



CONNECTED LEARNING MEDICAL POLICY

Management of Minor Illnesses, Injuries, Specific Medical Problems and the Administration of Medicines

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Each academy school must enter details as relevant to them where indicated in red or elsewhere if required

MEDICAL POLICY

Management of Minor Illnesses, Injuries, Specific Medical Problems and the Administration of Medicines

The Trust has generally adopted the Local Authority Guidelines issued in June 2012 but have several amendments relating to establishment needs which have been supported and agreed by the Board of Trustees.

Reference is made to detailed information produced by North Essex Health Authority, and NAHT.:-

- ◆ "Communicable Diseases in Schools/Nurseries, and centres for the under 5's",
- ◆ The Professional Management Series of documents produced by the NAHT. i.e. Specific Medical Problems, The Administration of Medicines
- ◆ General Health and Safety guidelines
- ◆ DfE Supporting pupils at school with medical conditions

Specific training has been received by staff from specialist nurses re diabetes and anaphylaxis.

Practical Procedures

All members of the teaching and non-teaching staff are aware of the existing medical policy and practical procedures to be followed:-

- ◆ Medical Books are maintained in which details of accidents and illnesses, which may occur during the school day, are recorded, giving details of date, name, time, nature of problem, action taken and initialled by person on duty.
- ◆ A register/folder of specific medical problems/allergies is also regularly up-dated and maintained in the school.
- ◆ Parents are required to fill in an information sheet giving details of specific medical Conditions/allergies and treatments needed.
- ◆ All staff are informed of any children with potentially serious health risks e.g. anaphylaxis, diabetes etc. including details of child concerned and crisis treatment. A separate folder of Individual Care Plans are kept in the school office.
- ◆ All inhalers are kept by the individual children, and responsibility for checking the expiry date rests with the parent/carer.
- ◆ A note is issued, as a matter of course, to parents of all children who receive an injury to the head however slight. If there is concern, the parent/carer will be telephoned immediately.
- ◆ In the event of a serious injury or concern the parent/carer will be notified and if necessary, or if a parent cannot be contacted, an ambulance will be called immediately. An accident form is completed and County notified. If a parent is notified of an injury and advised to take the child to a doctor, this is also recorded in a separate book.

There is one appointed person and other trained first-aiders on site. These staff can be identified by red lanyards worn attached to their identity badges.

A mobile Emergency First Aid Box is situated in the Medical Room. A first aid box is taken by the leader of groups taken on local visits/walks etc.

Procedures for the Administration of Medicines

It is the Trust's policy not to administer, or keep on site, any medicines for behaviour.

In the school it is considered that most children are at a stage when they are able to take responsibility for knowing when medication is required. The medicines must be named, dated and stored in the office/fridge and details recorded in the register of medicine. Prior permission for medicines to be administered by persons other than the parent/carer must be obtained. If parents want the school to administer medication, they have to agree to take full responsibility for the delegation of treatment.

The responsibility for checking expiry dates on any medication that is kept in school on a long-term basis e.g. Epi-pens rest with the parent/carer.