

Medical Needs and First Aid Policy

Date: Summer 2014

Review: 2017

National Context

All schools and all early years settings and their employers are expected to develop policies on managing medicines, and to put in place effective management systems to support individual children with medical needs.

Positive responses by schools and settings to a child's medical needs will not only benefit the child directly, but can also positively influence the attitude of their peers.

School Context

We are committed to providing children with medical needs with as much education as their condition allows. The situations of the children can vary widely but they all have the right to education suited to their age, ability, needs and health at the time. It is important that responsibility for children's safety is clearly defined and that each person involved with children with medical needs is aware of what is expected of them. Close co-operation between schools, parents, health professionals and other agencies will help provide a suitably supportive environment for children with medical needs.

The purpose of this policy is to put into place effective management systems and arrangements to support children with medical needs in our nursery and to provide clear guidance for staff and parents/carers on the administration of medicines. This policy statement must be considered in conjunction with other relevant policies.

Roles and Responsibilities: Nursery School Staff

All members of staff have a duty to maintain professional standards of care and to ensure that children are safe. Our nursery will monitor and review individual needs and administer medicines in order to meet the all round needs of the child. There is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.

In response to Disability Discrimination legislation we will make reasonable adjustments for disabled children, including those with medical needs, and we are planning strategically to improve access over time. We will also make reasonable adjustments to enable children with medical needs to participate fully in all areas of school life including educational visits.

The Headteacher, in consultation with staff, parents/carers, health professionals and the local authority will decide whether our school can assist a child with medical needs. The Headteacher is responsible for:

- Implementing the policy on a daily basis;
- Ensuring that the procedures are understood and implemented;
- Ensuring appropriate training is provided;
- Making sure that there is effective communication with parents/carers, children, staff and all relevant health professionals concerning children's health needs.

Staff, including supply staff, will be informed of any child's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff, parents and children will be informed of the designated person with responsibility for medical care.

Roles and Responsibilities: Parents/Carers

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs
- Provide any medication in a container clearly labelled with the following:
 - The child's name
 - Name of medicine
 - Dose and frequency of medication
 - Any special storage arrangements
 - Collect and dispose of any medications held in school at the end of each term
 - Ensure that medicines have NOT passed the expiry date.

Child Information

At the start of each school year, parents/carers should give the following information about their child's long term medical needs. THE INFORMATION MUST BE UPDATED AS AND WHEN REQUIRED AND AT LEAST ANNUALLY. There is a specific form for parents to complete regarding ongoing medical needs and allergies.

- Details of child's medical needs;
- Medication including any side effects;
- Allergies;
- Name of GP/Consultants;
- Special requirements e.g. dietary needs, pre-activity precautions;
- What to do and who to contact in an emergency;
- Cultural and religious views regarding medical care.

Administering Medication

We expect parents/carers to administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers including written medical authority if the medicine needs to be altered (e.g. crushing of tablets). A **Request to Administer Medication Form** must be completed. Staff members are not legally required to administer medicines or to supervise a child when taking medicine. This is a voluntary role.

The Headteacher will determine if medication is to be administered in school, and by whom, following consultation with staff.

Any member of staff, giving medicine to a child, should check on each occasion;

- Name of child;
- Written instructions provided by the parents/carers or doctor;
- Prescribed dose;
- Expiry date.

Storage

All medicine will be kept locked in the SEN Room. All medicine will be logged onto the schools' file.

Records

Each time medication is given to a child, a member of staff, will complete and sign a Record Sheet. These sheets record the following:

- Name of child;
- Date and time of administration;

- Who supervised the administration;
- Name of medication;
- Dosage;
- A note of any side effects;
- If medicine has been altered for administration (e.g. crushing tablets) and authority for doing so;

Refusing medication

If a child refuses to take their medication, no member of staff will force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal and any action then taken by the staff member will also be recorded.

Training

Training and advice will be accessed from health professions for staff involved in the administration of medicines. Training for all staff will be accessed on a range of medical needs, including any resultant learning needs as and when appropriate.

