Colham Manor**



**Primary School**

**MEDICAL POLICY**

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**Aims:**

- To ensure that as an inclusive school, Colham Manor Primary is welcoming and supportive for pupils with medical conditions, be that condition minor / significant, short term / long term.
- To provide all pupils with medical conditions the same opportunities as others at the school.
- To encourage pupils with medical conditions to take control of their condition, with the support of staff at the school.
- To ensure pupils with medical conditions are included in all school activities.
- To ensure that all staff understand their duty of care towards pupils with medical conditions and in responding to incidents requiring medical attention, including emergencies.
- To ensure that the statutory guidance 'Supporting pupils at school with medical conditions' (September 2014, updated December 2015) is followed.

**Providing medical attention:**

- Pupils who receive an injury at school must be treated immediately.
- First aid can be provided by any member of staff using equipment available; more serious injuries must be referred to a qualified first aider (the Welfare Officer where possible).
- An up to date list of qualified first aiders is displayed in the medical room and at locations around the school.
- Pupils who require medical attention should be referred to the medical room, unless unsafe for them to move.
- At play and lunchtimes, minor incidents should be treated in the playground using equipment from the playground first aid boxes. There is a first aid cover rota for play and lunchtimes.
- Pupils in the nursery should be treated by the staff in the nursery. More serious incidents and injuries must be referred to the Welfare Officer, including when a child needs to go home.
- Any incidents of providing medical attention must be recorded in the first aid box record book or medical book in the medical room.
- A note will be sent home to inform parents / carers of the medical attention given.
- If a child requires significant attention, their parent / carer (or other adult on their contact list) will be contacted immediately.

**First Aid equipment:**

First aid equipment locations:

- Green first aid boxes around the school
  - Medical room
  - Playground first aid boxes
  - Nursery first aid box
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- First aid equipment is kept up to date and fully stocked. If stocks run low during the term, the Welfare Officer must be informed so these can be replaced. The Welfare Officer undertakes formal termly checks of all first aid boxes around the school.

### **Incidents requiring an ambulance:**

- In a life-threatening emergency, an ambulance must be called immediately.
- London Ambulance Service guidance states that an ambulance should be called for the following incidents: chest pain, difficulty in breathing, unconsciousness, severe loss of blood, severe burns or scalds, choking, fitting or concussion, drowning, severe allergic reactions.
- A member of staff should call 999 and state the following: An ambulance is needed, give the school name, address and telephone number, give your name, the pupil's name and symptoms, inform of the best entrance for the school and that a member of staff will await the ambulance at the school entrance to bring them to the pupil's location.

### **Storing and administering medication:**

- Medication may be given to pupils at school by appropriately trained staff. This will usually be the Welfare Officer.
- Parents providing medication to be administered during the school day must give this directly to the Welfare Officer in the medical room (or a first aider in the nursery for pupils attending the nursery) and a 'permission to administer medication' form must be completed.
- Medication will be provided at the dosage and intervals as directed by the parent. Instructions on the medication label for both prescribed and non-prescribed medication will be followed.
- The medication diary, kept in the medical room (or nursery for nursery pupils), must always be completed whenever any medication is given. The date, time and dosage are recorded and must be signed by the member of staff.
- All medication is kept in a locked cupboard or fridge in the medical room or in the nursery.
- Only in date medication will be given.
- Out of date / no longer required medication will be handed directly back to parents.
- Any used needles or epipens must be immediately disposed of in the 'sharps bin', which is located in the medical room.

### **Pupil medical information:**

- Information regarding a pupil's medical needs is collected as part of the admission process. The Admissions Officer will pass all medical information to the Welfare Officer.
- An annual check is completed to ensure that all pupil medical information is up to date and correct.
- Parents / carers must inform the Welfare Officer immediately if there are any changes to their child's medical needs.
- A central 'medical conditions' register is kept and updated regularly, recording all pupils with medical conditions and any medication required.
- A 'medical alert sheet' will be created for all pupils with a medical condition. These alert sheets are kept in the 'Inclusion Red Folders', which are kept in every classroom (on the back of every classroom door), in the catering office, in the medical room and in the staffroom.

