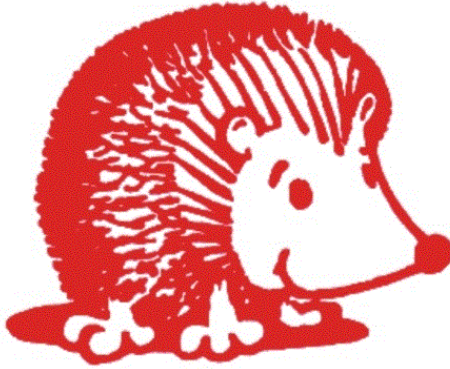


**Le Hérisson School**



## **Medical Room Policy**

**Reviewed by the Proprietor, March 2017**

## **Statement of intent**

At Le Hérisson School we are committed to the care and well being of all our pupils. Children with ongoing medical needs are welcomed to our school. The school acknowledges that many ongoing medical conditions may affect quality of life and have an impact on a child's ability to learn. This policy sets out our procedures and guidelines should a child become unwell or become injured whilst at school. It also sets out our procedures regarding pupils with ongoing medical conditions. The school is informed of medical conditions through admissions procedures, with parents/carers asked to complete a section on the admissions document relating to medical needs. All staff are made aware of any pupil in their care who may need specific medication for a serious medical condition. The admissions secretary takes on this responsibility. Class teachers are responsible for passing this information onto other adults teaching their class, e.g. Supply staff, intervention groups

## **Policy**

Schools must have facilities to allow provision of basic first aid care as well as first aid treatment such as minor cuts, scratches, bruising and for bodily injury.

## **Aims**

We will:

- Provide the appropriate medical care for the individual needs of the child
- Provide a designated medical room
- Ensure trained first aiders and paediatric first aiders are available to support an unwell or injured child
- Record all incidents accurately
- Keep accurate records of all medicines administered by school staff to pupils
- Inform parents as soon as possible should their child become unwell or be hurt at school
- Provide a safe place for medicines to be kept in school
- Keep up to date emergency contact details for every pupil
- Keep records of staff who are first aid trained
- Ensure arrangements are in place for pupils with ongoing medical conditions

## **Medical room**

Facilities for first aid should allow:

- precautions against infection see: Infectious Diseases within our policies
- reassurance and comfort, with a safe level of privacy; dignity; comfort and independence.
- employee and volunteer health, safety and welfare
- associated record keeping in accordance with privacy and confidentiality

## **Supervision**

The first aid room should allow for short-term supervision and the ability to summon further assistance if required.

The level of supervision required in the first aid room varies depending on the case. For example, supervision:

- should be required for a student who has had a blow to the head and is feeling dizzy
- may not be required for a student with a slight headache, who needs a lie down.

## **Visiting health services**

If Le Hérisson has, or expects to have, visiting health care professionals, such as nurses, physiotherapists, etc, our medical room will be available for provision of the health service.

## **Administering Medicines in school**

There is no contractual duty for staff to administer prescription medicines. Staff are not permitted to administer medicines except in a life threatening situation e.g. asthma inhaler, EpiPen. Such medicines will be administered by a qualified first aider. If a first aider is not available, a member of Senior Leader Team (SLT) can take this responsibility.

All medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. They will be kept in the designated places and will be labelled clearly by the parent/carer with; the child's name, the dosage required, the method of administration, time and frequency of administration, any side effects the medication may have and the expiry date.

Children who have a life threatening condition e.g. asthma, diabetes, allergies, are made known to staff and a photograph and brief description of the child's condition will be put on the staffroom notice board and in the medical room.

Should a child need antibiotics we will only administer antibiotics prescribed by a doctor or pharmacist. Over the counter medications will not be administered. All our medication is stored in medicine boxes. One box is designated for medications that need to be kept in the fridge, the other designated for medications that need to be stored at room temperature.

Over the counter, 'non-prescriptive' medicines are not kept by the school and staff are not permitted to administer any medication to pupils that has not been prescribed by a qualified medical practitioner.

## Illness at school

Children becoming unwell during the school day are cared for by the office staff and/or first aider. A designated medical room is available to support the needs of these pupils. Parents/carers will be contacted and asked to take the child home.

Should a parent not be available, the emergency person named on each child's contact details will be contacted. Le Hérisson has a number of trained paediatric first aiders on site during the school day.

## Illness at home

Parents are advised that children who are unwell should not be sent to school. Children need to be well enough to take part in all activities throughout the school day.

The following advice is given with regards to keeping a child at home should the child display the following:

<b>Illness</b>	<b>Keep child at home for:</b>
Sickness and /or diarrhoea	48 hours after symptoms cease
High temperature	24 hours after temperature is normal
Chickenpox	6 days from onset of rash
German measles	6 days from onset of rash
Measles	6 days from onset of rash

*Please see appendix for list*

## Injured children

Should a child have an accident at school a first aider will assess the situation. Appropriate first aid will be administered. Should the injury be deemed severe the child may be taken to hospital or an ambulance called. Parents will be informed of the actions taken by the school as soon as possible.

A child with a minor injury will be cared for by staff. Details of injuries are recorded in the accident book and held in office. If a child has an injury to their head, it is school policy that parents are informed, even if the child is well enough to stay in school.

