



# **St Teresa's RC Primary School**

## **Medical and Accidents Policy**

### **Our Mission Statement**

At St Teresa's Roman Catholic Primary School;  
We grow together with Jesus, as we live our lives according to Gospel values.  
We grow together as a community in respect, friendship and responsibility.  
We grow together in understanding as we encourage each child  
to achieve their true potential.  
We grow together in God's love.



'I am the vine, you are the branches' (John 15:5)

**Agreed Nov 2003**

Updated: April 08

Updated: July 2014

This policy should be seen in terms of an “over view” policy. It covers such a wide area that all of the issues cannot be covered in a single policy. Here we outline the general areas covered and make reference to additional specific policies.

This policy is the basis of our management system for supporting children with medical needs.

#### Areas covered:

- General illness and Reporting
- Medicines and Medication
- Medical Records, including specific conditions/needs
- Asthma
- Accidents and Reporting
- First Aid

#### General illness and Reporting

All children will obviously become ill at sometime during the year. It is expected that parents will notify school at the earliest opportunity of pupils' sickness. However, all parents must send into school, written confirmation of the reason for absence. Registers will be monitored both for reoccurrence of illness absence of specific children or the high incidence of a common illness.

There is a chart in the school Office indicating the exclusion times for certain illnesses.

Staff must be aware of notifyable illness to the PCT.

From time to time the PCT may notify schools of widespread incidents of an illness that may require additional recording or preventative measures- (e.g swine flu)

Pupils who have been sick in school, require 48 hrs clear before returning to school (PCT advice)

Parents are asked to inform school of any cases of head lice. Letters will then be sent out to parents of pupils in that class asking them to check their child's hair. On occasions this letter will be sent out to the whole school. Children can return to school once they have received treatment.

#### Medicines and Medication

##### Administration:

It must be remembered that schools are under no legal obligation to administer medicines, although this must be balanced against the obvious need of care for the pupils. If teachers administer medicines or first aid they do so voluntary.

This section refers to those areas of medication, that relate to normal childhood illness and not specific conditions which are dealt with later.

Most medicines taken by children can be administered three times a day and as such can be given as soon as the child arrives home from school. Therefore, these commonly used medicines will not be given in school. In the main we will give antibiotics, which need to be taken at regular times, before meals and would otherwise stop children attending.

Other regular medication will be issued for some children-but only under the following conditions:

- In the main, medicines will be administered by the school Office.
- Medicines must only be brought to school and collected by adults. All medicines must be clearly labelled.
- Unless it requires refrigeration, medicines will remain in the school Office.
- Parents/Guardians must complete and sign a medical card before medicines can be administered. (see Appendix 1)
- There is a recording sheet, kept in the Office, to monitor children on repeated, daily medication. (see Appendix 2)

- If there is a dispute about whether a medicine should be given, school may request a doctor's letter.
- Certain medication would never be given as normal practice (e.g injections or anal suppositories). This would require advice and support from the PCT and School nurse service

See below for other specific medication

### **Medical Records and Conditions**

All children's medical information is requested on the annual data checking sheets issued to parents. This, in turn, is used to update pupils' records on the SIMs system.

This information is used to generate medical registers. Registers used are:

1. Medical conditions register
2. Dietary needs registers

Copies of these are kept in the Safeguarding file in the Office. A copy of the Dietary needs register is given to the Cook. Copies of the medical Conditions Register are given to staff to include in their Red Assessment file.

Annual consent forms are signed by parents, giving permission to staff, to act on their behalf, if medication needs to be administered, or hospital forms signed, during school trips.

Sometimes, parent helpers may be responsible for small groups during school trips,. Staff should ensure that such parents are aware of any children in their group, who has a medical condition. Alternatively, staff may wish to keep these children in their group.

For some children, their medical condition falls beyond the remit of this general policy.

We expect that in many cases a decision on the support that will be provided will be a straightforward matter of agreement between us and the parents however in more complex cases we may need to seek advice from the Primary Care Trust (PCT) and the Children's Services Health and Safety Team. For certain children a Care Plan will be put in place.

Children with some specific allergies (such as nut allergies)-may require the use of an EPI PEN. These will require additional treatments. Epi pens should be kept in a marked cupboard in class, in clearly marked cases. Spare pens are kept in the Office. Pens must be taken with children, during any trips off school premises. All staff must undergo annual training provided by the school nurse service. Staff must also familiarize themselves with the **Anaphylaxis Training** pack.

