

Oakwood School and Assessment Centre

Medical policy

Aim

Our aim is to ensure that pupils with medical needs receive proper care and support at school and to enable parents, pupils and staff to feel confident that the pupil is able to participate as far as possible in school life.

General

Parents or guardians have the prime responsibility for their child's health and should provide school with information about their child's medical condition. The parent/guardian should obtain additional details from their child's GP or Paediatrician when needed.

It is the parent's responsibility to keep their child at home when they are acutely unwell, have a temperature or an infectious illness.

There may be times when a pupil has a medical condition that may affect their participation in school activities, these pupils are regarded as having **Short Term Medical Needs** and will be dealt with on an individual basis according to their condition, health and safety aspects and the ability of the classroom to manage their temporary needs. In instances when a pupil's medical condition has changed the principal in consultation with medical personnel will determine if the school is able to accommodate the pupil in a safe and fruitful way before their return to school.

Some of the pupils at Oakwood School have ongoing medical needs that if not managed in school could limit their access to education. These pupils are regarded as having **Long Term Medical Needs**. Supporting pupils with long term medical needs in school is the responsibility of the class teacher, who will with the advice support and guidance of the school nurse / GP / Paediatrician write a **Medical Protocol**.

Responsibilities

The EABR Transport department will ensure that:

- Drivers and escorts are informed of any pupils with medical needs travelling in their vehicle.
- Drivers and / or escorts have received basic first aid training.
- Drivers and escorts have a copy of the individual medical protocol for pupils with life threatening conditions or that have medical needs that may require an emergency response who are travelling in their vehicles.
- Drivers and escorts are trained, supported and fully informed of the procedures and protocols to follow in an emergency.

Oakwood School and Assessment Medical Policy May 2012 Reviewed March 2018

The Governors at Oakwood School will:

Review the school's medical policy which will include guidelines on the administration of medicines, assisting with medical procedures and supporting pupils with long term medical needs.

The Principal will:

Implement effective management procedures to manage individual children's medical needs.

Ensure that staff are trained to support pupils with medical needs.

Ensure that staff are informed about the action to take in the event of a medical emergency.

Ensure that the school adheres to DENI policy and guidance. Review and update medical policy in line with any changes in policy and guidance.

Ensure that all parents / guardians new and existing are aware of the school's policy / procedures.

Medical Protocols

All pupils with long term medical conditions which require medical intervention or medication either regularly in school or for medical emergencies will have a **Medical Protocol**.

A medical protocol will be written after consultation with parents/ guardians and relevant health professionals and in accordance with the written instructions issued by the pupils' paediatrician / GP.

Medical Protocols will include:

Details of the pupil's condition.

Special requirements.

Medication and any side effects.

What constitutes an emergency.

What to do and who to contact in an emergency.

What **not to do** in an emergency.

Procedures to be followed for transport and outings.

Information sharing and record keeping.

The role of staff.

Medical Protocols will be reviewed at annual review meetings and updated as required. It is the responsibility of the class teacher with advice, support and guidance from the school nurse to write the medical protocol and identify any training needs. A medical protocol is only validated when signed by the parents / guardians. Oakwood School and Assessment Medical Policy May 2012 Reviewed March 2018

Medication:

Non Prescription Medication

School staff should never give a non prescribed medicine to a pupil.

Short Term Medical Needs

Many pupils may need to take medication during the school day at some time during their time in school. However, medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

Prescribed Medicines

Only medicines that have been prescribed by a doctor, dentist or nurse prescriber will be accepted. The medicine should always be provided in the original container and include the prescribed instructions for administration. School will not accept medicines that have been taken out of the original container or make changes to doses.

Long Term Medical Needs

The school will need to know about any medical needs before a pupil starts school or when they develop a condition.

If a pupil's medical needs change during the school year it is the parents/guardians responsibility to inform the school and the class teacher's responsibility to ensure the medical protocols are updated.

The Administration of Medication

Medication should only be given to a named child. Pupils must not be given medication which was prescribed for another pupil. Parents / guardians are responsible for ensuring that there is sufficient medication to be used in school and that the medication has not passed its expiry date. Where there is any doubt about the correct dosage to be administered, advice must be taken from the child's GP or Paediatrician before the medicine is administered.

