

Thomas Hickman School



Medical Care Policy

Adopted by Full Governing Body:

Governing Body accountable for review: Resources

SLT person accountable to review: Headteacher

Date of last review: October 2024

Date of next review: October 2026

Signed: Date:

Alan Sherwell – Chair of Governors

At Thomas Hickman School we follow the advice and guidance in the Bucks Council Managing Medicines in School and Early Years settings document. The following policy refers to specific practice at our school setting.

Medical care

The purpose of this policy is to:

- To ensure sick pupils are identified
- To ensure sick pupils are cared for appropriately
- To protect pupils and adults from preventable infection
- To minimise the impact of illness on a pupil's education
- To enable staff and parents to be clear about the requirements and procedures when students are unwell
- To enable staff and parents to be clear about the requirements and procedures when pupils require medication

Illness causing absence from School

Absences need reporting each morning, before 09.00 AM by telephoning the school office on 01296 485683

Colds do not normally require a pupil to be absent from school although this depends on the severity and symptoms. If a pupil is diagnosed with Covid 19, flu, then they should remain absent from school for 3 days.

Although exposure of pupils to a communicable disease in itself is not sufficient reason to require their absence from school, any pupil who becomes a home contact of, diphtheria, poliomyelitis, typhoid and paratyphoid fevers will be requested to remain absent from school for the recommended time. The school will take advice from the Health Protection Agency.

A pupil who has sickness or diarrhoea whilst at school should be collected immediately and kept absent from school for 48 hours following the last bout of sickness or diarrhoea.

Advice about when pupils should be absent from school can be checked on the following website: <http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

If a child is absent from school for a medical, dental, optician, hospital appointment etc., an appointment card or must be provided in order to authorise the absence.

Illness/ injury at school

If a pupil becomes ill or is injured in any way, he/she is (where appropriate) taken to the Medical Room. If the pupil feels unwell, where appropriate their temperature will be taken. Depending on the severity and type of illness, children may be monitored to see if they improve and this usually will happen in the classroom. If a child is being monitored, then the child should be with the class teacher at the end of the day so that the parent can be informed. If the problem cannot be dealt with in school, the parents will be contacted and, if necessary,

arrangements will be made for the child to be either taken home or to seek further medical advice.

We are unable to offer any care other than initial first aid. Two members of staff hold the First Aid at Work Qualification, all the EYFS staff hold paediatric training, and four staff members including PE staff hold First Aid in school. Administering Medication at School Qualification is held by selected members of staff. All staff will be trained to administer Epipens over the academic year, and training relating to asthma, epilepsy, allergies and diabetes is also implemented. Where appropriate, the School Nursing Service may come involved.

Medication in School is overseen by our Medical Officer. In EYFS, medication is administered by our Medical Officer.

Parents / guardians of pupils suffering from chronic or long term illnesses will also need to complete a health care plan which can be obtained from the office. This identifies what needs to be done in school and by whom and when. It will also identify any training needs for relevant staff. Parents are responsible for ensuring that the healthcare plan is updated regularly ensuring that it is in accordance with medical advice.

All visits to the medical room will be recorded on behaviour watch. Noting name, class, reason for visit, time in and actions taken. Where necessary, parents will be contacted about a child's injury and to discuss ways forward. This may be when a wound/injury needs further treatment or a child needs to go home to rest as they are unwell.

Administration of medicines in school

The administration of medicine is the responsibility of parents and carers. The school follows the policies as set out by Bucks Council. In cases where the administration / storage of medicines are routine and straightforward the school will consider requests made by Parents in respect of the administration of medicines when:

- A pupil suffers from chronic long-term illnesses/complaints such as allergies, asthma, diabetes or epilepsy
- A pupil is recovering from a short-term illness but requires a course of antibiotics.
- A pupil has an injury requiring regular prescribed pain relief

Parents must complete an Administration of Medicines Request Form available from the school office. This form must be used whenever a Parent wishes medication to be administered and **must be resubmitted yearly** for long-term complaints. If a form is not completed for the medication, it cannot be administered. This form is available from the Office.

