

MEDICAL NEEDS POLICY AND PROCEDURES

Policy No: 16

To be Reviewed: Annually

Person Responsible for Review: Head Teacher

The policy and procedures for supporting children with medical needs follows the recommendations by the Department for Education and the Department of Health document “A Good Practice Guide - Supporting Children with Medical Needs”. A copy of the guidelines is available from the school office.

Medication in school - who is responsible? Answer: Parents and Guardians.

Parents in their role as the child’s main carers are responsible for making sure that their child is well enough to attend school.

It is school policy that where a child has long term medical needs: -

Parents are required *prior to joining the school or as soon as their child’s condition becomes known* to provide the head with sufficient information about their child’s medical condition and treatment or special care needed at school by completing the school’s “Healthcare Plan for a child with Medical Needs” pro forma and providing, in writing or verbally, any other information which the head considers necessary.

Parents will, jointly with the head, reach agreement on the extent of the school’s role in helping with their child’s medical needs. The school reserves the right not to administer treatment or medication if the head feels that the requirements are unreasonable.

Administration of medication

It is school policy that whether a child has short or long term medical needs medication will not be administered by the school if parents do not abide by the following procedure: -

- Medication will only be given on completion of the “Request for school to administer medication” pro forma available from the school office and on agreement by the Headteacher, or the head of department, in the Headteacher’s absence.

- Wherever possible medicine must be brought to school in the original labelled bottle/container (with the name of the child, the name and the dose of the drug and the frequency of administration). All medicines to be administered must be prescribed by a doctor.
- A member of our Staff Team will administer medicines according to the instructions given on the pro forma, ensuring that it matches the directions given on the medicine packaging. A second member of our Staff Team will witness the procedure, ensuring that instructions are followed precisely. Both members staff involved in the administration of any medication will complete our Medicine Form, part of which will be given to the parent at the end of the day and part of which will be filed in our medicine file and kept on the premises.
- If the medicine needs to be kept in a fridge the parent should bring the medicine container/bottle to school in an airtight box, labelled with the child's name and class.

Non-prescription medication such as Calpol, Aspirin, cough medicine or Paracetamol will not be given and must never be sent to school, children prone to fits being the only exception.

Procedures for self-management of medication

The school considers it good practice to allow a child who can be trusted to do so to manage their own medication where appropriate.

Self-management of medication will only be agreed after discussion with the head and on completion by the parent of the appropriate pro forma.

All self-management medication must be clearly labelled by the parent and handed personally to the child's teacher.

Procedure for children who become ill during the school day

If a teacher feels that a child is not well enough or is too distressed to continue working normally at school, parents will be contacted and asked to take direct responsibility for the child (take the child out of school).

General

Parents must inform the school if their child contracts a communicable disease e.g. German Measles, Meningitis, Whooping Cough.

If head lice are discovered the school must be informed.

Any child suffering from a doubtful rash, sore throat, discharge from the eyes or nose, sickness or diarrhoea should remain at home until forty eight hours after the symptoms have disappeared. All information will be received in strict confidence

Procedure for accidents and emergencies.

For more serious accidents (other than minor cuts and abrasions) parents will be contacted and informed of the situation. An ambulance will be called.

A child will be sent to hospital immediately in the case of any head injuries and wounds needing stitches, all suspected fractures, if there has been any amount of unconsciousness - even for a few seconds and fits or seizures.

N.B. Legally a child must be sixteen to be given medical treatment without parental consent, however in 'life or death' situation treatment will be offered immediately. In case of emergency the school will keep an emergency supply of Calpol and Piriton on the premises which will be administered if considered necessary.

All accidents will be recorded in the school Accident Book and signed by the teacher and parent.

It is the parent's responsibility to keep the school advised of up to date emergency contact numbers.