

Compassion – Courage – Hope – Integrity – Justice
Respect – Responsibility - Wisdom



Herne Bay Junior School

Healthcare Policy

Policy Agreed: Sept 2016

Review Date: Sept 2017

**Herne Bay Junior School
Healthcare Policy incorporating**

- Procedures for administering First Aid
- Procedures for administering Medicines in school
- Pupil Health Care Plan

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1. Policy and Procedures for Administering Medicines in School

There is no legal duty that requires the school to administer medicines. However this school would like to help parents and pupils whenever it can. As a result this policy will cover the following.

- Procedures for managing prescription medicine which need to be taken during the school day.
- A clear statement on the roles and responsibility of staff managing the administration of medicines
- A clear statement on parental responsibilities in respect of their child's medical needs
- A need for prior written agreement from parents for any medicines to be given to a child.
- The circumstances in which children may take any non prescription medicines
- The policy on assisting children with long term or complex medical needs
- Policy on children taking and carrying their medicine themselves
- Staff training in dealing with medical needs
- Record keeping
- Safe storage of medicines
- Risk Assessment and Management procedures

1.1 Prescribed Medicines

Medicines will only be taken to school when essential; that is where it would be detrimental to a child's health, if the medicine were not administered during the school day. School will only accept medicines that have been prescribed by a doctor, nurse, dentist or pharmacist prescriber. The medicines will be provided in the original container as dispensed by a pharmacist and include the prescriber's instruction for administration. Where appropriate medicines should be prescribed in dose frequencies which enable them to be taken outside of the school hours. It should therefore be only necessary for one dose to be administered in school.

1.2 Non prescription medicines

Non prescription medicines will not be administered to a child unless there is specific written permission from the parents. A child will never be given aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

1.3 Long term medical needs

The school must receive sufficient information about the medical condition of any child with long term medical needs. It may be necessary to develop a health care plan for children with long term medical needs, involving the parents and relevant health professionals. This plan should include

- Details of the child's condition
- Special requirements e.g. dietary needs
- Side effects of the medicines

- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role the staff can play

1.4 Administering Medicines

No medicine will be administered without parental consent. The person responsible for giving medicines will check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

If the person responsible has any concerns relating to administering medicine to a particular child, the issue must be discussed with the parent. Written records must be kept for each time medicines are given. Parents will be obliged to complete an agreement (See Appendix 1) and a record of medicine administered will be kept at the school (See Appendix 8)

1.5 Self Management

Older children should be encouraged to participate in decisions about their medicine and to take their responsibility. If children can take their medicine themselves, staff may only need to supervise. No medicine will be carried by the child with the exception of inhalers which are needed immediately

1.6 Refusing medicines

If a child refused to take medicine, staff should not force them to do so but should note this in the records and follow agreed procedures. Procedures are to inform parents immediately.

1.7 Record Keeping

The person responsible for administering the medicine will check the written details include

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Side effects
- Expiry date

1.8 Educational Visits

Only regular prescribed medicines will be taken on educational visits. Teacher in charge of trip will administer medication in conjunction with signed medication form.

1.9 Sporting Activities

Any restrictions on a child's ability to participate in P.E. will be recorded in a child's individual health care plan.

1.10 Dealing with medicines safely

Medicine will be stored strictly in accordance with proper instructions and in the original container in which dispensed. The person responsible for administering the medicine will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. The medicines will be kept safe in a lockable store. Emergency medicines such as asthma inhalers and adrenaline pens should be readily available for children and will not be locked away. Children will be encouraged to carry their own inhalers. Medicines that need to be refrigerated will be kept in an air tight container and clearly labelled and placed in the staffroom fridge.

Parents/Carers are responsible for the expiry date of all medication held by the school and will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication (if allowed by the prescription) or if the medicine is stopped before required date.

Any medication not collected 2 weeks after final dosage will be returned to a pharmacy by the school for safe disposal. Staff administering medicines have access to disposable gloves.

2. Health Care Plan

Drawing up a Health Care Plan

2.1 Purpose of the Health Care Plan.

The main purpose of a health care plan for a child with medical needs is to identify the level of support that is needed. A short written agreement will be required from parents (See Appendix 2)

Staff will agree with parents how often they should jointly review the health care plan. Normally this would occur once a year, however, much depends of the nature of the child's particular needs.

Contributors to the health care plan may include:

- The headteacher and the special needs co-ordinator
- The parent or carer
- Child (if appropriate)
- Teaching assistant (if applicable)
- Staff who are trained to administer the medicines
- Staff who are trained in emergency procedures.