## Staff responsibilities

The class teacher will send any child displaying symptoms of being unwell to the office. The child will be assessed by a qualified first aider and either asked either to return to class or parents will be contacted to take the child home.

Staff will promote hygienic practices within their classrooms to reduce the spread of infection e.g. tummy bugs/coughs.

All head injuries will be reported to the first aiders in the school office.

## **Training**

Training will be provided of a suitable standard for staff to ensure they are competent to administer medicines safely.

Le Hérisson has designated members of staff who are EpiPen trained. Their training includes a description of the symptoms of anaphylaxis and the procedure to follow in the event of an emergency. Anaphylaxis awareness training sessions is cascaded throughout the school by these members of staff to ensure that everyone in the setting is aware of the signs and symptoms of anaphylaxis. Other specific training will be undertaken by staff should the need arise e.g. Insulin, Diazepam First aid training is available through the school for staff willing to take on this responsibility (subject to need) Paediatric first aid training is also available. The school keeps a record of those trained and this is displayed clearly throughout the school.

## **Ongoing medical needs**

Children and young people with temporary or recurring medical or mental health needs are valued as full and participating members of the school community. The staff will ensure that such children are supported through their period of absence from school and sensitively re-integrated once they are well enough to attend. The school will take an active and continuing role in the educational, social and emotional progress of any child absent for prolonged periods of time due to illness. The school will work in partnership with parents to ensure the best possible outcomes and a return to school as soon as possible.

Children with a medical condition may be considered disabled and should this be the case all statutory requirements will be met (Equality act 2010).

For any pupil with an ongoing medical condition the Inclusion manager will create an Individual Healthcare Plan and share this with parents/carers. This plan will be reviewed regularly and at least annually.

The Inclusion manager will ensure that sufficient staff have received suitable training and are competent and confident to take responsibility to support a child with medical conditions. This includes administering prescription medicines.

Medication for a child with medical condition will be kept secure in dedicated medical room. It will be clearly labelled with the child's name and dosage required. Records will be kept if medication is administered.

Should there be cause for complaint regarding the care of a child with medical needs the school complaints policy will be adhered to.

## **Concluding statement**

Le Hérisson will remain vigilant regarding pupils becoming unwell at school.

All activities will be risk assessed to minimise the chance of any accidents resulting in injury.

Pupils with medical conditions will be supported to enable them to have full access to education including trips and physical education.

All pupils requiring medical attention will be treated fairly in accordance with our equal opportunities policy.

All staff will treat any severe allergic reaction competently and we endeavour to minimise the risk of allergic reactions for all children.

**Written :November 2016**

**Review Date : March 2018**

## Appendix

### Périodes d'exclusion pour les maladies courantes et infectieuses

#### Exclusion Periods For Common Infectious Illnesses

MALADIE ILLNESS	PÉRIODE D'INCUBATION INCUBATION PERIOD	PÉRIODE INFECTIEUSE INFECTIOUS PERIOD	PÉRIODE D'EXCLUSION EXCLUSION PERIOD
<b>Varicelle</b> Chicken Pox	13 - 17 <b>journées</b> /days	<b>1 à 2 jours avant l'apparition d'une éruption cutanée jusqu'à ce que tout les boutons soient recouverts d'une croûte (généralement 5-7 jours)</b> 1 - 2 days before rash appears until all spots scabbed over (usually 5-7 days)	<b>Lorsque tous les boutons aient formé une croûte</b> When all spots are scabbed over (minimum of 5 days from rash)
<b>Conjonctivite</b> Conjunctivitis	12 <b>heures</b> /hours to 3 <b>journées</b> /days	<b>Tant que les symptômes sont présents</b> As long as symptoms are present	<b>Aucune exclusion pour les cas légers, les cas plus graves seront exclus jusqu'à autorisation médicale</b> No exclusion for mild cases, more severe cases will be excluded until discharge is controlled
<b>Gastro-entérite/ Diarrhée et vomissements</b> Gastroenteritis/ Diarrhoea & vomiting	<b>De quelques heures à quelques jours</b> A few hours to a few days	<b>Pas toujours infectieux</b> Not always infectious	<b>Jusqu'à l'absence de symptômes pendant 48 heures</b> Until free of symptoms for 48 hours
<b>Mains, pieds et maladie de la bouche</b> Hand, foot & mouth disease	3 - 5 <b>journées</b> /days	4 - 6 <b>journées</b> /days	<b>Jusqu'à ce que les cloques aient disparu (habituellement 4-6 jours)</b> Until the blisters have cleared (usually 4-6 days)
<b>Impétigo</b> Impetigo	4 - 10 <b>journées</b> /days	<b>Apparition de plaques et/ou boutons purulents</b> While the spots are discharging pus	<b>Une fois que les lésions aient cicatrisé ou guéri</b> Once the lesions have crusted or healed
<b>Bouton de fièvre</b> Cold Sores	2 - 12 <b>journées</b> /days	<b>Présence du bouton de fièvre</b> While 'active' cold sore is present	<b>Jusqu'à ce que les plaies et boutons de fièvre aient complètement séché</b> Until sores have completely dried