The school nurse is the only person who should administer medicine.

When administering medication, the nurse must complete and sign a record of administration. Oakwood School and Assessment Medical Policy May 2012 Reviewed March 2018

Refusing Medication

If a pupil refuses their medication they should not be forced to do so and a note made in the record of administration. The parents / guardians should be informed on the same day.

Record Keeping

Parents/guardians are responsible for supplying information about the medication and informing the school about any changes.

Medicines should always be supplied in the original container and should include the following information;

- Expiry date
- Name of pupil
- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Any side effects

If an emergency has arisen and medication given parents/guardians should be informed immediately.

Records must be kept of all medicines administered.

If a medical consent form has not been completed and a pupil arrives at school with prescribed medication, with written authorization in the pupil's home / school diary, then the medication may be administered for **one day only**.

Thereafter a medical consent form must be completed.

A patient group directive has been set up to allow the school nurse administer paracetamol to those for whom written consent has been given.

Transport and Storage of Medicine

All medication should be given to the transport escort to hand over to the class teacher on arrival at school, and the process reversed for returning home. No pupil should carry medication to and from school.

Storage of Medication

School will not store large amounts of medication. The nurse is responsible for ensuring that all medication is correctly stored under lock and key.

Disposal of Medication Oakwood School and Assessment Medical Policy May 2012

Reviewed March 2018

Parents/ guardians are responsible for the disposal of medication, any unused or date expired medication should be returned the parent / guardian. Sharp boxes are provided for the disposal of needles.

Educational Visits

On educational visits pupils who have medical conditions which require emergency medication should always be supervised by a nominated member of staff. Pupils medical consent forms and protocols should be brought on all outings.

Pupils with medication needs and the person responsible should be noted on the risk assessment form.

Emergency Procedures

In the event of an accident the school nurse should be called and the accident reported to the health and safety officer. If the accident or emergency requires further action, then the principal or vice principal should be informed.

The class teacher is responsible for ensuring that parents have been informed.

The nurse is responsible for ensuring that an ambulance has been called. The medical protocol for the child should accompany the child to hospital. A member of staff will always accompany a pupil to hospital by ambulance and should stay until the parent / guardian arrives.

Confidentiality

All medical information should be treated as confidential by the principal and school staff.

Indemnity

Staff who assist with the administration of medical procedures to a pupil in accordance with the procedures detailed within this policy and guidance are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that staff follow the procedures detailed here. The indemnity will not be given in cases of fraud, dishonesty, or criminal offence. In the most unlikely event of any civil action for damages being taken against you, the EABR will accept responsibility in accordance with the indemnity. Any member of staff will be fully supported throughout the process should an allegation be made or accident occur.

Training

There is no obligation for staff to administer medical procedures. This is a voluntary, additional role that may be taken on by staff. Where staff choose to take on this responsibility, it is essential that they are appropriately trained.

Oakwood School and Assessment Medical Policy May 2012 Reviewed March 2018

All staff responsible for administering more invasive medical procedures should be trained by a nurse. All staff who are willing to take responsibility for administering medical procedures, emergency medication or epipens must be trained annually for named children.

A nominated member of staff is responsible for keeping a record of training. Staffs are also responsible for keeping a record of their own training.

Staff Medication / Medical Needs

Staffs' own medication should be stored in a secure place not accessible to pupils. Staff with medical conditions which could give rise to a medical emergency are advised to write their own medical protocol which should include an emergency contact number.

Approved by Governors

A handwritten signature in black ink, appearing to read 'J. Quinn', with a horizontal line underneath it.

Chair of Governors

Oakwood School & Assessment Centre

Child Health & First Aid Policy

As classroom staff are the main carers of the children during school hours the school nurse relies on them to inform her of any changes in a child's daily health. Classroom staff know each child individually and as part of their duties includes toileting the children, they are able to observe each child for rashes or other skin conditions.

If a member of staff is concerned about a child's health they should contact the child's parents / carers and ask them to collect the child as soon as possible and if necessary, contact their GP. If a child or member of staff is injured in class they should contact a member of the school first aid team immediately. This team is made up of qualified first aid practitioners and consists of Tish McCann, Tom Ferran and Mandy Draper A member of the classroom staff should stay with the child to help and comfort them.

