



MEDICAL WELFARE POLICY

This policy, like all school policies, is to be implemented in accordance with the principles and practice stated in our Single Equality Scheme.

RATIONALE

This policy has been drawn up to ensure that students with medical needs receive proper care and support at school to enable regular school attendance.

PURPOSE

Staff have a common law duty to act as any reasonably prudent parent would to make sure that students 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.

Key members of staff hold the 'First Aid at Work' qualification. Additionally other colleagues are appointed First Aiders qualifications are kept in date and current. First Aid care is, therefore, normally provided from 8.30am until 4.00pm daily. See Appendix 1 for a list of qualified First Aid staff.

Formal Systems and Procedures

Supporting Students with Medical Condition

We follow the DfE Statutory Guidance "Supporting pupils at school with medical conditions" April 2014. This Policy deals with the medical requirements for these students.

First Aid trained Student Receptionist liaises with the Transition Manager, SEN Department and Year Leaders to ensure medical needs are met and procedures are in place prior to arrival for transition students and within two weeks for in-year admissions.

For those students with medical conditions that do not have an EHCP, First Aid trained Student Receptionists will liaise with the student, parents, medical professionals and Year Leaders to write an Individual Healthcare Plan to ensure medical needs are met and procedures are in place prior to arrival for transition students and within two weeks for in-year admissions. This will include information on the medical condition,



medication, treatment, support needed and professional healthcare contacts.

Procedure/Protocol at Appendix 2

First Aid trained Student Receptionist and/or appropriate support staff will ensure that appropriate training for specific medical conditions is sought at the earliest possible opportunity from healthcare professionals.

Administering Medication

No student should be given medication without his/her parents' written consent. Any member of staff giving medication to a student must check:

- The student's name
- Written instruction provided by parents or doctor
- Prescribed dosage
- Expiry date.

Staff will then complete and sign the 'record of medication administered in school' each time medication is given to a student.

Medication should only be brought into school when absolutely essential. Mostly this will be for a short period only, eg, to finish a course of antibiotics.

On admission to the school, parents are requested to sign a 'Paracetamol Consent Form' (see Appendix 3). If alternative or additional medicine is required, the parents must authorise and supply appropriate medication for their child's use, with written instructions. A member of staff will supervise the student taking the medication and this will be stored in the medical room.

An entry is made in the student's diary to advise parents each time such medication is administered.

Safety, storage and access

Medicines can 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 labelled with the name of the student, name and dose of the 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 students. Students will know where their medicine is stored. Some medicines do need to be refrigerated. Asthma inhalers will be kept in the medical room. It is the parents' responsibility to ensure that the inhalers are in date, labelled and replaced as necessary, please also see the Asthma Policy

All medications will be stored in a locked cupboard in the medical room. Appropriate staff will have access to 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 are kept in clearly labelled boxes in the medical room. All staff are made aware of this.

Head Injuries

Any student sustaining injury to the head must be brought to the medical room to be checked. The time of arrival will be recorded on SIMS.net. Treatment may be given and parents will be called. The time of release from the medical room will be recorded in the student's diary.

Contagious/Infectious Illnesses and Conditions

Exclusion times for any infectious or contagious illness will be in accordance with local guidelines including GP advice. However, see note on head lice below.

Hygiene

All First Aid staff are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff will have access to protective disposable gloves and care will be taken when dealing with spillages of bloods and other body fluids and disposing of dressings and equipment.

Emergency

All staff 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 published in the staff handbook.

Any student taken to hospital must be accompanied by a member of staff who should remain until the child's parents arrive.



Any members of staff carrying student passengers must ensure that they are appropriately insured.

In any emergency, First Aid trained Student Receptionist/First Aider attends the injured person, assesses the situation and calls for Emergency Assistance. Reception should be advised that Emergency Assistance has been called and staff should be positioned to direct the Emergency Services.

Defibrillator

This is located in Main Reception

To open and remove:

Enter code 666111 and press the GREEN button. Turn the BLACK switch to open and remove.

When the door opens the case will sound a siren from within, to stop this simply close the door.

There is a sign in the reception office with these instructions on.

School Educational Visits

Staff present must always be aware of any medical needs and relevant emergency procedures.

Record Keeping

All staff, when sending a sick or injured student to the medical room, will send a Learning Support Assistant or second student with the sick student. The sick or injured student should carry a note from the member of staff in his/her student diary where possible. A note will be made in SIMS.net and in the student diary to record any treatment or advice given. Parents will be called and notified of injury to any part of the head or where medical staff have any concerns.

Confidentiality

All medical information will be treated with confidentiality. Relevant information is normally entered on SIMS.net to inform staff as necessary.

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.



Training and Intimate or Invasive Treatment

Staff must only assist in treatment if entirely willing. Appropriate training will be arranged for staff when needed. It is advisable if it can be arranged that 2 members of staff are present if invasive treatment is needed. One of these members of staff should be a qualified First Aider. Staff should protect the dignity of the student as far as possible even in emergencies.

If a student is found to have head lice, this is dealt with in a manner which protects the dignity of the student. No member of staff is permitted to search a student's hair. However, if live lice are seen, the parent will be contacted to collect the student for treatment at home in order to stem the spread amongst other students. The student should return to school only when the infestation has completely cleared.

Committee responsible for review:	Finance & General Purposes
Date ratified by Governing Body:	26 th April 2021
Date of next review:	April 2024



Appendix 1

First Aid at Work – qualified staff

Sara Preece
Steve Badby

Other appointed First Aiders

Helen Vanderplank
Jill Todd
Laura Cook
Nikki Farrelly
Giles Davis
Ashley May
Tracey Freemantle
Clare Brown
Natalie Randall



Appendix 2

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS PROTOCOL

Consideration should be given to the following:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel time between lessons.
- Specific support for the student's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, (some students will be able to take responsibility for their own health needs), including in emergencies. If a student is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the student's condition and the support required.
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, eg risk assessments.
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition; and what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.



Appendix 3

Paracetamol Consent Form

14. Prior Consent for the administration of Paracetamol

In order for secondary schools to administer Paracetamol to students the consent of parents is required. Please complete the box below **indicating whether or not** you give consent for the school to administer Paracetamol to your child.

Following consent from parents Paracetamol may be administered by members of staff who have received the required First Aid training in the event of: headache, ear-ache, toothache, stomach cramp or muscular pain. Your consent will be effective for the duration of your child's education at Harrow Way.

Normally **one** tablet will be given to your child, and a note will be entered in your child's diary giving details. For hygiene reasons we do not break tablets in order to administer a half-tablet dosage. However, in giving your consent you are authorising the school to administer the recommended dosage of Paracetamol for their age. If Paracetamol is frequently requested we will contact you in case there is a medical reason for this. In some cases we may ask parents to supply Paracetamol tablets for their child to be kept in school. Recommended dosages are as follows: Children 6-12 years ½ to 1 tablet every 4 hours; Adults & Children over 12 years 1-2 tablets (500 mg to 1 g) taken orally with water every 4 hours.

If your child is unable to take tablets please supply either soluble or liquid forms of Paracetamol as neither are kept at school.

I give prior consent for the school to administer Paracetamol to my child for the following reasons: headache, ear-ache, toothache, stomach cramp or muscular pain.

Yes No

Signed: _____ (Parent/Guardian)

Please print name: _____