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**Medical Policy (including medical consent form)**

**November 2024**

Introduction

Hebrew Primary School fully recognises its responsibility to provide a safe and secure environment and to promote and safeguard the health and safety of each member of the school community, and at the same time being equally mindful of all visitors to the school.

We endeavour to provide the very best possible care for all our pupils. However, despite the best care and preventative measures, accidents can happen. In this case, we will provide the timely and competent administration of first aid.

First Aid

We have facilities for administering First Aid in our school.  
We have First Aid trained members of staff and many hold Pediatric First Aid certificates.

There is at least one qualified First Aider who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill during the school day. All Early Years staff are trained in First Aid.

First Aid Provision

First Aid boxes are located in the:

* Main School office

In addition, each classroom is supplied with wet-wipes for cleaning up minor injuries.

The named First Aider, Mrs Sari Chocron is responsible for maintaining the First Aid boxes. Teaching staff and lunch supervisors who are on duty at playtime and lunchtime have charge of first aid equipment at those times. More serious injuries should be reported to the Headteacher or the Deputy Headteacher.

Telephone extensions are located in the Head-teacher's office, the school office, the staff room, and all classrooms.

Emergency Procedures

Accidents

Accidents should, in the first instance, be reported to the Headteacher or the Deputy Headteacher but, if neither is available, to the Secretary or the designated teacher in charge. The person receiving the report will take immediate action with regard to treatment.

If emergency hospital treatment is considered necessary, they will call an ambulance. If it is considered advisable for the person to attend the casualty department at the hospital, the designated person will, in the case of a child, telephone the parents and, if they are not immediately available, will arrange to take the child to the local hospital. Contact with the parents should be made as soon as possible, ideally as soon as the ambulance has been called.

Forms (kept in the playground first aid kits and the office) recording the accident and signed by the person witnessing the accident or having responsibility at the time of the accident should be completed as soon as possible after the event.

All accidents involving staff, pupils and visitors must be recorded in this way, but staff accidents should also be recorded in the Accident Book kept in the Secretary’s office. Any spillage of body fluids must be reported to the caretaker as soon as possible.

Pupils with Special Educational Needs or Disabilities

Appropriate support is given to children with special educational needs or disabilities. The staff are made aware of these children through the SEND register.

Recording

We keep records of all accidents and injuries and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

Any child who has a head injury, no matter how minor-staff MUST inform parents and record they have done so on CPOMS.

We will always contact parents if their child suffers anything more than a trivial injury, or if they become unwell, or if we have any worries or concerns about their health.

##### PROCEDURE FOR ADMINISTERING MEDICINES IN SCHOOL

The school aims to provide support, assistance and a sympathetic attitude towards those pupils with special medical needs and recognizes and accepts that many pupils will need to take medication in school at some time in their school lives, possibly to finish a course of antibiotics or merely to apply a lotion.

The purpose of this policy is to allow pupils to do this and to minimise the need to be absent.

To achieve this, home and school need to liaise closely to ensure that all procedures are acceptable and provide a sound basis for ensuring that children with medical needs receive proper care.

###### What happens if my child needs to take medicine at school?

If your child is on a course of antibiotics, or needs daily medication prescribed by a Doctor, please contact Mrs Chocron and she will be responsible for the administration of these. All medication must have a prescription label showing the child’s name and providing instructions for administration. We cannot administer any medication that does not have a prescription label. We will not administer any other medication, unless there are extenuating circumstances.

EYFS

Where a child in the EYFS has an asthma inhaler, this is kept in the child’s school bag or with the class teacher. There is a list of asthmatics in the school office, and with the class teachers.

Refrigeration

All medication requiring refrigeration will be kept in the nearest staffroom fridge. It is the parent’s or child’s responsibility to collect medication in the evening.

Contagious Diseases

Any child who has suffered from a contagious disease will not be permitted back to school whilst the disease is still contagious. The school will refer to the Health and Safety Executive guidelines, a copy of which is available for reference in the school office.

Vomiting and diarrhea

Any child who has vomited or had diarrhea should not return to school for at least 48 hours to prevent other children form catching any bugs or viruses.

Sticky eyes/conjunctivitis

We advise that children with conjunctivitis stay home for at least 24 hours from the time the first set of drops/cream are administered.

The following should be noted in particular:

Children may not be given medicines to administer themselves.

NOTE

Staff may apply sun cream or children may administer the cream themselves under staff supervision. School hats may be worn on the playground at all times as a sun protection.

CHILDREN WITH SPECIAL MEDICAL CONDITIONS OR LONG-TERM MEDICAL NEEDS

In order to support fully the needs of children with special medical needs or a long-term illness, the school will liaise closely with home, the medical professionals and any other agency involved in supporting the child and where necessary, a risk assessment will be carried out.

