



POLICY FOR SUPPORTING PUPILS WITH MEDICAL NEEDS

Our aim is to ensure that pupils with medical needs receive proper care and support at school and to enable pupils, parents and staff to feel confident that the pupil is able to integrate as far as possible into “normal school life”.

It is the parents’ responsibility to keep a child at home when acutely unwell. It is the parent’s responsibility to inform the school of any on-going medical condition or if a medical condition develops. This should be done in writing to the appropriate Head of Year or Form Tutor, who will then pass the information to Pupil Reception to update records.

1. Short term medical needs

- Medication should only be brought into school if it is vital that it should be taken during school hours. Where possible arrangements should be made to take medication out of school hours. Parents should discuss this matter with the prescribing doctor or dentist.
- Any medication needed during school hours should be clearly labelled with the pupils’ name and tutor group. All medication should be handed in to Pupil Reception and should be accompanied by a written letter, signed by parent and explaining the exact dose and time the medication should be taken. It is the parent’s responsibility to advise the school of any possible side effects. Any medication will be taken under supervision.
- Painkillers will not be issued by school staff unless an Individual Health Care Plan (IHCP) has been agreed between parents and school. If painkillers are to be given, according to an IHCP, the pupil will be supervised by a member of staff and parents will be notified in writing immediately stating the dose given and the time.

2. Long-term medical needs

- It is the parent’s responsibility to inform the school of any ongoing medical condition and to up-date the school of any changes to the condition and/or treatment. This should be done in writing to the Head of Year or Form Tutor and where appropriate the IHCP will be amended.
- Where the medical condition requires ongoing medication, regular hospital visits or may require emergency treatment, an Individual Health Care Plan (IHCP) will be agreed between parents and the school. This may also require input from the GP/School Nurse as appropriate.
- It is the parent’s responsibility to ensure any medication kept in school is kept up-to-date and is disposed of when past its expiry date.

3. Self-management

- It is good practice for pupils to manage their own medication and, where this has been agreed through an IHCP, the pupil will be supervised whilst doing so.
- Medication must not, for the safety of other pupils, be carried around by the pupil except where a pupil has been prescribed an Epi-Pen for allergic reaction or a blue inhaler for the use of asthma relief. All other medication will be kept in a secure cupboard in Pupil Reception.

4. School Visits

- It is the parent's responsibility to complete in detail medical forms, issued by the school prior to a day/residential visit, and ensure emergency contact details are accurate.
- A copy of the pupils' IHCP should accompany the visit and parents should ensure staff are fully aware of any specific problems that may be encountered on the visit.
- All staff accompanying the visit should be aware of the pupils with IHCP's.
- If staff have further concerns regarding the pupil's safety or the safety of other pupils, they should seek advice from the parents of the school nurse/child's GP.

5. Sporting Activities

- Pupils who are prescribed blue inhalers for the relief of asthma should be allowed immediate access to their medication if necessary.
- Staff supervising sporting activities should be aware of relevant medical conditions and emergency procedures. A copy of any pupils IHCP's will be kept in the P.E. office.

6. Illness in School - Procedure

- It is the parent's responsibility to keep the child at home when acutely unwell.
- Staff at school are not health professionals, but will always act in what they believe to be the best interests of the child.
- If a child says s/he is unwell and is unable to carry on in the lesson, the teacher/tutor will issue a 'Medical Card' and the pupil should report to Pupil Reception. Where necessary another pupil should accompany the unwell child.
- Where a pupil is obviously too ill to continue the day in school, parent/carer will be contacted and asked to come to school to collect the child. The parent/carer may authorise another responsible adult to do this on their behalf, but under no circumstances will the child be allowed to leave the school unaccompanied.
- Where the pupils is feeling 'off colour', but has no clear signs of illness they will be encouraged back to lessons after a short spell in the medical room.

7. Accidents/Injuries

- A list of first aiders is displayed throughout the school and those named staff should be contacted immediately in the case of an accident or emergency.
- First aid will be administered and in non-emergency situations parents will be contacted so they can take the child to A & E for further check-ups where appropriate.
- In urgent cases a 999 call will be made first and parents contacted immediately afterwards. Two pupils will be posted near the entrance to the school to advise the ambulance where to go. The child will be accompanied in the ambulance by a member of staff until the parent/carer has arrived.
- If an injured pupil needs to be taken immediately to hospital (walking wounded - other than ambulance) all members of staff are covered by the schools insurance policy to take them to hospital in their car. If you are called upon to take a pupil to hospital you must take a first-aider as well.

8. Information about pupils' medical needs

- A copy of IHCP's agreed between parents and school will be kept in Pupil Reception, the pastoral office, PE office and on the pupil's file.
- A list of pupils with specific allergies will be kept in the medical book in Pupil Reception, to enable relevant information to be checked quickly and where necessary relayed to ambulance staff, A & E etc.
- A list of pupils with IHCP's will be posted on the cover board near the staff room, so that teachers covering for colleagues and supply staff can be kept informed. They should refer to the medical file in the Pastoral Office.
- * Copies of the IHCP will be available to staff, with the consent of the parents. Every attempt will be made to ensure other staff, such a supply staff, teaching assistants and support staff are also made aware.