A first aid kit and defibrillator is kept in a clearly marked cupboard in the Preschool room, the first aid staff are trained in its use.

The classroom staff are also aware of any conditions a child might have, eg epilepsy or asthma and what to observe for, eg seizures, and are aware of how to manage each child. These children are on the nurse's official case load and she should be contacted for additional medical help. They also help to keep accurate records of happenings such as seizures to aid both the parents and medical staff in treating each child.

The school nurse is not employed to advise on a child's daily health although she is available to advise and support classroom staff in the writing of a child's medical protocol.

It is the responsibility of the school nurse to store and administer all medication and to deal with emergency medical issues.

The school nurse remains responsible for ensuring that school staff are aware of training and support that may be required for individual children.

Administration and storage of medicines.

Organisation of prescriptions, liaison with GP/community paediatrician re medication

Medication stored to be sent home/Forest Lodge – responsibility of teacher to collect

Nursing Procedures.

- setting up and administration of enteral feeds including passing/changing of NG/peg tubes
- administration of Oxygen
- administration of nebulisers
- use of suctioning equipment
- intermittent urinary catheterisation
- tracheotomy care

Epilepsy aid to those pupils who have a severe or prolonged seizure

Administration of rectal diazepam Amended August 2020

Advise and when necessary teach staff re medical conditions and nursing procedures
Organise and supervise school medicals
Complete and update nursing careplans on all pupils with a medical condition requiring nursing intervention in school
Hold medical records
Liaise with parents - advice
information
medication
equipment
Liaise with members of multi-disciplinary team
Attend school reviews when appropriate
Attend case conferences when appropriate
Maintain confidentiality
Adhere to Trust Policies and Procedures

Amendments for the period of COVID 19 Protocols

- No pupil or staff may attend school if they are unwell, have a high temperature, a new continuous cough or loss of taste or smell. They should contact their GP or the PHA and follow their advice.

- No child who presents with any form of illness should be referred to the nurse but rather the Principal, VP or senior teacher should be contacted.

- If a child becomes symptomatic of COVID 19 while at school that child must be isolated in the assembly hall and accompanied by a member of staff in full PPE. The principal, VP or senior teacher must be informed and they will then initiate the correct procedures.

- Should a staff member become symptomatic whilst at school they should go home immediately and follow the PHA guidance for households with possible coronavirus infections. They must also inform the principal, VP or senior teacher.

- Persons showing symptoms of COVID 19 are advised to arrange a COVID 19 test and to self-isolate.

- Staff are reminded that the best defence against COVID 19 is to maintain social distance, wash or sanitise hands frequently and to wear a face covering.

- All staff are encouraged to download the Stop COVIDNI app. So as to allow contact tracing.



Chair of Governors

Oakwood School & Assessment Centre

Policy on Staff & Pupil Sickness

- It is the policy of Oakwood School that staff and children with infectious illnesses such as vomiting, diarrhoea, chest or throat infections and other common childhood illnesses do not remain in school during the infectious period and remain at home for a minimum of 24 hours after their last bout of illness.

- If a child becomes unwell during the school day, the class teacher or school nurse will contact the parents to advise that the child should be sent home. The teacher will also inform the Principal or Vice-Principal.

- The Senior Management Team advise that teachers, acting in loco parentis, can make informed decisions about minor ailments and can act accordingly.
- Administration of prescribed drugs will only be carried out by the nurse.

- All medical procedures such as suction, tube feeding and catheters will be the responsibility of the nurse or the designated and named Classroom Assistant (ASEN).

- If, in the opinion of the nurse, a child requires hospitalisation the parents will be notified by the Principal, or Vice-Principal. The parents will be asked to meet the child either at the hospital or at school.

To be read alongside the School Medical Policy Amendments for the period of COVID 19 Protocols

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Appendix 1 guidance on when to keep a child at home attached Amended August 2020

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A handwritten signature in blue ink, appearing to read 'G. M. White', is written over a light blue grid background.

Chair of Governors