Each case will be treated individually, depending on the child’s particular need.

Care plans are displayed on the noticeboard in the staffroom and given to the staff to keep in their planning files. Staff also have medical lists in their files which are taken on curriculum visits.

Allergies

Some children with allergies may be prescribed ‘Epipens’ or antihistamines or other allergy medication. These are kept in the classroom, with a second pen in the office if advised in a clearly labelled box and staff are trained in their administration.

Asthma

Hebrew Primary School recognises that asthma is a condition affecting many school children. Care is taken to ensure that these children can participate fully in school life. Children have immediate access to inhalers and all school personnel responsible for these children during the course of the day, will be familiar with the condition, and with the arrangements for the child. In the event of the child not responding to the use of the inhaler the child will be taken directly to the casualty department of the nearest hospital and the parents informed.

The school will, at all times, work in partnership with the parents and health professionals so that as far as possible children suffering from asthma will experience the minimum anxiety.

Arrangements for Asthmatics during P.E.

Children must take their inhalers to all P.E. lessons.

Arrangements for Asthmatics at Break Times

Inhalers should be in the classroom or in the child’s school bag, which is taken outside at break times under the supervision of staff following the direction of parents. Ideally the inhalers are kept in the front office.

Diabetes

Where a child has a diabetes diagnosis, training is given by the diabetes nurse to all staff with responsibility for the child. This is updated regularly.

Members of staff are trained in testing blood sugar levels and supervising the administration of insulin. Medication, testing equipment and the sharps bin are kept securely in the secretary’s office.

Epilepsy

Staff are trained in the management of epilepsy and how to deal with a seizure.

Staff Medication

Staff must seek medical advice if they are taking medication which may affect their ability to care for children. Staff medicines must be kept locked in individual staff lockers and administered only in the staffroom.

Pupils with Special Educational Needs or Disabilities

Appropriate support is given to children with special educational needs or disabilities. The staff are made aware of these children through the SEND register.

# PROCEDURE FOR SICK CHILDREN

From time to time, we are requested to dispense medicines. These requests fall into two categories:

1. Children who are suffering from one-off ailments (coughs, colds, etc).
2. Children who require medication on a long-term basis because of the chronic nature of their illness (for example, asthma). If this is the case, we will discuss with parents on an individual basis.

To enable school to keep ice packs and medications that need to be kept cold our First Aid room has a fridge/freeze.

What do we do if your child comes to us feeling unwell?

* + Initially your child’s temperature is taken. If their temperature goes above 37.5° we will call you.
  + If your child’s temperature is 38c°or above, we will ask you to collect your child. In extenuating circumstances, we will administer paracetamol but we prefer not to have to do this. We will ask you to email permission.
  + We will not administer medications that are not prescribed by your doctor.
  + If there have been known issues, for example tooth ache, recovering from an injury, and you want your child to have paracetamol or equivalent for a short period of time (no more than three days), you may come into school to administer the medication yourself.
  + If your child is unable to take part in school activities due to illness, even if no temperature is present, we will ask you to pick your child up.

When should you keep your child home?

* + Please do not send your child to school with a temperature.
  + Please do not send your child to school if they have a runny tummy.
  + Please do not send your child to school if they have been vomiting.

If your child has either of these conditions, they must remain home for 48 hours.

Please see NHS guidelines. <https://www.nhs.uk/conditions/diarrhoea-and-vomiting/>

Antibiotics to be administered three times a day

We ask you to give one dose before school, one on pick up and finally at bedtime.  
We will **not** administer medication when prescribed three times a day

Four times a day

We will administer one dose at lunch time. The medication will remain in the first aid room during the school day. We will record the time we administer the medication. It is your responsibility to remember to collect the medication at the end of the school day.

**WE WILL ONLY GIVE MEDICATION IF:**

* **IT IS PRESENTED IN ITS ORIGINAL PACKAGING.**
* **YOUR CHILDS NAME CLEARLY TYPED ON THE BOX/BOTTLE AS DISPENSED BY YOUR PHARMACIST.**
* **YOU HAVE SIGNED A MEDICAL CONSENT FORM.**
* **DOSAGE CLEARLY SHOWN.**

## MEDICATION CONSENT FORM

|  |  |
| --- | --- |
| Date: |  |
| Child’s Name: |  |
| School Year: |  |
| Name, strength and duration of medication: |  |
| How much to give (i.e. dose to be given): |  |
| When to be given, ie time of day: |  |
| Why is it needed: |  |
| Any other instructions: |  |

**MEDICATION MUST BE IN ITS ORIGINAL CONTAINER, AS**

**DISPENSED BY THE PHARMACY**

**NB: If more than one medication is to be given, a separate form should be completed for each.**