9. Flow charts for dealing with medial issues in school and actions taken

- * See attached flow charts – *Injuries* and *Pupil Reports to Medical Room Unwell*.

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE CHILD PROTECTION POLICY, CHILDREN LOOKED AFTER POLICY, THE ANTI-BULLYING POLICY, BEHAVIOUR POLICY, RACE EQUALITY POLICY, SUBSTANCE MISUSE POLICY AND THE WEAPONS AND KNIVES POLICY.

Reviewed by D Christopher June 2011 (Date)

Adopted by Governors _____ (Date)

Review date June 2012 (Date)

INJURIES

MINOR INJURIES

e.g.

- MINOR CUTS, GRAZES, BURNS
- SPLINTERS
- SOMETHING IN EYE
- BLISTERS
- MINOR SLIPS, TRIPS AND FALLS
- NOSEBLEED

MAJOR INJURIES

e.g.

- MAJOR CUT
- BUMP TO HEAD
- SUSPECTED FRACTURE
- HEAVY SLIP, TRIP, FALL
- PHYSICAL ASSAULT

ACTION TAKEN BY FIRST AIDER

- Assess the situation quickly and safely.
- Identify the injury.
- Give appropriate and adequate treatment.

MINOR INJURY

- Pupil sent back to lesson; if in any doubt, contact parents.
- Details recorded in the "Accident" book.
- A slip sent home with pupil to parents.

MAJOR INJURY

- Parent or next contact contacted and informed of injury.
- Details of the accident and contact with parents recorded in the "Accident" book.

IF HOSPITAL TREATMENT NECESSARY

- Parent or next contact contacted and asked to take pupil to hospital.
- If parents unable to come immediately and pupil is a "walking" injury, two members of staff take the pupil to hospital if it is absolutely safe to do so and wait for parents to arrive.
- If ambulance is called, staff will accompany ambulance and wait until parents arrive.
- Incident reported "on-line".

Additional First Aid points to note:-

- The above procedure also applies to injuries that occur during activities outside of the school day. Injuries that occur off-site should be logged in the Accident Book at the earliest opportunity.
- PE: - PE Faculty will maintain its own Accident Book and copies of these logs will be regularly sent to Linda Pole to be filed centrally.
 - Contact with home will only be made by Reception – pupils should be sent across if this needs to happen.
- Staff taking trips should let Caroline Sutton know 3 days in advance and she will ensure a full first aid kit is available.

**PUPIL REPORTS TO MEDICAL ROOM UNWELL
(not including injuries)**

- NO OBVIOUS EXTERNAL SYMPTOMS
- PUPIL RESTS IN MEDICAL ROOM FOR NO MORE THAN HALF A LESSON

- IF PUPIL FEELS WELL ENOUGH AFTER REST THEY RETURN TO LESSON BUT TOLD TO REPORT TO TEACHER IF THEY FEEL UNWELL AGAIN
- VISIT LOGGED IN ACCIDENT BOOK
- PUPIL GIVEN SLIP TO TAKE HOME TO PARENTS

- IF PUPIL FEELS NO BETTER AFTER REST, PARENTS ARE CONTACTED, THE CONDITION DESCRIBED AND PARENTS DECIDE WHETHER OR NOT TO COLLECT THE PUPIL
- ACTION LOGGED IN ACCIDENT BOOK AND PUPIL SIGNS OUT

IF PARENTS CAN NOT BE CONTACTED, THEN THE TIME OF THE CALL IS LOGGED AND THE NEXT CONTACT INFORMED

IF PARENTS CAN NOT OR WILL NOT COLLECT THE PUPIL, THEN DETAILS OF THIS ARE LOGGED AND THE PUPIL IS SENT BACK TO THE LESSON, IF POSSIBLE, WITH A SLIP WHICH THEY WILL SHOW TO TEACHERS AND GIVE TO THEIR PARENTS

**OBVIOUS ILLNESS
E.G.**

- ASTHMA
- VOMITING
- HYPOGLYCAEMIA
- ANAPHYLACTIC SHOCK

- MEDICATION ADMINISTERED IF HELD IN SCHOOL AND PARENTS HAVE GIVEN PERMISSION. A LOG MADE OF THIS
- PARENTS CONTACTED AND A RECORD LOGGED
- NEXT CONTACT TRIED IF PARENTS CANNOT BE CONTACTED
- IF NECESSARY AMBULANCE CALLED

IF AMBULANCE CALLED

- PARENTS CONTACTED.
- MEMBER OF STAFF GOES IN AMBULANCE WITH PUPIL (IF PARENTS NOT AT SCHOOL) AND WAITS WITH PUPIL UNTIL PARENTS ARRIVE.
- INCIDENT REPORTED "ON-LINE".