

MEDICAL POLICY

GILDERSOME PRIMARY SCHOOL



Reviewed Spring 2017

Next review

Medical Policy

Introduction

Gildersome Primary School recognises that duties in the Children and Families Act 2014 and the Equality Act 2010 relate to children with disability or medical conditions.

Whilst the duties on governing bodies have not substantially changed as a result of the Children and Families Act 2014, the extent and scope of the responsibilities of schools to make arrangements to support pupils at school with medical conditions has been clarified. All schools are required to have a policy in place; it should be reviewed regularly and accessible to parents and staff.

This policy is written to support those children with individual medical needs and how their needs can be met at Gildersome Primary School

At Gildersome Primary School we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunity to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality or disability. The school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

Gildersome Primary School endeavours to ensure that all its pupils achieve success in their academic work, social relationships and day-to-day experiences at school. It is an inclusive community that aims to support and welcome pupils with medical conditions.

All children will experience illness in the course of their school careers, most commonly transient self-limiting infections, but some will have more chronic or longer-term medical needs that will require additional support at school to ensure they have full access to the curriculum and to minimise the impact of their medical conditions.

Staff working with pupils who have specific needs should understand the nature of children's medical problems and will endeavour to work with the family and other professionals to best support the individuals concerned.

Managing Medicines

On occasion, children may need to take medicines whilst in school. Some children are on long term regular medication for chronic conditions or may need to take emergency/as needed medication to treat a change in their underlying condition.

There are cases where the responsibility for administering medicine can and should rest with the parent. Where parents request the school to exercise a degree of supervision or to administer the medicine, staff should consult the Head Teacher and any practical and organisational implications need to be addressed prior to assuming responsibility for this. .

General Principles

While the Head Teacher will accept responsibility in principle for members of staff giving or supervising pupils taking prescribed medication, there is no obligation for staff to do so,

Please note – Parents should keep their children at home if acutely unwell or infectious.

The administration is the responsibility of parents and carers. There is no absolute requirement on teachers or support staff to administer medicines. However, where they volunteer to do so, guidelines are helpful. See Appendix B.

Short-term illness

Children who are suffering from short-term ailments and who are clearly unwell should not be in school and Head Teachers are within their rights to ask parents/carers to keep them at home.

Some parents may be tempted to send children to school with non-prescribed medicines (e.g. cough mixture – the Medicine and Healthcare Products Regulatory Authority warned against their use in the under 6's in 2009.) School will not administer non-prescribed basic medicines but will facilitate parents/carers to administer medication during the school day, where parents deem it necessary.

There are recommended times away from school to limit the spread of infectious disease. The Health Protection Agency have published helpful guidelines for this. School will refer to, and adhere to, these guidelines when advising parents about appropriate lengths of absence from school.

Note, children who have had sickness and/or diarrhoea should be kept off school until 48 hours symptom-free.

Chronic Illness/Disability

It may be necessary for children with long-term conditions to take prescribed medicines during school hours.

Many health advisors encourage children to take control of their medical condition, including taking responsibility for managing their medical care (with help) from very young. This can include self-administration of medicines e.g. using an inhaler or giving own insulin injections. Gildersome Primary School supports this practice wherever appropriate.

Where young children or those with special needs require medication, adult support will be needed.

Acute Illness

The teaching profession has a general duty of care towards children in schools. Legally this duty cannot require teachers to administer medicines, but it is expected that teachers react promptly and reasonably if a child is suddenly taken ill, and that advice is sought from qualified staff. In these cases, clear procedures must be followed, particularly in life threatening situations.

Good Practice

Documentation

Where medicines are to be administered at school, it is important that a written instruction should have been received from the parent or doctor, specifying:

1. Name and class of the child
2. Medication involved
3. Circumstances in which medication should be administered
4. Frequency and level of dosage
5. Signed and dated by parent/carer

Use a copy of the model form. (See Appendix A) For more serious or chronic conditions, including allergies that require the potential use of an epipen, the school may require a care plan from a child's doctor or other medical professional, stating exactly what needs to be given and when.

Asthma Mark

The school has been awarded the Asthma Mark for procedures and practices around supporting children and staff with Asthma. The procedures will be reviewed annually (See Asthma Policy) A file containing asthma plans will be available in classrooms and in the office.

Training

Teachers and support staff should receive appropriate training and guidance via parental and, where necessary, support medical staff, (eg school nursing team) for non-routine administrations.

Giving Regular Medicines

Gildersome Primary School encourages parents whose child is taking medication three times a day to give it before school, after school and at bedtime. If a doctor has specified that one of the doses should be given at lunchtime and the parent/carer is unable to administer the dose, the standard practice guidelines (see below) should be followed in all cases. Other medication may be given at the discretion of the Head Teacher.

Standard Practice

Medicines can be administered by any available member of staff. There should be two members of staff available when giving medication. Prior to the administration of any medication staff will check the medical records form. Staff should then record the treatment given.

If the school is requested to administer medication on behalf of the parent, the parent should complete the medical records form (see below) stating name, class, dosage, frequency etc.

