



**EDUCATION
CENTRAL**
MULTI ACADEMY TRUST

Albert Bradbeer Primary Academy

Medical Needs Policy Policy and Procedure

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The purpose of this policy is to ensure that prescribed medicines are administered to children safely and correctly whilst at the same time giving reassurance to members of staff who carry out these tasks.

Unless a child is acutely ill, he / she should be encouraged to attend school. However, children who are unwell should not be sent to school.

Medicines should ideally be administered at home and only be taken in school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Only medicines prescribed by a doctor can be accepted. The decision whether or not a child can be allowed medication in school will be assessed on an individual basis. The family and circumstances will be taken into consideration before a decision will be made. If it is deemed essential then parents/carers will be asked to complete a School Medication Consent Form. Information regarding medication will be shared with staff orally, through a care plan and via SIMS recording system. Children who are able, will be supervised by a member of staff, who is first aid trained, to administer their own medicine. A member of staff, who is first aid trained, will administer medicine to children who are unable to administer their own. A record is kept by the supervising adult of the time and dosage.

Parents / carers will be responsible for ensuring that there is sufficient medicine to be administered and that it is within the expiring date. Medication should be provided in the original container from the pharmacy and be clearly labelled with:

Name of child

- **Name of medication**
- **Dose (a "measured" spoon/syringe/cup must be provided if required)**
- **Method of administration / time / frequency of administration / expiry date.**

Medicines will be kept in a cupboard or fridge in the school office and stored safely as appropriate. The exception is medicines provided for emergency treatment such as reliever inhalers for asthmatic pupils or glucose tablets for diabetics which will be kept within the child's classroom in a clear storage box.

Medication must be collected by parents / carers at the end of each school day, or the completion of a course of treatment or if the medicine passes its expiry date.

Parents / carers of children who have regular or emergency medication in school are responsible for checking expiry dates, providing replacement treatments and disposing of out of date items. "Over the counter" including homeopathic medication will not be administered in school.

When the child's condition is of a more serious nature an individual health care plan is drawn up in partnership between the school and health care professionals. A health care plan is created which contains the child's photograph and is distributed to relevant staff and displayed in the staff room so that all staff are aware of the likelihood of an emergency and what action to take if one arises. A box labelled with the child's name will be kept in the classroom in the cupboard. This will contain any emergency medication the child may need.

Appropriate training will be organised for staff supporting children with specific medical needs. A list of people prepared to administer medication will be displayed in the staff room and will be revised / updated after training is given.

Asthma inhalers should not be locked away. They should be kept within a labelled container within the child's classroom so are accessible to the child at all times. They should be clearly marked with the name of the child. During lunch times and break times the labelled class container should be taken outside by the asthma box monitor. Please refer to Asthma Policy for further policy and procedure.

Out of school activities / educational visits.

It is essential that all staff members involved in activities are aware of the medical needs of children taking part in activities / visits. The accessibility of medication, particularly for use in an emergency must be considered in the Risk Assessments for each visit.

An Emergency Contact and Medical Information Form must be completed by families of all children involved in residential visits.

Identification of children with medical needs

When parents register their child, they complete a form about their child's medical information i.e. doctor's information, medical conditions, current medication, allergies, other concerns and if their child has Special Educational Needs or a Disability (SEND). This information is then transferred to the school's database (SIMS) and recorded on the medical needs/SEND register. A register is kept of all of the children in school with medical needs including: asthma, allergies, epilepsy, sickle cell anaemia, ADHD and incontinence issues. This register is updated regularly.

Children who are unwell in school.

Children sometimes become ill during the school day. Symptoms will vary according to the nature of the illness of the child, but the following procedures should be followed:

Refer the child to the designated first aider who will then inform a senior member of staff if it is felt the child needs to be at home.

Contact the parents / carers via the school office.

Make sure that the child is as comfortable as possible.

No child should be left alone; wherever possible he / she should return to the class group until collected.

When a child is collected from school parents / carers should be informed of condition. The child should then be "signed out" of school.

In an emergency situation an ambulance will be rang for immediately and the child will be accompanied to hospital by a member of staff. The parents will be notified directly after phoning for an ambulance.

Education about Medicine Safety

Children at Albert Bradbeer will be taught about the importance of using medicines safely and the potential dangers they can pose when misused through school assemblies or individual teachers leading PSHE lessons or circle times in class.

CHILDREN NEEDING TO BE KEPT AWAY FROM SCHOOL DUE TO ILLNESS

General guidance issued by the LA, states that children should be kept at home when suffering from an illness that will affect their learning.

Obviously a child cannot be kept at home every time they have a cold virus, the parent needs to assess how bad the child is, and perhaps keep them at home if the cold is severe or if the child has a very bad cough.

