

The school aims to provide support, assistance and a sympathetic attitude towards those pupils with special medical needs. To this purpose, home and school need to liaise closely to ensure that all procedures are acceptable and provide a sound basis for ensuring that children with medical needs receive proper care.

Following consultation with the school's insurers and on the recommendations of the DCSF and NAHT, the school cannot accept responsibility for routinely administering any medication to pupils. However, it is recognized and accepted that many pupils will need to take medication at school at sometime in their school lives, possibly to finish a course of antibiotics or merely to apply a lotion. To allow pupils to do this will minimize the need to be absent, and as such an acceptable compromise has been devised to cater for these situations.

All medicines brought to school (prescription and non-prescription) are to be kept in a secure cupboard in the school office. Neither children nor staff are to keep medicines on their person or in the classroom, EXCEPT for children suffering from asthma, in which case the girls must keep their own inhaler, appropriately labeled, in their pockets. A spare named inhaler should be kept in the school office in case of emergencies. Pupils requiring epipens have their own supply which is also kept in the office clearly named. Both inhalers and epipens are available to be taken on off-site visits by the supervising teacher.

#### Short Term Medical Needs

To overcome the problems posed by children who have not completed their course of antibiotics etc. but are well enough to attend school, parents may measure out the required dose at home and follow procedure outlined below:-

- the correctly measured dose of medicine should be placed in a small plastic container (a black film container is excellent) and brought to the school office where it will be stored either in the fridge or in a secure cupboard.
- the container must be clearly labeled with:-
  - the child's name and form
  - the date
  - the name of the medicine
  - dose of the medicine enclosed
  - time at which the medicine is to be administered.
- a parent or nanny - but not the child - must hand the medicine into the school office and fill in the request form (Form No 2)

- the child will be handed her medicine when she goes to the office at the appropriate time (morning and/or lunch break) and will be supervised while she administers the medicine herself. Staff will not administer medicine and are not responsible for ensuring that it is taken at the correct time. However, should all else fail, parents are very welcome to come into school to administer the medicines themselves. Parents are advised that pupils who are unwell should not be sent to school.

### Long Term Medical Needs

It is important for the school to have as much information as possible about the medical condition of any pupil with long term medical needs. If a pupil is inadequately supported this can have a significant impact on academic attainment and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical requirements as soon as a pupil develops a condition. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary.

Parents are required to provide details of the child's condition together with:-

- special requirements
- medication and any side-effects
- what to do and who to contact in an emergency
- the role the school can play.

Form No 1 has been designed to accommodate all this information and will be given to parents to complete and return to the school.

## PROCEDURES FOR TREATMENT IN SCHOOL

Any child who is unwell is sent to the School Office where they are attended to by Linda Strallen and Judy Siemers who are trained to First Aid at Work level in October 2007 and April 2008 respectively and Rose Tremayne who is trained to Basic First Aid in September 2009. All three are trained in the use of Epipens.

If the temperature of the child exceeds 37.8 °C or 100 °F the secretary will contact the parent or nanny, inform them of this and ask that the child be taken home as soon as possible.

If the temperature is normal but the child is complaining of headache, stomach ache or sickness a glass of water will be offered but the child will return to class, with the suggestion that if she continues to feel unwell she should come to the office again for her temperature to be taken.

If the child has sustained grazes and bruises they would be washed with cotton wool and water (in the case of a wound) and a plaster/bandage applied if necessary. An ice-pack will be applied if there is any swelling.

After a fall if the child is in any pain and/or is unable to move a limb, the secretary will

telephone the parent or nanny who will decide on the course of action. All parents should give emergency contact numbers, which can be used if it is impossible to contact them on their usual numbers.

The child should be made comfortable until the parent/nanny is contacted or arrives. It may be necessary to telephone nominated adults in cases where the parents or nannies cannot be contacted.

If a child becomes ill or is injured and we judge that it would be advisable to call an ambulance we will do so and inform the parent/nanny. Should they be unable to accompany the child to hospital a member of staff will do so. The school will continue to try to contact the parent/nanny.

The quantity of clinical waste created by the administration of First Aid (blood stained dressings, gauzes, plasters) is very small and will therefore be disposed of, in a sealed plastic bag, through the normal waste disposal arrangements from the premises.

## CONTAGIOUS DISEASES AND RASHES

Children should only return to school when they have a doctor's note stating that they are no longer contagious.

## HEAD LICE

Children should not attend school if they have head lice.

A letter should be distributed to the whole school to inform them that a child has had head lice and asking them to be vigilant.

## SCHOOL TRIPS

It is the school's policy to encourage pupils with medical needs to participate in school trips, wherever safety permits. Arrangements for taking medication will need to be considered on an individual basis, but in all cases, the child will administer her own medicine. Medication may be kept by the teacher in charge of the trip however, and medical forms will need to be completed prior to the trip.

## SPORTING ACTIVITIES

Most pupils with medical conditions can participate in extra-curricular sport and in the P.E. curriculum as the physical activity can benefit their overall social, mental and physical health. However, some pupils may need to take precautionary measures before or during exercise and will need to be allowed immediate access to their medication if

necessary.

The PE teacher must be aware of relevant medical conditions and emergency procedures so it is imperative that Form No1 has been completed by the parents of any children concerned and the information forwarded to the person supervising the sporting activities.

## CO-ORDINATING INFORMATION

The Learning Support Coordinator is Mrs Liz Gifford. All information regarding a pupil's medical needs will be displayed on the medical board in the staff room and a copy of Form No 1 will be kept in her file. On a daily basis, however, the person to be in first contact with parents is the Form Teacher.

## STAFF TRAINING

School staff should not give medication without appropriate training from a Health Authority. However, in a life-threatening situation, everyone should react as a responsible citizen and take appropriate action. In an emergency, an ambulance should be called and the pupil taken to hospital accompanied by a member of staff, who will remain until the pupil's parent arrives.

The school office staff need to be informed immediately in an emergency situation and will call for an ambulance and contact parents. Form No 3 should be completed in the school office and the information relayed to the ambulance service during the 999 emergency telephone call.

## CONFIDENTIALITY

All medical information is treated as confidential. The Head will discuss with the parents who should have access to records and other information about a pupil. However, should parents request that information be withheld from staff, then the staff will not be held responsible if they act incorrectly in giving assistance to a child in good faith, should the situation arise. Parents will be required to put such requests in a letter to the Head.

## ASTHMA, EPILEPSY, DIABETES AND ANAPHYLAXIS

The medical conditions in children which most commonly cause concern in schools are asthma, diabetes, epilepsy and severe allergic reaction (anaphylaxis). Information about these conditions is kept in the staff room. It is essential that all staff are aware of all pupils with those medical conditions, so that immediate action can be taken when necessary.

Staff are required to attend First Aid Courses as part of their In-Service Training. A pupil who becomes ill in school should be sent to the School Office with a note from the Form Teacher. The School Secretary will then telephone the child's parents as necessary. Pupils do not have personal access to the telephone. Information relating to the specific medical condition and requirements of some pupils is clearly displayed on the notice board in the staff room. All members of staff are requested to familiarise themselves with the details in case of an emergency situation.

In the case of the reporting of injuries, diseases and dangerous occurrences we will be in contact with the Health and Safety Executive (tel: 0845 3009 923) which we are legally required to do.