

Gladstone Primary School

Medical Policy

This policy applies to all pupils from EYFS to Year 6

This policy also needs to be considered alongside our Health and Safety Policy and any other policies relating to Medical Conditions.

Aims

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.

This Policy contains both statutory guidance and non-statutory advice.

Early years settings will continue to apply the Statutory Framework for the Early Years Foundation Stage. The information replaces previous guidance on Managing Medicines in Schools and Early Years Settings published in March 2005.

Expiry or review date

This policy will be reviewed annually.

Information in the writing of this Policy

*'Section 100 of the **Children and Families Act 2014** places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.*

*In meeting the duty, the governing body, proprietor or management committee **must** have regard to guidance issued by the Secretary of State under this section. Section 100 will come into force on 1 September 2014'.*

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that we will provide effective support for their child's medical condition and that pupil's feel safe. In making decisions about the support they provide, Gladstone Primary School establishes relationships with relevant local health services to help them.

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.

However, in line with their safeguarding duties, our Governing Body will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. Therefore, we do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so. The Local Authority 'Health Care Conditions in School' is always consulted for advice when making decisions regarding the attendance of children in school.

10. Governing bodies must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties

Claire Annese is responsible for the implementation of Care Plans for children with Medical Conditions. The Governing Body will monitor the implementation of the policy and general day to day procedures in school related to medical conditions and first aid.

Identification

- Parents must inform the school of their child's medical condition and that may be a cause for concern.
- School staff must inform Mrs Annese if they have a concern about a child's medical needs.

ALL school personnel must report any concerns they have on the medical welfare of any pupil.

Training

- Various staff in school have basic first aid training and there are also staff in school who have paediatric First Aid Training. A record of trained personnel is kept centrally.
- Staff also receive training on specific conditions according to 'need' in school eg, epipens, allergies etc.
- All staff receive training in Asthma.

Procedures in School for the Administration of Medication

- All children in school who need to receive medication need to have a Care Plan in place. This will have been agreed by parents, School Nurse and Mrs Annese
- Medication can only be administered according to the signed care plan and this must be witnessed by a second member of staff and the correct paperwork must be completed.
- All teachers have a copy of this care plan in their files
- Lunchtime Supervisors are also made aware of children with Care Plans
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Location of Medication

- All medication is kept in a locked cupboard in the office or locked cupboard in the classroom (with the exception of epipens and inhalers)
- All medication is signed in and out of school by parents and school staff by the Office – expiry dates of medication are recorded on the Care Plan.
- First Aid equipment is kept at various points around school and in various first aid boxes. This is checked weekly by our Office Staff

Staff awareness

- All staff have are sent a copy of the children in school with Care Plans. This is updated regularly. This is kept in planning files so that any other members of staff teaching their class can note any and following any procedures. Children with life threatening conditions have their photographs on view in the classroom and those with allergies have photographs in the school kitchen area too.
- All Lunchtime Supervisors see a copy of Care Plans.

Out of School Education

- All aspects of the policy apply out of school. First Aid kits and medication need to be taken on trips and any children with medical needs need to be recorded on risk assessments.

Procedures for Asthma

- Please see Asthma Policy

Monitoring of Care Plans.

- Mrs Annese implements and monitors Care Plans. These are updated annually unless there are any changes/concerns from parents, teachers or Health Care Workers.
- The Chair of the Governing Body, Mrs Bartley, monitors care plans and first aid paperwork on a termly basis.

Transition

- All individual Care Plan records will be passed to new schools. The School Nurse will also be informed.

FIRST AID

Reporting

- Parents are to be informed of all accidents especially head injuries.
- The school uses an accident, incident and illness register and each 'accident' is recorded and a numbered report slip is given to the child and signed and a copy remains in school. The slip records it, parents are contacted and the time the child is collected from school and this is recorded.
- If there are any doubts school will ring parents/carers to inform, to either collect child or ask if they are happy for child to stay in school

Intimate care – In the event of an injury/soreness in an area of the body that could be described as intimate, 2 or more first aiders must be present.

Recording Incidents

- We have numerous books in school for recording injuries and all injuries must be logged in one of these record books.
- The Accident Book for adults is kept in the office.
- Access to Care Plans and Asthma Care Plans is located in the Office.