These children, and some others with heart conditions, may need to be **"red flagged"**. This system provides immediate response from the Ambulance Service. To initiate this, the school Office will liaise with the school Nurse Team, before completing a Red Flag request form.

Children who are red flagged, have specific conditions, or dietary needs are photographed annotated and made into display notices which are posted in the staffroom and school Office. **Supply staff** must be made aware of any particular issues with children under their care

### **Asthma**

This is a very common condition for children. An Asthma register is generated each year and distributed to staff. It is updated each September, based on parental returns. School's intention is that all pupils should be taught and encouraged to self-administer, although younger children may require assistance.

Inhalers should be named and kept accessible in class. Inhalers must be taken on trips, Swimming lessons and be readily available for sports activities

For more information refer to the school's ASTMA POLICY.

### **RESPONSIBILITIES**

**We will:**

- Establish an effective management system to support children with medical needs, appoint volunteer personnel to provide support and ensure that they are trained and use the correct procedures. We will inform and communicate with other personnel who are 'in loco parentis' in order that they have the knowledge to obtain medical assistance when necessary.
- Communicate with parents, children and health professionals where necessary, for example in making a support plan or health care plan.
- Provide facilities for safe storage of healthcare support materials and medicine and for safe disposal of waste.
- Ensure that at least one named adult is present and responsible for support on every organised trip and visit.
- Ensure that no prescription or non-prescription medicine is administered without parental consent.
- Maintain the medical confidentiality of the child.

**Parents must:**

- Not present children if they are infectious with a condition which is a significant and not easily controlled risk to the health or safety of our personnel or other children, for example if they have influenza.
- Inform us if their child needs support.
- Inform us if children need to take medicine during hours of attendance and complete a consent card.
- Cooperate with us in making a written plan to support their child.
- Provide sufficient information about the child's condition and support needs and provide details of any changes to their prescription or the support required in good time.
- Inform us in good time if their child is not medically fit to attend or go on a trip (note that as far as is reasonable we will plan trips in order that all pupils can attend).
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**Accidents and Reporting**

It is school's intention to try and minimize accidents in school, by following safe practices and carrying out a range of Risk Assessments.

However, when accidents happen they should be recorded and then analyzed to establish any patterns.

Early Years have a simply recording book enabling them to inform parents/guardians that evening.

Other minor accidents are recorded in the school's Accident book. This generates a tear off slip to send home to parents, informing them of the nature of the accident. The carbon copies in the book are a permanent record

If a child suffers a head injury, a phone call is made to parents, who will decide whether to collect the pupil or give permission to remain at school

SAP system: any child who has an accident requiring a trip to hospital must be recorded on the LA SAP system.

**Staff illness/accidents**

All staff must notify school, as early as possible on the first day of illness. If possible also give some indication of expected return. In any case, staff should inform school the day before they intend to return. Illness of up to 5 working days, may be self-certificated, beyond that a doctors sick note must be obtained. All sickness is recorded on the SAP system. A regular pattern of illness will be automatically forwarded to the LA and may generate a request to visit Occupational doctors. On return, the Head will hold a return to work interview.

Any accidents to staff, on site, must also be recorded on the SAP system.

**First Aiders**

A list of first Aiders is maintained in school. A minimum of three first Aiders is in place. At least two First Aiders are trained Pediatric First Aiders.

Medical boxes are in:

Early Years

Office  
Staffroom  
Community room  
Each staff toilet-(school does not have a Medical Room)

Produced 2005  
Redrafted 2010  
Redrafted 2014

**APPENDIX 1  
MEDICAL CARD**

**(FRONT) St. Teresa's R.C - Medication Card**

**Pupil's Name:**

**DOB:**

Date	Medication	Dosage & time	Parents/Guardian sign.

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**(REAR)**

**St. Teresa's R.C. - Administration of Medicine**

**Disclaimer Notice**

The Head or Secretary will dispense medicine, in line with the school medical policy-and by following parental instructions indicated overleaf.

School will endeavour to ensure that the medication and dosage is administered at the correct time, but accept no responsibility should this be forgotten.

Parents will also retain responsibility for stating the correct dosage.

By signing the medical card, parents acknowledge that they have read and agree to this disclaimer

## APPENDIX 2

### Regular Medication Sheet

#### Pupils on Regular medication

Insert pupils name in a row

#### Administering sheet

(please initial)

	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>
w/b					
w/b					
w/b					