



**Bushfield School**  
**Medical Welfare Policy**

Adopted by Governors 13<sup>th</sup> February 2008  
Amended and approved by Governors 2<sup>nd</sup> February 2010

## **Bushfield 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**

Only prescribed medication will be given. 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 instruction provided by parents 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/guardian must authorise and supply appropriate medication for their child's use, with written instructions. Two members of staff will supervise the child taking the medication and this will be stored in the medical room.

A Bushfield Medical Report will be completed to advise parents/carers each time such medication is 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. Some medicines do need to be refrigerated. Asthma inhalers will be kept in class boxes in the medical room. It is parents responsibility to ensure that the inhalers are in date and replaced as necessary.

All medications will be stored in a locked cupboard in the medical room. Appropriate staff will have access the cupboard. Medicines needing refrigeration 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 labeled boxes on top of the medicine cupboard 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 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.

A medical slip will also be completed that must be handed to the class teacher so that they are also informed and able to monitor the child should they remain in school. This form will be sent home with the child at the end of the day.

## **Contagious/Infectious Illness**

Exclusion times for any infectious or contagious illness will be in accordance with guidelines issued by Buckinghamshire Area 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. The sick or injured child will be taken to sit outside the medical room, and the other child will give the medical slip to the designated first aider.

The medical slip communicates from one adult to another the nature of the child's sickness or injury. Details are recorded in the Medical Log'. When recorded the slip may be disposed of. Medical room visit log sheet are filed for one academic year in the medical room.

### **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.

