



Medical Policy

REVIEW	SPRING 2016
HEADTEACHER	
SENIOR LEADERS	
GOVERNORS	



Medical Policy (including Medication)

Introduction

Sunningdale is a caring environment, where no child is excluded from any activity because of their medical needs, unless on medical advice. There may be occasions when the medical needs of an individual outweigh the educational needs.

There is a wide variety of need within the school, so policies have to be flexible enough to address this. The detail of delivery will vary according to the age, ability, and needs of the individual.

The principles on which this policy are based on guidance

School Nurse

There is always a school nurse on site, who can cover many of the medical procedures, but the school feels it is most essential that relevant staff are trained in specific procedures, to facilitate the ongoing needs of the children on a day to day basis.

Training

This is provided as required before any child with a new procedure / condition is admitted, or when a child's needs change. Training is arranged between the medical co-ordinator and school nurses.

A record is kept in school office and with school nurses to show which staff are trained/updated in which procedures and the dates of trainings.

Medication is given (as necessary) under agreed individual protocols, or as part of the standard school procedures.

Administration of Medication

Staff who work with children with specific needs are generally happy to volunteer to be trained in appropriate procedures. Any member of staff who has difficulty with this should discuss the matter with the Headteacher. There are three staff members trained in the Administration of Medication -Mrs G Wallace, Mrs Leigh Calder and Miss Serena Alderson

Non Prescribed Medication

Non prescribed medication e.g. Paracetamol, creams and ointments cannot be administered.

Emergency Asthma Inhalers (Reliever - blue coloured)

Staff take responsibility for the inhaler and its use. These are stored safely and securely in the emergency medication cupboard in the medical room. The key is readily available at all times.

Protocols

Any child who requires emergency procedures (eg Diazepam, Midazolam, Epipen, Paraldehyde etc.) has an emergency health care plan which is written by their consultant/nurse and agreed by the person with parental responsibility. The plan must be carried with the child at all times.

Suction Machines

Children each carry their own portable suction machine with them at all times, no matter where they may be.

Procedures

Medication must be sent into school with an adult in the prescribed container. The prescription label must be in good condition showing child's name, instructions and expiry date if appropriate. If there is any doubt, school will contact parent/carer by telephone. A consent form/medical update form will be sent home with the child at the beginning of each school year to be completed and returned to school, in addition forms will be given to all new pupils when starting at Sunningdale School. If a child is prescribed short term medication eg antibiotics 4 times a day it can be administered in school when the consent form is completed by the parent/carer. This medication will be returned home on a daily basis with an adult/escort.

Enteral Feeds

For children who require enteral feeds a feeding plan is obtained from the dietician. The feed is sent in either daily or in bulk and kept in accordance with manufacturers instructions. Spare equipment is housed in the medical room.

Housing of Medication

All medication is kept in 2 locked cupboards and a lockable fridge in the medical room. When medication is received into school it is given to school nurse or appropriately trained staff. All medication is returned home at the end of the summer term apart from emergency medication which is kept in school while the child attends the school playscheme. All medication to be handed directly from transport staff/parents to school staff not via the child.

Record Keeping

There is a standard form for the documentation and administering of all medication. A signature (in ink) is always recorded to show that medication has been given. This also applies to non prescribed medication and inhalers.

Emergency Procedure (medical or accidents)

For life threatening and / or severe injury the 'Code Blue Procedure' will be followed (see attached procedure)

For non- life threatening health issues and less severe injuries, School nurse, or the First-aider will be called. Parents will be notified by telephone, letter, or home/school diary, as appropriate.

Emergency Medication to and from school in taxis

All emergency medication carried within home/school transport is transferred adult to adult and is signed for on handover and receipt by each involved party.

First Aiders

There are three officially trained staff paid as First Aiders in school, who will be called upon if a child needs attention.

Miss S Alderson, Miss R Ferris and Mrs. G Wallace.

There are also officially trained Paediatric First Aiders in school, who will be called upon if a child needs attention in Early years and the Pre-School Provision.

Miss Leigh Mapstone, Miss D Lawton, Miss Nicola Waldron, Mrs Z Bulch, Miss Joanne Kennedy, Mrs Rachel Robson & Ms Jacquie Catcheside.

First Aid Boxes

First Aid Boxes are housed in various locations throughout school:

- 1 large - Office.
- 1 small box - Dining hall.
- 1 large and 1 small box - Medical room.
- 1 large box - Technology room.
- 1 small box - Corridor 2 Bathroom.
- 1 small box - in each Mini bus.
- 1 small box - Pre-school

These boxes are checked regularly by Miss Alderson and refilled as necessary.

Out of School Visits

Medication which is required during the trip is carried safely by an adult in a designated bag. The teacher in charge will have located the nearest A & E in the event of an emergency. There is always a trained adult with children who may require emergency medication.