



Shawlands Primary School Policy

**Accident, Illness and Medicines Policy
REVIEWED EVERY THREE YEARS**

Reviewed and Updated: Summer 2018

Updated by D Thompson on: 9th May 2018.

Signed.....

Approved by the Governing Body on:

Signed.....



ACCIDENT AND ILLNESS POLICY

This policy links with the document “Managing Medical Needs and Infection Control in School and Child Care Settings” written using BMBC guidance.

Injury

Any child who has an injury must be treated by a member of staff with First Aid experience and relevant, up-to-date training. Cuts and grazes should be cleaned with warm water and staff **must** wear protective gloves for this purpose. Minor grazes should be left uncovered. More serious grazes may, at the discretion of the teacher, be covered with a bandage. Cuts may be covered with a low adherent dressing micro porous tape if it is felt that there is a danger of infection entering an open wound. This is applicable in cases of injury when out on visits, when a cut or graze may be cleaned with an antiseptic wipe. Care must be taken that a child has no allergy to plasters in these circumstances. No creams or ointments should be applied as medical permission is and documentation is required.

If a child has a bruise, this should be treated with a cold compress, which should be changed regularly and kept clean.

All injuries must be recorded on the **HS2 (P) forms stored in the blue ring binder in the medical room** and, when deemed appropriate, parents informed verbally or in writing. If a child is marked or has a serious injury then parents should be contacted before collection from school.

Serious accidents are those which, in the opinion of a Senior Leader, require hospital treatment. In the case of these accidents parents will be contacted immediately and will be advised to take the child to hospital. Serious accidents must be recorded on the **blue HS2 (NE) form**. All accident reporting stationery is stored in the Medical Room. If parents cannot be contacted in good time or school has concerns about the safety of a child then the school has the right to act in loco parentis and seek medical advice and attention in the role as primary carer at the scene. Wherever possible a senior member of staff should make the final decision about such matters.

Illness

If a child is genuinely ill parents are asked to inform the School Office of that illness on the first day of absence before the start of the school day. Parents are asked to obtain a doctor's advice on the amount of time a child should be absent from school and children should come back to school when they do not present a risk to the health of other pupils. Following general illnesses or sickness we advise that children return once their symptoms have ceased although we always consult the latest medical advice especially in cases of contagious illnesses.

School attendance is a key factor in children making good progress so they should be in school as much as possible. If you are unsure of they are well to attend please bring them along and inform the teacher of your concerns and we will monitor them and contact you if we are concerned.

Medicines in School

Parents are asked to inform the school of any allergies a child may have immediately.

Where appropriate, the school devises care plans for all pupils with additional medical needs or supervision.

Medicines may be brought from home by an adult for their child. Parents should note that:

- No member of staff can be required to administer any medicines which have been brought from home by a child. Members of staff who have volunteered/received training, are listed in the locked cupboard in the medical room, and will administer medicines brought into school.
- Parents will be required to complete **form AM 1** available from the filing cabinet in the school office which is a request for school to administer a prescribed medicine. This is limited to oral medicines prescribed for 4 doses per day.
- Where a medicine is ongoing, or needed as and when required, the parent must complete **form AM 1**. School will make a note of when the medicines are administered.
- Where a parent requests that their child may self-administer medicines the **form AM2** needs to be completed by the parent.
- **Completed AM 1 and AM2 forms** are stored in the large black file stored in the locked cupboard in the Medical Room labelled "**Parental Forms for Prescribed Medicines**"

Please note that:-

- All doses given must be entered on **form AM 1 and 2** which are kept with the medicine and then stored, once completed, in the in the large black file labelled "**Parental Forms for Prescribed Medicines**" stored in the locked cupboard in the Medical Room. It is the child's responsibility to come for the dose of medicine at the required time.
- Medicines must be stored in the locked fridge in the Medical Room.
- It is a parent's responsibility to ensure that medicines are taken home at night, to keep medicines such as inhalers up to date, and to dispose of out of date medicines.

All BMBC policies and procedures supporting children with medical needs are located on the council intranet.

Inhalers

If a child needs to use an inhaler on a daily basis, the inhaler is stored in an appropriate place in the classroom. Parents must be clear about why and when the child needs the inhaler and must advise staff of their medical concerns.

Responsibilities of the Deputy Headteacher:

- To deputise for the headteacher in his absence
- To act as a Health and Safety Officer in school
- To make regular inspections of the premises
- To raise matters of concern with the headteacher, caretaker and bursar to ensure action is taken to rectify any problems or concerns

Responsibilities of the Whole Staff

It is the responsibility of all staff to report concerns to the Health and Safety Officer who will complete a Staff Inspection Form

This policy will be reviewed regularly or when guidelines received from the Local Education Authority necessitate an earlier review.

APPENDICES

- Form AM 1:** Parental Request for school to administer medication
Form AM 2: Parental Request for pupil to administer medication
FORM AM3: Record of Training in Administering Medical/Emergency Procedures
FORM AM4: Consent to administer Medical/Emergency Procedure
FORM AM5: Individual Health Care Plan

This policy is available to view at:

<http://www.shawlandsprimaryschool.co.uk/policies>

**Shawlands Primary School
Summer 2018**