The LA issue advice on periods of exclusion for other illnesses and this is detailed below:

Infection	Period of Exclusion
Chickenpox	5 days after the onset of the rash and there are no fresh blisters appearing.
Conjunctivitis	Until treatment has started
Diarrhoea and vomiting	For 48 hours after diarrhoea and vomiting has stopped and the child has eaten normally for 12 hours.
Impetigo	Until sores are crusted or healed or can be reliably covered with occlusive dressings.
Influenza	Until the child feels well enough to return to school
Measles	Until five days after the appearance of the rash
Mumps	Five days from the onset of the swelling
Rubella infection	5 days after onset of the rash
Scabies	Children can return once the treatment has been given
Streptococcal infections, including sore throat and scarlet fever	48 hours after the start of antibiotics.
Whooping cough	5 days from starting antibiotics.

Notification of Accidents whilst in School

If a child has a fall or becomes ill whilst in school then they are dealt with by a first aider.

A note of the accident and treatment is made in the accident book, and a note sent home to the parent. In the case of a bumped head the parent will be notified when they collect their child as well as sending a note.

If the accident is of a serious nature then the parent will be notified and if necessary asked to collect the child.

Should the accident require immediate hospital treatment then an ambulance will be called.

If a child comes home with a bumped head note it is advised that the parent:

- Monitors the child over the course of the next 24 hours.
- Calls the GP if they are concerned or if the child vomits.
- Visits the local casualty department if the child is lethargic and listless.

Help Hand alert system

'Help Hands' stating the room name are located in every teaching room in the school. In the case of an emergency (i.e. child having a fit), a sensible child will be chosen from the class to take the Help Hand to the office to notify that urgent assistance is required in the stated room.

Emergency services

If a child or member of staff have a serious medical emergency, or if someone has a serious accident, immediate hospital treatment may be required. For urgent cases an ambulance will be phoned immediately. For less urgent cases, a member of the Senior Leadership Team (SLT) will be called to evaluate whether the parents will be phoned to take them to hospital or if it is necessary to phone an ambulance. Any child taken to hospital without a parent present will be accompanied by a member of the SLT and their parents notified as soon as possible.

Staff training

All teaching staff will receive medical needs training as recommended by Birmingham School Nurses. Allergy and epi-pen training will be completed annually. Asthma, epilepsy and diabetes training will be completed every two years. Additional training may be completed as necessary e.g. Sickle Cell training.

Liability and Indemnity 44

Albert Bradbeer Primary Academy adhere to the Health & Safety Policy produced by Elite Safety in Education. Appendix 6 – First Aid and Medication set out the guidelines for staff. It states that 'all medication will be administered to pupils in accordance to the DfE – Managing Medicines in Schools and Early Years Settings.'

Complaints 47

Any parent that has a complaint against the school in the treatment or procedure of medical treatment should follow the guidelines for complaints set out in the schools 'Complaints Policy'.

Policy review date: January 2017 or earlier if circumstances for an individual child provoke such a need.

EMERGENCY PROCEDURES

REQUEST FOR AMBULANCE TO

Albert Bradbeer Primary Academy

Turves Green

Longbridge

Birmingham

B31 4RD

Dial 999 or 112, ask for an ambulance and be ready with the following information:

1. Your telephone number – 0121 464 2356
2. Give your location as:
Albert Bradbeer Primary Academy
Turves Green
Longbridge
Birmingham
B31 4RD
3. Give exact location of child in school
4. Give your name
5. Inform ambulance control of the best entrance and state that the crew will be met at the front door and taken to the casualty.

SPEAK CLEARLY AND SLOWLY AND BE PREPARED TO REPEAT INFORMATION IF ASKED TO DO SO.

REMEMBER – IF IN DOUBT THEN DIAL 999 or 112.

HEALTH CARE PLAN

Child's name

Class Date of Birth

Child's Address.....

.....

Post Code

Medical diagnosis or condition

.....

Date Review Date

Family Contact Information

1st Contact details.

Name

Phone No. Work Home Phone No

2nd Contact details.

Name

Phone No. Work Home Phone No

Clinic/Hospital Contact.

Name ----- Phone no

G.P.

Name Phone no

Describe medical needs and give details of child's symptoms.

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.....

Name of medication, dose, method of administration, when to be taken, side effects, contra-
indications, administered by/self-administered with/without supervision

.....
.....

Daily care requirements (e.g. before sport/after lunchtime)

.....

Specific support for the pupil's educational, social and emotional needs

.....

Arrangements for school visits/trips etc

.....

Describe what constitutes an emergency, and the action to take if this occurs

.....

Who is responsible in an emergency

.....

Staff training needed/undertaken – who, what, when

.....

Parents Signature:

Date-

Review Date (Earlier if needs change).....

Parental agreement for Albert Bradbeer to administer medication

Name of pupil _____ Class _____

Date _____ Medical condition or illness _____

Name/type of medication _____

Dosage and method _____

Frequency and timings _____

Self administration? Yes/NO

Special precautions/other instructions _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to academy staff administering medicine in accordance with the academy policy.

Name of adult _____

Relationship to child _____

Emergency contact telephone number _____

Signature(s) _____ Date _____

Date	Time	Dose given	Staff name	Signature