

Downs Way School Medical Policy

Introduction

This policy addresses the Health and Safety issues concerning children's well-being in school, those of action when children are taken ill at school, administering medication and dealing with accidents. It is based on guidelines in the Surrey Health and Safety manual and information from the school nurse. Some illnesses are notifiable and we are guided by the County Medical Officer's advice on this, details of which are available in school.

Specific advice on First-aid action is provided for mid-day supervisors in a booklet given to each person, a copy of which is attached.

Medical information in school

Staff will be furnished with a list of medical information for all children in school who may need medical attention at the beginning of each academic year which will be updated as new medical information is received. Also the medical information folder contains details of the Family Doctor's name and number, any medical alerts, name of regular medication and contact numbers of parents.

There is a large red folder in the First-aid area which contains a page for each child with asthma and in which is recorded the name and dosage of a child's inhaler and in which the school records each dose of the child's inhalers administered during the day.

All parents are required to update the school's information on their child's medical history and to supply current contact numbers in case of accident or emergency.

In the First-aid area is the Accident book into which all accidents other than minor cuts and bruises are entered, along with brief details of the circumstances of the accident.

Illness at school

If a child is taken ill at school they will be taken to the school Office and parents will be contacted on their emergency contact number as soon as possible. If parents are not immediately available, the Office staff will try any other contact numbers provided and, as first-aiders, will keep the child comfortable until they arrive.

If the illness appears severe and in need of more than first-aid, the Office staff will consult the Headteacher and an ambulance will be called should it be required. We will contact parents as soon as possible as above, or leave a message about what has happened and arrange for the parents to go straight to the hospital. A member of staff will travel with the child in the ambulance if the parents are not immediately available.

We will inform parents if a child is found to have head lice or nits. The child should not return to school until the hair has been treated.

We will also ask parents to collect children with rashes or spots and to see their family doctor before the child returns to school, so we can limit the spread of infection.

Medication in school

There are three distinct groups of children for whom medication in school is an option should the school agree to administer it:-

- 1) Those who have suffered an acute condition from which they are now symptom free, but who need to continue medication for a further limited period.
- 2) Those who suffer from certain chronic conditions, but who can attend school if they receive a regular dose of medication e.g. those with asthma or diabetes.
- 3) Those that have had an infection or illness where fixed doses of medicine (e.g. antibiotics or analgesics) are required for a short time.

The school does not keep any medicines for general use.

The administration of prescribed medicines in school is a matter for the Headteacher's discretion. We would prefer you to arrange for three doses a day of medicine rather than four to remove the need for a dose to be given at school. **To ensure children's safety and to protect staff from liability, only prescribed medicines will be administered and only by the Office staff or Headteacher. We will not, however, administer medicine if:-**

- any aspect of giving the medicine is crucial to the child's welfare.
- technical or medical knowledge or expertise is required.
- intimate contact is necessary.

Medicines should be clearly marked with the name of the child to whom they are prescribed and handed to a member of the Office staff with written instructions from the parent about the dose and time of administration. **If these requirements are not met the medication will not be administered.**

Medicines will be kept securely in the Office, well out of the reach of all children. All medicines, except preventative inhalers should be taken home at the end of the school day.

Inhalers must be marked and given to the Office in the same way as other prescribed medicine and the responsibility for keeping the medication filled and up to date rests with the parents. The Office staff and Headteacher are the only people authorised to administer inhalers and a slip telling parents of the date and time of any use of the inhaler will be sent home at the end of the day. This will help parents to monitor the management of the asthma as required by the asthma nurse and family doctor.

Accidents in school

All members of staff are First-aid trained. 3 members of staff have enhanced training so they are available to accompany classes on outings. The following procedures apply for break times and lunch times as well as class times.

Precautions

Before carrying out any examination or treatment of a child, First-aiders will always put on surgical gloves to prevent infection.

Soiled and bloodied waste is discarded in a separate closed bin which is emptied daily.

First-aiders cannot diagnose or treat serious injuries and the school keeps a first-aid kit for minor injuries only, containing items detailed in county guidelines.