Where possible medicines will be administered in class. Each class will be equipped with a medical box. This box will contain medicines such as inhalers, epipens etc. that are required by class pupils. It will also contain general first aid equipment and a file to record details.

An accidental injury form / head injury form will be completed where appropriate and handed to the child to convey to parents. Injuries will also be recorded in the accident book. In line with Health and Safety requirements, the entries will be periodically reviewed to check for any regular patterns. (See Appendix D and E)

Pupils with Acute Conditions

1. For pupils with acute conditions, parents will be asked to complete a 'Medication in School' form
2. Refer to this form prior to giving the medication
3. Check the child's name on the form and the medicine
4. Check the prescribed dose
5. Check the expiry date
6. Check the prescribed frequency of the medication
7. Measure out the prescribed dose (parents should provide measuring spoon/syringes). If the child is old enough they can measure out the medicine.
8. Check the child's name again and administer the medicine
9. Complete and sign the Administration of Medicine Record Book (Appendix C)
10. If uncertain, do not give - check with parents or doctor
11. If a child refuses medication, record and inform the parents as soon as possible

A first aid box is also kept outside in the storage unit under the shelter for minor injuries during break times.

It is the responsibility of the parent to notify the school in writing if the pupil's need for medication has changed or ceased.

It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within expiry date.

The school will not make changes to prescribed dosages.

Emergency Procedures (in the event of an accident or sudden illness)

One member of staff dials 999 and requests ambulance support. Be prepared to tell your exact location and nature of the illness or accident, name, and date of birth of the child. If a child has a Health Care Plan, ensure it is available for consultation during the call. Another adult must remain with the pupil at all times if possible. Parents should then be contacted as soon as possible. If a parent does not arrive in time and a visit to hospital is necessary, a member of the school staff will accompany the child.

Medicine Storage

It is the responsibility of the Head Teacher to ensure safe storage of medicines.

All medicines should be kept in the container supplied which should be clearly labelled with the child's name, another identifier (such as date of birth) and instruction for usage.

All children with medical conditions should have easy access to their medication.

Some medicines (e.g. liquid antibiotics, insulin) require refrigeration – but must not be frozen. These should be kept in suitable containers (e.g. Tupperware boxes) and marked 'Medicines' and will be stored in the refrigerator.

Medicine Disposal

It is recommended that parents keep a note of the expiry date on medication that is left in school. It is the responsibility of parents to collect out-of-date medication. If this does not occur, medication will be taken to the local pharmacy for disposal.

Parents will arrange disposal if any have expired. This check should occur three times a year and be documented.

Sharps boxes are used to dispose of needles. These can be obtained on prescription. They should be stored in a locked cupboard. Collections of sharps boxes is arranged through Leeds City Council's environmental services.

General Medical Issues

Record Keeping

The schools SIMs system should highlight any health condition communicated by the parents. The SIM's record will be reviewed annually. A report will be produced which will be sent to the child's parents for confirmation and, where applicable, SIMs will be updated with any changes.

Healthcare Plans

For children with medical conditions giving details of individual children's medical needs at school. These details need to be update after a medical emergency or if there is a change in treatment etc. and should be reviewed at least termly. They should be kept in a medical file in the classroom and in a file in the medical room, and specified members of teaching staff (agreed by parents) should have access to all copies. All staff must protect a pupil's confidentiality.

Medical Alerts

A centralised register of children with medical needs will be maintained by the admin office. This will also contain a copy of the parental sourced 'Medication in School' form together with a staff training record of the training relevant to medical conditions.

Medi-alerts (bracelets/necklaces alerting others to a medical condition)

As with normal jewellery, these items are a potential source of injury in games or some practical activities and should be temporarily removed or covered with sweatbands for these sessions.

Impaired Mobility

Providing the GP or hospital consultant has given approval, children can attend school with plaster casts or crutches. There will be obvious restrictions on games and on some practical work to protect the child (or others). This includes outside play. Some relaxation of normal routine in relation to times of attendance or movement around the school may need to be made in the interests of safety.

Off-site Visits

Take a first aid kit whenever children are taken off-site. Buckets and towels, in case of sickness, are also sensible precautions.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They should receive information about the type of condition, what to do in an emergency and any other additional medication or equipment necessary.

Employees Medicines

Staff and other employees may need to bring their own medicine into school. They have clear personal responsibility to ensure that their medication is not accessible to children, and that their personal medical record is kept up-to-date in staff files.

Staff Protection

Universal precautions and common sense hygiene precautions will minimise the risk of infection when contact with blood or other bodily fluids is unavoidable.

- Always wear gloves
- Wash your hands before and after administering first aid and medicines
- Use the hand gel provided
- Use the yellow bin for disposal of bodily fluids

Staff Indemnity

Leeds City Council fully indemnifies its staff against claims for alleged negligence providing they are acting within the scope of their employment. The administration of medicines falls within this definition so staff can be reassured about the protection their employer provides. The indemnity would cover consequences that might arise where incorrect dosage is inadvertently given or where administration is overlooked. It also covers the administration of emergency medication when given according to an individual child's protocol.