The person responsible for co-ordinating the health care plan will be the Health Care Co-ordinator responsible for health in the school. A Health Care Plan (See Appendix 2) will be completed.

2.2 Staff training

Staff will not give medicines such as an EpiPen or Insulin without appropriate training from health professionals.

2.3 Confidentiality

The headteacher and staff will always treat medical information confidentially. The special needs co-ordinator the headteacher and deputies, together with the person responsible for administering medicines, may have access to records and other information about a child's health.

2.4 Pupils with medical needs but not requiring a health care plan

The Health Care Co-ordinator will compile a list of all those pupils requiring minor medical needs. For example, infrequent asthmatics, allergies, eczema. This list will be distributed to staff and a copy retained in the office.

3. Emergency procedures and first aid

At least 1 member of staff per 100 persons in the school (staff and pupils) will have received First Aid training; 3 day course leading to the qualification First Aid at Work.

Injuries to the head should be examined carefully and a parent informed if necessary. A 'head bump' letter should be sent home with the child.

All injuries will be recorded and parents informed by telephone if necessary.

All staff will be aware of emergency procedures. Children should be told what to do in the event of an emergency. Staff should not hesitate to call an ambulance. The first aiders at work and the head teacher or deputy should be informed immediately in the event of an emergency.

Parents should be informed immediately. In the event of a parent being unavailable, a member of staff should accompany the child to hospital.

Staff should never take a child to hospital in their own car.

Procedures will follow '**Guidance on First Aid for Schools' DFES attached**

Contacting emergency services (See Appendix 4)

The person responsible for administering medicines and conducting first aid has the following job description:

- To meet the requirements of the school Health Care Policy.
- To compile details of children with medical needs, with the assistance of the Assistant Headteacher
- To administer medicines in line with procedures set out in the Health Care policy.
- To undertake first aid duties at morning break and lunchtimes.
- To maintain training levels to 'First Aider at Work' level (Three day course.)
- Responsible to the Assistant Headteacher and Headteacher.

Appendix 1

HERNE BAY JUNIOR SCHOOL

PARENTAL AGREEMENT FOR SCHOOL/SETTING TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form . All medicines must be in the original container as dispensed by a pharmacist and include the prescriber’s instruction for administration. A child will never be given aspirin or medicines containing Ibuprofen unless prescribed by a doctor. The school has a policy that staff can administer medicine during either morning or lunch break only. Any medication not collected 2 weeks after final dosage will be disposed of by the school.

DATE

CHILDS NAME

GROUP/CLASS

CONDITION OF ILLNESS

NAME AND
STRENGTH
OF MEDICINE

HOW MANY DAYS?

HOW MUCH TO
GIVE (i.e. Dosage)

WHEN TO BE GIVEN

ANY OTHER INSTRUCTIONS

NUMBER OF TABLETS TO
BE GIVEN

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I am responsible for the expiry date of all medication held by the school and will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped before the required date.

PARENT SIGNATURE

PRINT NAME

DATE

Appendix 2

HERNE BAY JUNIOR SCHOOL
INDIVIDUAL HEALTH CARE PLAN

Child's Name	Class
Date of Birth	
Child's Address	
Medical Diagnosis or condition	
FAMILY CONTACT INFORMATION	
Name	
Phone Number (work)	
Phone Number (home)	
Phone Number (mobile)	
CLINIC/HOSPITAL CONTACT	
Name	
Phone Number	
G.P.	
Name	
Phone Number	

Describe Medical needs and give details of child's symptoms (inc. daily requirements, eg before sport/at lunchtime)

Describe what constitutes an emergency for the child

Procedure/Action to take in an emergency (including any follow-up care)

- Details of any possible side affects as a result of administering emergency medication and what to do if they occur.
- Details of where medication is stored

Details of advice received by staff members from Primary Care Trust on administering medication

Who coordinates in an emergency

State if procedures different for off-site activities

Form copied to

AGREED AND SIGNED

Parents:

Signed:

Date:

Appendix 4
Contacting Emergency Services

Emergency services	Dial 999, ask for ambulance and be ready with following information
Your telephone no:	374608 Bay Centre: 07843 107112
Your location	Herne Bay Junior School, Kings Road
Postcode	CT6 5DA
Give exact location in the school	
Give your name	
Give name of child and brief description of child's symptoms	
Inform Ambulance Control of the best entrance and state that the crew will be met and taken to ...	