The Office staff are responsible for ordering First-aid supplies and for providing First-aid kits to take on outings.

Trivial injuries

Skin barely broken or grazed, with little or no bleeding. Tummy aches or headaches which only happen at playtime or follow a recognised pattern.

Treated by First-aiders in the First-aid area. Plaster applied if necessary and smiley sticker awarded to alert all staff.

No need to notify parents.

Minor injuries

Wounds which do not immediately stop bleeding. Bumps on the head where the child has no adverse symptoms afterwards.

Treated by First-aiders in First-aid area. Cotton wool is not used to clean wounds which are more than surface abrasions, because of the risk of fibres clinging and preventing healing. Wipes or tissues used to clean. Plaster or bandage applied and smiley sticker awarded to alert all staff.

Class teacher informed. Parents phoned by member of Office Staff. Send home the standard "head bump" letter at the end of the day.

Enter in the Accident book

Serious injuries

Deep cuts requiring stitches, burns, suspected breaks and bumps on the head where the child lost consciousness, has been sick, or seems confused or unduly drowsy.

Make comfortable either in situ or, if possible in First-aid area and **call parents immediately**. If parents are not immediately available, call an ambulance without delay and designate someone to keep trying to contact parents. If parents have not arrived by the time the ambulance arrives, a First-aid-er should accompany the child and parents should be advised to go straight to the hospital when they are contacted.

Enter in the Accident book

Allergic reactions

Some children have known allergies for which they have been prescribed medication to be kept in school until needed. The symptoms of the allergic reaction must be specified in writing to the school Office as well as written instructions being supplied for the medicine.

If a child not known to have an allergy and not notified to school by parents as having an allergy has what appears to be an allergic reaction **we will not attempt to diagnose, we will call parents immediately and an ambulance if necessary and will not administer medication not prescribed for the child.**

Asthma

All teaching staff have been advised by the School Nurse, the Asthma Nurse at Oxted Health Centre and the Area Community Paediatric Asthma Liaison Nurse on our school's policy for dealing with asthma.

Children who need a reliever must bring it to the Office in a named box with the prescribed medication also named. The responsibility lies with the child to tell a member of staff if they need to use their inhaler.

Children who need their reliever at any time during the day are sent to the First-aid area, where the Office staff will supervise them taking the required dose and will record the dosage given, date and time in the asthma folder, as well as giving a slip containing the same information to the child to take home to aid monitoring.

If a child known to have asthma has an asthma attack of greater severity i.e. they are wheezing and coughing so much they are unable to speak, the above 2 designated people will administer 2 puffs of reliever followed by 2 more puffs 10 minutes later if there has been no improvement. They will then call an ambulance and call the parents if there is still no improvement and continue to administer the reliever at 10 minute intervals until the ambulance arrives.

If a child not previously known to have asthma and not notified to school by parents as having asthma has what appears to be an asthma attack, **we will not attempt to diagnose. We will call an ambulance and then parents immediately and will not administer medication not prescribed for the child.**

Protection from the sun

Attention must be paid to hot weather warnings. The hottest part of the day is 11.0 a.m. - 3.00 p.m. so lunch break and probably some outdoor P.E. fall within this time. Most recent research indicates that burning of the skin in childhood is a significant contributor to later skin damage and cancers.

In summer, even cloudy days should be treated with caution, as 80% of UV rays pass through cloud.

Teachers will try to minimise children's exposure to the sun during outdoor lessons, perhaps doing the introduction and plenary sessions indoors, or in the shade.

Lunchtime supervisors will make sure children are encouraged to have a drink with lunch and again before the start of afternoon school. They will make provision for children to spend a significant amount of playtime indoors or in the shade.

Parents will make sure their child has a hat, (school sells hats in the school colours), sunscreen and long sleeves during the hottest days and that they understand the need for these to be used.

Conclusion

We take the safety of our children very seriously and will use this policy and its procedures to ensure all children's safety is a priority during their time at school. We will always secure prompt and appropriate treatment in the case of accident or illness.

Reviewed Spring Term 2013

Next Review: Spring Term 2016