All medication is to be directly handed to the medical officer.

Please note in exceptional circumstances school will administer pain relieving medication (e.g. Calpol Infant) as well as medicines and treatments prescribed by a doctor (in the original packaging with the dispensing label and instruction leaflet). These will be accepted and stored in the medical room.

When administering medicines the container will be checked that it is for the child concerned and there will be a record made of the dosage given, the time the medicine is given and signed by a member of staff. Where possible, two members of staff will be present to administer the medicine.

Non-prescribed medicines

There are a few occasions when non-prescription medicines may need to be administered under the advice of a doctor eg. Paracetamol because of a broken bone, hayfever medication or E45 cream for eczema. When these circumstances arise, parents will be required to complete a form for non-prescribed medicines which clearly states the time the last dosage was administered and that the child has not had any adverse effects previously. To avoid any issues of overdose, the school will not administer paracetamol or antihistamine before 1pm without written or verbal consent from parent/carer (a verbal consent will be recorded contemporaneously on our systems).

We cannot administer Ibuprofen unless it has been prescribed for the child.

Where appropriate a parent may administer Calpol/paracetamol prior to school as this may provide 6 hours relief to assist them through the day. If a pupil suffers regularly from acute pain, such as migraine, severe period pain or pain from an injury, the pupil's parent should supply appropriate pain killers for the pupil's use. These may be administered in school if accompanied with the Administration of Medicines Request Form.

This record is kept in the medical room.

Parental Responsibility

It is the responsibility of the parent to keep the school up to date with information about their child's medical needs. It is the parents responsibility to ensure that all medication in school is in date and available for use. To support parents, we notify them when inhalers, etc are nearing their expiry date. Parents are also expected to share letters of diagnosis to enable an up to date health care plan to be produced to support the child's needs in school.

Administration of medicines on a school trip

Parents are requested to complete a parental consent for a school visit which asks for some basic medical information and emergency contact details. If a pupil requires the administration of medicine including travel sickness pills, then a form should be obtained from the office and completed.

Storage of medicines

The medicines will be kept in a locked cupboard or in the fridge in the medical room. Only applicable medication i.e. asthma pumps, can be carried around with the children themselves. Should there be a need to have immediate access to medicines (such as inhalers or epipen) then they will be kept in a yellow bag either in the classroom, or with the child.

All relevant adults will be made aware.

Any medicines in school must be collected by parents or another nominated adult; we will not give medicines to a child to take home except for inhalers and epipens. The decision when children can take inhalers and epipens home will be based on the individual child and be age appropriate.

Head Injuries Policy

- If a pupil suffers a head injury in the lesson then they should be sent to the medical room for assessment and appropriate incident form completed.
 - If a pupil reports a head injury which has happened during break/lunchtime then they should be sent to the medical room for assessment.
1. First Aider to assess the injury
 2. Text sent to parent to notify head injury.
 3. If applicable, First Aider contact parents to recommend that the parent needs to collect the pupil so that medical treatment can be sought.
 3. In serious cases, the ambulance is called.
 4. An accident form is filled in where appropriate. Incident to be recorded on behaviour watch or on the AssessNet system as necessary.

Reporting of Accidents

All accidents are reported as directed by both the Health and Safety Executive (HSE) and Buckinghamshire Council Schools' Health and Safety Handbook (section 4.1) this is in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

All accidents need reporting to our Medical Officer so that they may complete the relevant AssessNet online incident report to Bucks Council, in addition to contacting the HSE where appropriate, which is verified by the head teacher.

Risk Assessments

Risk assessments concerning medical issues are carried out as the need arises. Most fall under the health care planning stage where the risks associated with a child's condition are discussed and written in to their health care plan. These identified children are included in our risk assessments for educational visits.

We review our risk assessments yearly, or when issues arise.