



## Viaduct Federation of Schools Medical Welfare Policy

<b>Approved by:</b>	Governing Board	Autumn 2022
<b>Last reviewed on:</b>	Autumn 2021	
<b>Next review due by:</b>	Autumn 2023	

## **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 and access the same opportunities as other pupils.

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 a qualified first aider, these are named on our First Aiders poster along with other training capabilities and are visible for all staff including support staff and supply staff.

The Head Teachers have the overall responsibility for ensuring that this policy is adhered to.

## **Formal Systems and Procedures**

### **Administering Medication**

Only prescribed medication will be given or short term over the counter pain relief (if given by the parent following the directions on the bottle). No pupil should be given medication without his/her parents/guardians written consent. Any member of staff giving medication to a pupil must check:

- The pupils name
- Written instructions provided by parents/guardians or doctor
- Prescribed dose
- Expiry date

Staff will then complete and sign the 'record of medication administered in school' each time medication is given to a pupil.

Medication will only be brought into school when absolutely essential. Mostly this will be for a short period only e.g. to finish a course of antibiotics.

If a child suffers from pain e.g. migraine, the parents/guardians must authorise and supply appropriate medication for their child's use, with written instructions. A member of staff will supervise the child taking the medication and this will be stored either in the medical room or the main school office – wherever is the most appropriate.

### **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 labelled 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. Some medicines do need to be refrigerated. Asthma inhalers will be kept in class / pupil boxes in the medical room (Bushfield) or in their classrooms (Wyvern). It is parents/guardians responsibility to ensure that inhalers are in date and replaced as necessary.

All medications will be stored in a specific cupboard in the medical room. Appropriate staff will have access to the cupboard. Medicines needing refrigerating will be stored in the fridge during the course of the school day, these are mainly antibiotics and eye drops.

Epipens/Anapens are kept in clearly labelled boxes in the medical room (Bushfield) or in their classrooms (Wyvern). All staff are made aware of this.

Parents / Carers are responsible for supplying in date medication. The school will keep a record of use by dates for medication.

## **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 contacting home – a phone call home/parentmail will be completed.** 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 in the medical log, treatment will be given and the time of release from the medical room will be recorded in the medical log.

## **Contagious / Infectious Illness**

Exclusion times for any infectious or contagious illness will be in accordance with guidelines issued by Buckinghamshire Area Health Authority / Public Health England

## **Individual Healthcare Plans (IHP)**

For those students with long term or complex medical needs an IHP will be written. This will involve a meeting with parents, staff and, potentially, healthcare professionals. The plan will outline the medical condition, its triggers, signs, symptoms and treatments. It will include the pupils' needs before and after treatment, possibly including: dose, side effects, medication and equipment.

Through the development of the plan, the level of support needed will be decided, names of staff who will provide this support, expectations of their role, training requirements, who needs to be aware of the plan and arrangements for emergencies and school trips. Staff will discuss whether the student can self-administer any treatment with parents and medical professionals. Permission from parents and the Head Teacher will be required for medication to be administered by a member of staff or self-administered by the pupil during school hours.

The plan will assess the effect that the medical condition may have on an individual's attendance, access to learning and impact on their social and emotional wellbeing. School will co-ordinate with parents to support the student in all of these areas. Confidentiality will also be taken into consideration.

The plans are the responsibility of the Inclusion Manager and will be reviewed, at least, annually by the school.

## **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.

## **Training**

The Inclusion Manager is responsible for organising appropriate training for staff. This will be organised with the advice of medical professionals for relevant staff. Training and dates will be recorded and updated, when necessary.

Staff will be supported to carry out their roles through training and reviews of individuals and procedures.

## **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 & Safety notice board.

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. The sick or injured child will be taken to sit outside the medical room, and the other child will inform the designated first aider.

Details are recorded in the Medical Log. Medical room visit log sheets are filed for one academic year in the medical room.

### **Confidentiality**

All medical information will be treated with confidentiality. All staff including supply teachers (where appropriate) must be aware of pupils' medical needs. Co-ordination and dissemination of information will come directly from data stored by the school office.

Parents/Guardians 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.

### **Complaints**

Any complaints should be made in adherence to our Complaints Policy.

### **Insurance**

The school has insurance which covers employees acting within their contract of employment and for bodily injury to employees and third parties.