



Devonshire Primary Academy Medical Policy



Adopted by Governors/HT: HT
Review period: 3 years
Last review date: March 2018
Person responsible for policy: D Nixon

MEDICAL POLICY

Philosophy

In line with the overall aims and ethos of Devonshire Primary Academy, and our Equal Opportunities Policy, it is our philosophy to respond positively, calmly and caringly to our pupils' medical needs, enabling all pupils to receive care with dignity, and in privacy where appropriate.

Aims

We aim to:

- develop a whole academy approach to medical issues;
- provide clear lines of communication between the academy, parent, pupil and outside agencies;
- develop a clear chain of responsibility including the appointment of a medical co-ordinator;
- introduce formal systems and procedures;
- introduce a clear and concise system of record keeping, including an up to date medical register;
- liaise effectively with any outside agencies supporting our children such as school nurse, health visitors, specialist medical staff etc

Formal Systems and Procedures

The Headteacher requires **prior written agreement** before any medication can be administered by staff and the child must have a care plan written following a meeting with parent, medical co-ordinator and school nurse.

Long term medication (e.g. asthma inhalers) which can be self-administered: these are accepted in school, with self - administration by the pupil after a parent/carer has completed a medical form.

Short term medication (e.g. for infectious diseases): these should **not** generally be administered by academy staff. If necessary parents may choose to bring medication into the academy whenever necessary to enable parental administration of medication.

Storage of medication:

Long term - to be administered by pupils : these items (mainly inhalers) to be stored within classrooms in clearly labelled medical container within easy reach of pupils. Emergency inhalers are available in key areas around the school – SENCo room, Deputy Head's room etc

Long term - to be administered by designated member of staff (D. Nixon / L. Graham) : to be stored securely in a locked central store - i.e. the designated medical cupboard in the Attendance Officer's room.

Note: Medication for short term illnesses generally should not be stored in the academy, these often require refrigeration or other specialist storage, which the academy cannot offer. When this is unavoidable, medication will be stored in the medical cupboard.

Information Gathering on Medical Conditions

On admission to the academy, all parents should complete:

- a medical form if necessary,
- admission form,
- health information form as issued by local Health Authority / School Nurse – if transferring in from out of area

Copies of forms should be sent by the office to:

- SENCO / Medical Co-ordinator.
- Class Teacher

At the beginning of each new year parents should be sent a reminder asking for up to date medical and contact information. This information should then be passed to all relevant personnel, including class teachers.

Updated information by whomever received should be sent to the main office, and records will be updated.

Devonshire Primary Academy – Medical Policy & Procedures

Medication

Staff should be aware of the agreed procedures within this policy document and should ensure any that long term medication information is given to the SENCo. A meeting will be arranged with relevant staff and parents and a health care plan completed.

Illness

If a pupil becomes ill during school time the following procedure is followed:

- Assess the degree of illness, and if after a short period of time the pupil does not appear to recover, try a drink of water, breath of fresh air etc. Then take the pupil to the office explaining the problem and suggesting that the pupil needs to be sent home.
- The member of staff to check with SLT to ascertain whether pupil to be sent home. Once agreed then office staff to telephone **agreed contacts** only.
- If no contact found, pupil should be returned to class if they are fit enough or remain in reception area if clearly unwell until home time or contact found.
- If the pupil's health deteriorates the Headteacher would make a decision regarding further action.
- When parent collects pupil from the academy they must be signed out by office staff in the signing out book.
- Office staff to inform class teacher that pupil is now off premises.

If a pupil becomes ill during playtime or lunchtime the person on duty sends the pupil inside to the attention of the first-aider, who then follows the same procedure as above.

Accident or Injury

If serious injury occurs within the classroom or teaching environment the teacher should send for a senior member of staff dependent upon the injury.

If serious injury occurs at playtime or dinnertime the staff on duty should send for a senior member of staff, dependent upon the injury. In the event of any bump to the head, including facial bumps, a 'head bump' letter should be sent home with the pupil. A telephone call will be made to inform parents that their child has had a head bump or facial injury. All accidents should be recorded in the first aid book.

Devonshire Primary Academy – Medical Policy & Procedures

Serious injuries should be recorded on the LA accident form obtainable from the office. This form should be signed by the Headteacher before being forwarded to the LA.

First Aid

First aid boxes are available for use at break and dinner in the Y6 building, together with an accident book. The accident book should be completed following use of any first aid equipment.

A number of travelling first aid bags are kept in school. These are to be kept fully stocked and should be taken out to accompany pupils on sports fixtures and visits.

Each classroom has a small kit for minor cuts etc.

A kit is also kept in the staff room, in the Deputy Head's room, the Year 6 staff room and the main office for staff use.

Medical Register

A full medical register giving details of conditions affecting pupils in the academy is kept in the SEN room. The Headteacher, SENCO / medical co-ordinator have copies of this document which is updated as required. Medical information is also recorded on SIMS which can be accessed by the office staff.

Medical Procedures for Staff

Any medical conditions which could affect a teacher's ability to work should be reported to the Headteacher as soon as possible.

If any member of staff needs to have medication in school, even proprietary items such as paracetamol, s/he has the responsibility to ensure it is kept safe and secure away from pupils.

Any accidents to staff should be recorded in the staff accident book, situated in the main office and an accident form completed if necessary and handed to the Business Manager for investigation.