### **School trips**

- A first aider will be present on all school trips. This member of staff will be nominated as responsible for ensuring all medication is taken on the trip and accessible to pupils at any time, including asthma inhalers.
- A copy of any Health Care Plan for pupils with significant medical conditions must be taken and held by the nominated first aider.
- Pupils with a Health Care Plan must be specifically detailed on the risk assessment completed for the trip with details of how any risks for this pupil will be managed to ensure they are safe and how their inclusion in all activities (as appropriate) will be ensured.
- First Aid pouches, filled with first aid equipment, will be taken and worn by members of staff.
- The school must be contacted following any significant incident requiring medical attention.

### **Asthma**

- Only blue relief inhalers may be used at school.
- Parents / carers are responsible for ensuring their child has two inhalers in school and should request these from their GP.
- Parents / carers must complete a 'school asthma card' giving full details of their child's condition. These cards can be requested from the Welfare Officer.
- Parents / carers must notify the school if their child has 'exercise induced' asthma.
- An 'asthma box' is kept in every classroom. Every pupil with asthma should have an inhaler and spacer in this box. Asthma inhalers and spacers must be taken to PE lessons, trips and lessons outside of school.
- Pupils with asthma should also have a blue inhaler and spacer to be kept in the medical room.
- Every pupil who has diagnosed asthma will have a 'medical alert sheet', which is kept in the Inclusion Red Folders, giving details of their asthma medical plan.
- Asthma inhalers may only be used by pupils in the presence of a member of school staff. The member of staff must complete the asthma record book, which is kept in the asthma box, with details of the pupil's name, date, time and dosage given.
- The member of staff should check the record book for any use of their inhaler that same day. If a pupil has used their inhaler twice or more in one day, this must be referred to the Welfare Officer as parents may need to be contacted regarding this level of use.
- Whole school staff training in asthma is provided annually by the School Nurse.
- Pupils who have 'exercise induced asthma' should use their inhaler before starting PE lessons; this will be highlighted on the pupil's medical alert sheet.
- We follow current NHS guidelines regarding the use of 'emergency inhalers'. Parents / carers may give consent for the school to use these inhalers for their child in the event that their inhalers run out / are not working / are unavailable.
- A central asthma register is kept to record pupils in the school with asthma and the expiry dates of their asthma pumps.
- The Welfare Officer will contact parents / carers when asthma pumps are running low or have expired.

## **Long-term significant medical conditions such as allergies, anaphylaxis, epilepsy, diabetes:**

- Pupils with a significant medical condition will have a Health Care Plan written by a health care professional.
- This plan will be summarised on their 'medical alert sheet' but a copy of the full Health Care Plan will also be available in the medical room and in the Inclusion Red Folders.
- It is the responsibility of parents / carers to ensure that the school is kept up to date regarding their child's current medical needs and any changes to their condition.
- It is the responsibility of all staff working regularly with a pupil to be aware of their medical action plan or Health Care Plan by reading this information and signing at the front of the Inclusion Red Folder.
- Where appropriate, key staff will be provided with additional information and training by a health care professional.
- Following NHS guidelines, the school can only record pupils with an allergy when medical evidence is provided by parents / carers showing the diagnosis and medical care plan.
- Parents / carers may inform the school of certain foods / substances they wish their child to avoid, even though there is currently no medically diagnosed allergy. In these cases, this information will be stored on the 'intolerances register' and shared with staff in the Inclusion Red Folders.
- Where pupils require either regular medication to manage their condition or emergency medication when suffering an attack, the guidelines listed under 'storing and administering medication' will be followed.
- For managing anaphylaxis, the school follows the latest NHS guidelines, which are included as an appendix to this policy.
- Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. Whole school staff training in anaphylaxis is provided annually by the School Nurse, to ensure all staff fully understand their role in supporting pupils with this condition.

Appendix: NHS anaphylaxis guidelines