



NICHOLAS HAWKSMOOR
PRIMARY SCHOOL

An Academy of Academic, Artistic, and Athletic Excellence

MEDICAL WELFARE POLICY

Nicholas Hawksmoor Primary School

Medical Welfare Policy

Introduction

This policy has been drawn up to ensure that children with medical needs receive proper care and support at school to enable regular school attendance.

Staff have a common law duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises and this may extend to administering medicine and/or taking action in an emergency. This duty also extends to off site educational visits.

All staff have responsibility to follow school policies for the care and wellbeing of children and generally we are only able to clean up minor injuries. If in any doubt seek qualified first aider.

Formal Systems and Procedures

Administering Medication

Medication will only be brought into school and administered by parents when absolutely essential.

The administering of prescribed medicines by staff at NHPS will only be agreed in exceptional circumstances (and will be considered on an individual basis) and must be agreed by the Headteacher.

Any member of staff giving medication to a pupil must:

- Ensure another member of staff is present
- Check the pupils name
- Check the written instruction provided by parents or doctor
- Check the prescribed dose
- Check the expiry date
- Record the date, time and dose of medication administered

Safety, storage and access

Medicines can often be harmful to anyone for whom they are not prescribed and we recognise that it is our duty to ensure that the risks to the health of others are properly controlled.

No large volumes of medication will ever be stored. Containers from home must be labeled with the name of the pupil, name and dose of drug and frequency of administration. Staff will never transfer medicines from original containers. Medicines will be stored safely, securely and will not be accessible to pupils. Pupils will know where their medicine is stored. Asthma inhalers will be kept securely in the classrooms. It is parents' responsibility to ensure that the inhalers are in date and replaced as necessary.

Epipens/anapens are kept securely with teachers in classrooms. The second epipen /anapen is kept in the medical room. All staff are made aware of this.

Head Injuries

Any child sustaining an injury to the head must be brought to the medical room to be checked. **Bangs to the head will always warrant a text or a phone call home.** The member of staff recording the incident should either notify the office or make the call themselves, giving a description of what happened and how the child appears to be. The time of arrival will be recorded on the medical log. Treatment will be given and the time of release from the medical room will be recorded on the medical log. Teachers will be notified and continue to monitor the welfare of the child.

Contagious/Infectious Illness

Exclusion times for any infectious or contagious illness will be in accordance with guidelines issued by the Local Health Authority.

Hygiene

All staff must be familiar with normal precautions for avoiding infection, and must follow basic hygiene procedures. Staff will have access to protective disposable gloves and care will be taken when dealing with spillages of blood and other body fluids and disposing of dressings and equipment.

Emergency

All staff must know who is capable of carrying out emergency aid. A current list of all qualified first aid persons and staff trained in the use of Epipens is displayed in the medical room and on the Health and Safety notice board. A list will also be issued to all staff.

Any pupil taken to hospital must be accompanied by a member of staff who should remain until the child's parents/guardians arrive.

If a child is taken to the hospital in the car of a member of staff a second adult must accompany them.

School trips

Staff present must always be aware of any medical needs and relevant emergency procedures.

Record Keeping

All staff when sending a sick or injured child to the medical room will send a Teaching Assistant or second child with the sick child. Details are recorded in the Medical Log. Medical room visit log sheets are filed for one academic year in the medical room. Accident forms are completed when injury / illness results from an accident on site.

Confidentiality

All medical information will be treated with confidentiality. All staff including supply teachers must be aware of pupils' medical needs. Co-ordination and dissemination information will come directly from data stored by the Administration department.

Parents are asked to keep the school up to date with any changes to medical welfare needs as and when necessary and are formally asked to update records each academic year and prior to any residential school visit.

Intimate or Invasive Treatment

Appropriate training will be arranged for staff when needed. It is advisable if it can be arranged that two members of staff are present if invasive treatment is needed. One of these members of staff will be a qualified first aider. Staff should protect the dignity of the pupil as far as possible even in emergencies.

If a child is found to have head lice this will be dealt with in a manner which protects the dignity of the child. No member of staff is permitted to search a child's hair, however if live lice are seen the parent will be contacted to collect the child for treatment at home in order to stem the spread amongst other children.

Signed:

Date: