



From mountain to sea

Tarves Primary School and Nursery

Medical Policy



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MEDICAL POLICY

Introduction

Every member of staff at Tarves Primary School and Nursery strive to provide the best level of care possible for all children. The following guidelines are in place to ensure that the pupils at Tarves Primary School and Nursery are properly looked after should they become unwell or require medication whilst in school.

Communication with Parents

Parents are advised that pupils who are unwell should not be sent to school. However, doctors may advise that pupils should attend school while still needing to take medicine, either because they are suffering from a long term illness or allergy e.g. Asthma, or are undergoing a course of treatment needing antibiotics.

Absence

The following procedures for informing the School of pupil absence are as follows:

Absence due to Illness/Emergency:

Parents are required to telephone or email the School Office **as soon is reasonably practical on the first day of absence, but before the register closes at 9.20am**. Parents should confirm the date/time and reasons for their child's absence.

Injuries or diagnosed Medical Conditions:

In the event of a diagnosed medical condition or injury, the School requires details from parents, in writing, before a child returns. It is particularly important that parents inform the School before a child is due to return, if, for example, a child requires crutches or any other aid, so that the School has the necessary time to complete a risk assessment.

Absence from lessons:

If a child requires absence from some lessons such as Physical Education following a diagnosis, the School requires this information in writing from the parent.

Out of School:

If staff are taking pupils off-site, it is their responsibility to discuss and manage the medical needs of the children in their care. For larger trips, this responsibility falls to the Trip Leader who must collate the information and distribute it to the trip staff in the pre-trip briefing. Staff members taking pupils off-site will carry a first aid kit with them and any medication needed for the children.

Prior to going on a trip, staff members accompanying should ensure they have a note of the School Office number and / or the School emergency contact number.

Medical Room

The School has a Medical Room situated close to the Primary 1 classroom, with basic provision for children who become unwell during the course of the school day. The room has a toilet and hand washing facilities within. All staff have basic first aid training with some staff holding specific paediatric first aid.

Procedures

Should a pupil become unwell, the following procedures will be followed:

- Pupils should be sent, where possible, to the Medical Room with a member of staff. If no member of staff is available, the unwell child should be sent with another child to Nicki in the Office in the first instance. In the event of a head injury, a more serious injury or where a child has a known medical

condition, the child **must** be accompanied by an adult.

- It is the duty of the parents to make arrangements for pupils who become unwell whilst at School by collecting them to take them home. The School Office will contact parents should we feel that a child would be better at home.
- It is important that home contact numbers are updated regularly through the Office, in the event of the School needing to make provision for a sick child.
- Full reference is made to pupil medical notes and parental permission before any treatment is administered e.g. Calpol.
- Any non-prescription medicines or creams brought in by the pupils should be kept in the Medical Room in its original packaging and administered by a trained member of staff. Pupils are not permitted to carry any medicines on them in School.
- The Class Teacher must be informed if a member of the class goes home. The School Administrator must amend the School register.
- No pupil should be taken off site by a member of staff without the knowledge of the Office and the Head Teacher, or **Mrs Claire Anderson or Miss Kayleigh Craft** acting on her authority.
- If parents or relatives are not available when a pupil becomes seriously unwell or injured, the Head Teacher, or those acting on her behalf, must be advised. Medical advice should preferably be sought and, if necessary, the ambulance service should be used.
- In an emergency, two members of staff, will accompany the pupil to hospital, one to drive and one to have responsibility for the child, having first attempted to contact the parents.

