

# Edward Peake C of E (VC) Middle School

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## Appendix F (Health & Safety Policy)

### Medical Policy

#### Policy Statement

This school will endeavour to ensure that any illness or injury is dealt with effectively in all educational settings.

For Pupils with serious, chronic or life threatening medical conditions please refer to the Supporting Pupils with Medical Conditions Policy for further information.

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#### Organisation

All staff are offered emergency first aid training and the school will ensure that there are at least three qualified first aiders on the staff who have undertaken the relevant course to gain their certificates and will update their training as required (3 yearly).

The named person for overseeing procedures and policies relating to medicines, medical conditions and first aid will be the Health & Safety Officer who should be informed of all medical needs involving pupils.

The named person for administering prescribed medication is Mrs Julie Carles.

First Aid Equipment:

First aid kits are stored in key areas around the school including all specialist areas such as the Science Labs, Design Technology and the PE Office.

Emergency first aid kits are available for use during off-site visits.

A medical room adjacent to the main school office is available to treat minor injuries and illness.

## **Procedures for pupils who are unwell before coming to school**

In general, pupils who are unwell should not come to school. They are unlikely to be able to concentrate on their work and may make their illness worse through over-exertion.

Similarly, pupils who have had sickness or diarrhoea overnight should not return to school for 48 hours after the last occurrence in order to reduce the chance of transmitting infections.

Pupils with injuries or non-infectious conditions may return to school as soon as they are fit enough to cope and it is this group who are most likely to require medicines to be administered, or to be supervised in the taking or use of them.

## **The Administration of Short Term Medicines**

Staff can only administer the following:

- antibiotics which are needed four times daily

Staff can oversee pupils taking or using:

- prescribed creams
- prescribed eye-drops

**All other medicines must be administered in person by the parent/carer.**

## **General principles**

The School accepts no legal responsibility for administering or overseeing pupils taking the medicines detailed above during the school day. Permitted medicines will only be administered or supervised when a parent or carer has signed a School Medicine Record indemnifying the school from responsibility. This must be completed for each separate course of medication. No permitted medicine will be administered until the form is completed and signed by the parent/carer.

Only medicines prescribed for pupils by healthcare professionals will be administered. No over-the-counter medicines or pain-killers will be administered.

Pupils taking antibiotics three times a day should take them before school, after school and last thing at night. If a pupil is taking four doses a day, the school will agree to administer a single dose. This must be agreed in writing with the parents/carers.

Designated staff responsible for administering medicines will make reasonable efforts to ensure pupils take medication, but responsibility remains that of the pupil and the parents/carers.

A register of administration will be kept in the main school office and signed by the administering/supervising staff.

All medicines are stored safely and securely in the medicines drawer in the main office or the office fridge if required to be stored at a controlled temperature.

In the absence of Mrs Carles the Headteacher is responsible for designating a member of staff who has volunteered to administer prescribed medicines. This member of staff should have proper training and guidance in the administration of medicines.

All medication to be administered in school must be supplied in the container issued by the medical practitioner, clearly labelled with the following information:

*Name of pupil*  
*Name of medication*  
*Dose of drug*  
*Frequency of medication*  
*Expiry date*  
*Any other instructions, i.e. storage etc.*

It is the responsibility of the parent/carer and pupil to ensure medicine is taken home at the end of the school day.

### **Off-Site Visits**

Additional safety measures need to be taken for off-site visits. A trained First Aider will be available during all off-site visits and a responsible adult will be in charge of all pupil medication and their administration.

A record will be kept of all medication administered to pupils during the visit.

### **Procedures for pupils who become unwell or are injured while in school**

Illness:

If a pupil feels unwell in class, the member of staff should be the one to take the decision on whether to send the pupil to the main school office. In general, only pupils whose condition is likely to deteriorate significantly during the lesson should be sent to the office.

Injuries:

All injured pupils should be seen by a trained first aider. These staff will attend to the pupils' needs. Any accidents in class involving injury should be recorded by the member of staff witnessing or the first aider dealing with the incident on same day.

All significant injuries should be recorded in the accident log by first aider dealing with the incident. Office staff will advise on completion of the accident log.

The Headteacher will countersign the log at the first possible opportunity.

Treatment:

#### 1. Cuts/grazes

All open cuts should be covered after they have been cleaned with appropriate equipment. Pupils should always be asked if they can wear plasters BEFORE one is applied. Pupils who are allergic to plasters will be given an alternative dressing.

Anyone treating an injury which involves heavy bleeding should wear gloves. All blood waste should be handled with care and disposed of in the bin situated in the medical room.

#### 2. Head Injuries:

Any injury to the head, no matter how minor should be treated as potentially serious. Staff will be informed and pupils will be monitored closely. Should a pupil begin to feel unwell as a result of a head injury they should be reassessed by a trained first aider immediately.

All minor injuries should be recorded in the accident book and a copy sent home to parents/carers detailing the time and nature of the incident as well as the treatment administered.

The attending first aider will make the decision as to whether a pupil should be sent home due to illness or minor injury. Parents/carers will be contacted in this event and arrangements made.

### **Serious Injury/Illness**

For all serious injuries, such as bumps to the head, the parent/carer will be informed by a phone call. The decision on what to do next can then be decided. With all serious injuries a formal accident report will be completed and a copy sent home with the pupil.

In the event of a serious injury/illness the emergency services will be called. Responsibility for care will be transferred from the attending first aider to a trained healthcare professional as soon as possible.

Parents/carers will be informed immediately where an illness or injury is deemed serious.

A member of staff (preferably the first aider attending) will accompany a pupil to hospital and remain with the pupil until a parent or carer arrives.

### **Temporary Impaired Mobility**

Pupils who have sustained an injury or have a temporary medical condition that requires the assistance of crutches or impairs mobility will be risk assessed on the first day of returning to school by the Health and Safety Officer.

A PEEP (Personal Emergency Evacuation Plan) will be completed by the Health and Safety Officer and reviewed weekly. The aim of a PEEP is to provide pupils who cannot get themselves out of a building unaided, with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.

Pupils will be reassessed regularly and control measures reviewed until such time as their mobility has fully returned.

Parents of pupils on crutches are required to provide evidence that crutches have been provided by a healthcare professional and as such the pupil has been trained in their use.

Control measures and procedures will be put into place to enable the pupil to attend timetabled lessons safely. Where this is not possible the pupil will be supervised by a member of staff in an appropriate environment.

If it is judged that the pupil's mobility poses a high risk, even with control measures in place, to themselves or others, parents will be consulted and may be asked to keep the pupil at home to recover sufficiently that the risk is reduced to an acceptable level.

The governing body should ensure parents/carers are aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their pupil.

This policy will be reviewed annually alongside the Supporting Pupils with Medical Conditions Policy.

Signed \_\_\_\_\_ Chair of Governors

Date approved November 2017

Review date November 2019