In practice, indemnity means that Leeds City Council and not the individual employee will meet any cost of damages arising should a claim for alleged negligence be successful. In practice, it is very rare for staff to be sued for negligence and any action is usually between the parent and employer.

See also:

Asthma Policy

Intimate Care Policy

Basic first aid guidance doc

First Aid guidelines

Appendix A – Medicines likely to be brought into or used at schools

Non-prescribed medicines and treatments

Parent supplied – parents may wish to send children to school with medicines such as cough mixtures. This should be discouraged as school cannot take responsibility for such medicines.

School Supplied – It is not school policy to administer non-prescribed medicines. If it is felt that a child needs medical treatment, then the parent will be contacted using the details currently available through the SIMs pupil management system. In the event that localised treatment is required then this will be restricted to parental approved treatments and the application of ice packs or similar, for localised impact issues.

In all cases, the treatment will be recorded by the staff member in the red admin office file 'Medication Administered at School'.

Appendix B



Gildersome Primary School

Town Street, Gildersome, Leeds LS27 7AB

Tel: 0113 2012450

MEDICATION IN SCHOOL

CHILD'S NAME: CLASS:

NAME OF MEDICATION:

DOSE REQUIRED:

TIME REQUIRED:

I have been given medical advice about my child and this advice requires the administration of medication whilst my child is at school. Where necessary, the Council will authorise the training of its staff so that medication of a special nature can be given. This training will be given by a professionally trained person.

I understand that the school and Leeds City Council will not be held liable for any injury or death arising directly or indirectly from or out of the administration of the prescribed medication by appointed staff members other than through the Council's negligence.

Parent / Carer Name:

Parent / Carer's Signature:

Date:

Appendix C

Medication Administered in School - form

Date	Name of Child	Name of Medication	Dose Given	Parental Consent Form Signed	Time Given	Given by	Checked by



Gildersome Primary School

0113 2012450



head@gildersomeprimary.org.uk

Town Street, Gildersome, Leeds, LS27 7AB

Dear Parent / Carer,

Name _____ Class _____ Date _____

Your child has sustained a head injury at school today at approximately _____ am/pm and has been monitored since the accident and we have not identified anything that caused concern up to the time of your child leaving school.

Details

Initial check _____ Follow-up check (if needed) _____

Parent / carer called? Yes / No Contact made? Yes / No

If any of these symptoms are present, particularly loss of consciousness (even for a short period of time), you should call an emergency ambulance (999 / 112) or NHS Direct on 111 / 0845 4647

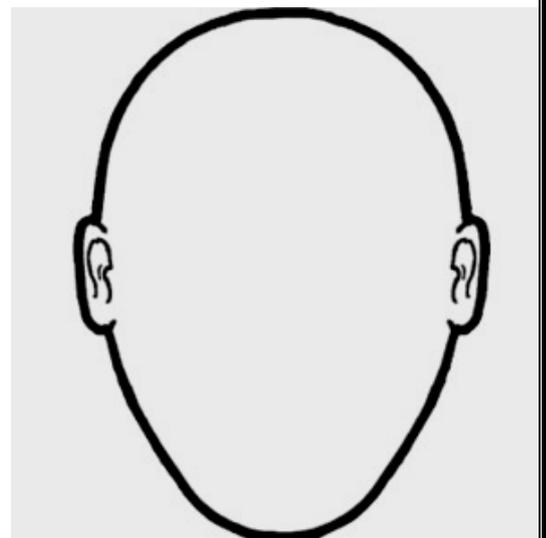
- Lasting headache that gets worse or is still present over six hours after the injury;
- Extreme difficulty in staying awake, or still being sleepy several hours after the injury.

It is fine to let children go to sleep after a slight bump to the head, but you may need to check on them regularly and make sure you are able to wake them.

- Nausea and vomiting several hours after the injury;
- Unconsciousness or coma;
- Unequal pupil size;
- Confusion, feeling lost or dizzy, or difficulty making sense when talking;
- Pale yellow fluid or watery blood, coming from the ears or nose (this suggests a skull fracture);
- Bleeding from the scalp that cannot be quickly stopped;
- Not being able to use part of the body, such as weakness in an arm or leg;
- Difficulty seeing or double vision;
- Slurred speech; and
- Having a seizure or fit.

Yours sincerely,

C. Hoyle



Location of injury (front / back)

Head teacher

Appendix E



Gildersome Primary School

0113 2012450

head@gildersomeprimary.org.uk



Town Street, Gildersome, Leeds, LS27 7AB

Date

Dear Parent / Carer,

Pupil _____

Unfortunately, your child suffered an accidental injury:

First aid has been given in school and your child has been monitored. We trust that he/she will have a speedy recovery but please do not hesitate to seek medical advice if you feel it appropriate, or to contact school should you need further information.

Yours sincerely



Mrs C M Hoyle