Health Care Plan

When appropriate a personal Health Care Plan, will be drawn up in consultation with school, parents/carers and health professionals. The Health Care Plan will outline the child's needs and the level of support required in school. Health Care Plans will be reviewed at least annually.

Intimate or Invasive treatment

Intimate or Invasive treatment will only take place at the discretion of the Headteacher with written permission from the parents/carers and only under exceptional circumstances. Two adults must be present for the administration of such treatment. Cases will be agreed and reviewed on an annual basis. All such treatments will be recorded.

Educational Visits

To enable, as far as possible all children to have access to all activities and areas of school life, a risk assessment will be undertaken to ensure the safety of all participants in educational visits. No decision about a child with medical needs attending/ not attending a school visit will be taken without prior consultation with parents/carers.

Emergency Procedures

The Headteacher will ensure that all members of staff are aware of the school's planned emergency procedures in the event of medical needs.

PARENT REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

School cannot give your child medicine unless you complete and sign this form **and** the Headteacher has agreed that school staff can administer the medication.

Personal Details

Name of child:

Contact telephone number 1:

Contact telephone number 2:

Condition or illness:

Medication

Name/ type of medication:(as described on the container):

Any special storage requirements:

Date medication was dispensed by your doctor:

How long will your child take this medication?

Full Directions for Use

Dosage:

Frequency/timing:

Method:

Any particular problems with administration?

Side effects:

Parental Declaration

I will ensure that the appropriate staff members are aware when medicine arrives at nursery. I will complete another form if any of the above information changes.

Signature:

Date:

Relationship to child:

SCHOOL RECORD OF THE ADMINISTRATION OF MEDICINES

Name of Child:

Keyworker Group:

Name of Medication:

Dosage:

Date and time of administration (or refusal):

Administrator:

Alteration to medication (if any):

Side effects (if any):

Signature (of staff member):

First Aid

First aid resources are kept in the Special Needs Room.

Routine First Aid

Staff to support children in establishing independence and self-help after minor bumps and bruises eg encourage child to get up after a tumble

Minor cuts – apply water with gauze

Head bumps – apply ice pack and telephone parents to inform

All minor injuries that have been treated should be entered into the accident book kept with the first aid resources.

Key worker should be informed.

Emergency First Aid

Nearest member of staff goes to child. Another adult sent to nearest adult to find qualified first aider. First aider will treat the child while other adults supervise the other children and ensure a calm atmosphere.

If necessary adult to ring 999 and then the parents. Key worker or office staff to ring parents except in the event of a major incident when the most senior member of staff may take over that role. All children should have at least one emergency contact other than the parent.

If child has fallen badly do not move them. Keep them warm with coats or a blanket and wait for the ambulance.

If hospital treatment required you must fill in an Accident Report form.

First aid courses

At least one member of staff should have a first aid certificate. Each staff member should inform the CPD co-ordinator six months before the expiry of their certificate.

Students and Volunteers

Students may carry our routine first aid.

Volunteers should not carry out first aid.

Designated person: Headteacher

First Aid Checklist

After administering first aid:

Have you informed the key worker?

Have you recorded the incident in the accident book?

Serious injuries – Have you filled in an Accident Report Form

Ordering equipment – Designated Staff Member

Checking equipment weekly – Designated Staff Member

Monitoring first aid book – Headteacher

Listing children with medical needs – SENCO/ Headteacher

Monitoring of safe storage of medicines – Headteacher

Monitoring of Medical Register – Headteacher

Medical Register

Childs Name: _____

Date	Time	Medication	Administered by	Parents Acknowledgement

SCHOOL RECORD OF THE ADMINISTRATION OF MEDICINES

Name of Child:

Keyworker Group:

Name of Medication:

Dosage:

Date and time of administration (or refusal):

Administrator:

Alteration to medication (if any):

Side effects (if any):

Signature (of staff member):