Administration of Medicine

As it may not be feasible for the child to return home or for the parent to visit the school, medicines are administered by our staff in the following way:

- The child's medicine should be brought to School, by the parent, in its original container from the Pharmacy, clearly stating the name of the pupil and written instructions for administration.
- Glass containers are unsuitable to be carried by pupils. The medicine should not be kept by the pupil but in a locked cupboard (or fridge), in the Medical Room.
- Named inhalers are kept in the Medical Room. Staff are aware of pupils who may need inhalers and are advised to send pupils to the Medical Room at the earliest indication of shortness of breath.
- All children with nut or other allergies requiring an EpiPen or antihistamines, must have their medication sent into School in its original packaging, and an Allergy Action Plan form completed with written instructions for administration in the event of an emergency. These are kept in the Medical Room with a current photograph for easy access by any member of staff. They are also available in the child's classroom.
- Parents must complete and sign a Medication Form each time a child brings medication to School via the School Office.

Staff Medical

Staff who need to take personal medicines during the School day (e.g. insulin, antibiotics) should ensure that these medicines are stored safely in the Medical Room and only administered in the Medical Room. Medicines of any kind are not to be kept outside of the Medical Room due to the risk of a child accessing these.

First Aid Boxes

First Aid supplies are accessible and regularly checked. First Aid provisions can be located in the following areas of the School:

- Medical Room
- School Office
- Adults on lunchtime playground supervision have a small supply of First Aid resources with them

Emergencies

Transport to Hospital

If an ambulance is required, the emergency 112 service will be used.

Medical Emergencies

If your child requires urgent medical attention while under the School's care, we will attempt to obtain your prior consent. Should we be unable to contact you or any other authorised contacts, we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by an appropriately qualified medical professional.

Where a very serious accident occurs or, where adequate treatment is not available in School, for example, for incidents of pre-existing conditions such as anaphylaxis, an ambulance will be called immediately. A member of staff will accompany the pupil to hospital in the ambulance. The School Office will contact the parents to arrange to meet the child at the hospital.

A record will accompany a pupil to hospital. It contains the following information: pupil name, address and telephone numbers of parents/carers, name and telephone number of the doctor, pupil religion and date of birth, any chronic illnesses or allergies and immunisations. The hospital will require this information.

Head Injuries

Tarves Primary School and Nursery follow Aberdeenshire and NHS guidelines regarding head injuries:

An 'I bumped my head sticker' will be given alongside a note home, which will alert teachers and staff to be extra vigilant. A phone call home will be made to inform parents/carers for every head injury. Parents will be asked to collect their child from school following a head injury. It is the parent/carer's responsibility to contact a Doctor following a phone call from School. As per normal procedures, an accident form will be completed.

Where a serious head injury occurs, an ambulance will be called immediately and procedures for transport to hospital, as outlined above, followed.

Returning to school after Serious Head Injury (Concussion)

Prior to returning to school, the child must be seen by a doctor for an 'all clear'. The School will need clear guidelines from the doctor, stating when the child can resume exercise and other physical activities.

Spillage of Bodily Fluids and Disposal of Clinical Waste

Clinical waste includes all body fluids such as blood, faeces, vomit, saliva, mucous, urine and anything that may be contaminated by them such as swabs, bandages, hypodermic needles, sharps, tissues, clothing, bedding etc. Infections can occur when these agents come into contact with broken skin or with the eyes, nose and mouth. It is important to consider all biological wastes as infectious.

Disposal of Clinical Waste within the School

- Appropriate clothing will be worn including use of 'spill kit'.
- Staff will be appropriately trained.
- Any clinical waste will be disposed of in the designated, clearly marked bin.
- Leak - proof yellow plastic clinical waste bags will be used.
- Do not over fill the container or compact down.
- Sharp objects must be disposed of in the appropriate sharps container.
- Store in safe area until collection for disposal.

Supporting Documents

Aberdeenshire Council (2015) *Health and Safety Policy and Health, Safety and Wellbeing Strategy*

Aberdeenshire Council (2012) *Accident and Incident Reporting Revised Guidance*

Aberdeenshire Council *First Aid Policy and Guidance, taken from Health and Safety (First-Aid) Regulations 1981(Reviewed 2009)*

This policy will be reviewed annually.