



School Governing Body
Lee-on-the-Solent Junior School

'Happy School, High Standards'

Chair of Governors: Mr Chris Lloyd

Headteacher: Mr Darren Nickerson

Salisbury Terrace, Lee-on-the-Solent, Hampshire
PO13 9DL

Tel: 023 92 550551 Fax: 023 92 553811

E-Mail: adminoffice@lee-on-the-solent-jun.hants.sch.uk

Lee-on-the-Solent Junior School
Medical Procedures and Protocols
Policy

Issued July 2017

Review September 2018



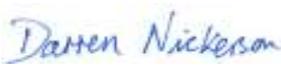
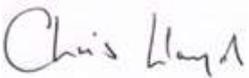
The purpose of these procedures and protocols is:

1. To ensure those pupils with medical needs:

- experience the minimum possible disruption to their education.
- will have responsibility for administering their own medication as appropriate, where they require it on a regular basis and where prior agreement has been arranged between home and school.

2. To provide:

- clear and concise documentation for:
- requests for school to give short-term medication
- requests for school to give long-term medication
- residential trip medical forms

Name of Unit/Premises/Centre/School	Lee-on-the-Solent Junior School
Date of Policy Issue/Review	July 2017 – Review September 2018
Name of Responsible Manager/Headteacher	Mr D Nickerson – Headteacher
Signature of Responsible Manager/Headteacher	
Name of Supporting Governor	Mr Chris Lloyd – Chair of Governors
Signature of Chair of Governors	

FIRST AID PROTOCOL

General

Current First Aid manuals are kept in the First Aid areas. At the beginning of the academic year every endeavour will be made to ensure that up to date manuals are held in school.

All staff dealing with first aid must enter details of the child's injury and the action taken in the Minor Injuries record file.

All staff will have access to pupils' emergency contact numbers, which are listed in the school office.

All staff have a responsibility to advise the school admin. officer when they find supplies in the First Aid areas are running low.

Compulsory Procedures

All staff must adhere to the following procedures:

- Gloves must be worn when dealing with open wounds
- Tissues or paper towels should be used to clean open wounds
- Individually wrapped moisture wipes can be used for all cuts and grazes
- Cotton wool may only be used for cold compresses
- 'Island' plasters must be used
- Plasters will be administered to open wounds unless the child is allergic to them
- Ice packs will be used on swellings and bumps
- 'Head letters' will be issued for bangs to the head
- 'Bump Head' stickers will be given to all relevant pupils
- Foreign objects such as splinters should not be removed but covered appropriately for parents to deal with when the child goes home. If in doubt, seek advice from the designated First Aider, appointed person or headteacher

Cleaning up of Body Fluid Spills

These are usually undertaken by the site controller. However in his absence the following procedures must be adhered to:

- Spills of body fluid –blood, faeces, nasal and eye discharges, saliva and vomit must be cleaned up immediately
- Disposable gloves must be worn at all times. Care must be taken by the person cleaning up not to get any of the fluid being cleaned up in their eyes, nose, mouth or any open sores they may have.
- Any surfaces on which the body fluids have been spilled must be cleaned and disinfected with a suitable disinfectant.

Vomiting and Diarrhoea

The following procedures must be adhered to:

- If a child has been sick or is suffering from diarrhoea whilst at school, parents/carers will be contacted and asked to take the child home immediately.
- Parents/Carers will be requested not to return the child to school until at least 48 hours after the symptoms have ceased.
- Specific viruses such as the Nora virus will require children to be kept away from school for longer. Current advice will be taken from the LA at the time of any specific outbreak and communicated to parents.

PROTOCOL FOR PUPILS IN SCHOOL

Pupils must report immediately all accidents and injuries to the class teacher or adult in charge, who will decide on the appropriate course of action.

Pupils Suffering From Minor Ailments

- Pupils will be dealt with by the class teacher or LSA in the first instance and should not be automatically referred to the school office. Minor injuries requiring a simple clean and/or application of a plaster will be dealt with in the class by the teacher or LSA.
- If the child is referred to the school office, the adult in charge will administer the appropriate course of treatment in consultation with the teacher or headteacher.
- Guidance will be sought from the parents/guardians if the symptoms persist.
- Details of pupil's condition will be noted in the Minor Injuries record file along with the action taken.
- If the child is collected from school by the parents/guardians, they will be signed out in the appropriate section of the book.

Pupils suffering from a bump on the head

- A first aid assessment will be made of the child's condition and the circumstances of the accident will be noted in the Minor Injuries record file.
- The class teacher or adult in charge may refer pupils to the school office.
- The child will wear a sticker indicating that they have received a bump to the head. This will help ensure that the whole school community is aware, should further symptoms manifest themselves.
- Parents will be informed either verbally or in writing when their child has received a bump to the head, making them aware of the possible side effects that might manifest themselves later.
- Copies of the “**Head Letter**” are kept in the First Aid areas and will be issued by the adult in charge on behalf of the headteacher (see example at Appendix 4).

Pupils Suffering from Serious Problems or Accidents

- The class teacher or adult in charge will seek immediate assistance from the school office, where the adult in charge will make a first aid assessment of the child's condition.
- The emergency services should be summoned immediately, if required, stating the following information:
 - The name and address of the school
 - The name and status of the caller
 - The nature of the emergency
- The adult in charge should then try to follow any instructions they are given by the emergency services, whilst waiting for them to arrive.
- Where possible, an adult from the appropriate school will be posted at the main school vehicular entrance to direct the emergency services to the scene.

- In the case of emergencies at the Infant School, they will advise the Junior School when access is needed across the Junior playground to their playground or the field. This will enable the Junior School to ensure the safety of their own pupils and clear the area as appropriate.
- The parents/guardians should be advised of the situation as soon as possible ***after the emergency services have been called.***
- A detailed report of the accident and its outcome must be logged in the Accident Book which is held in the First Aid room.
- A HCC SRI Accident/Incident/Work Related Illness or Disease/Dangerous Occurrence Form must be completed and forwarded to the LA.
- The headteacher should be fully briefed, by the adult in charge, as to the nature of the incident and the action taken by the school.

Pupils Being Taken out of School for Medical Reasons

- Parents who wish to remove their child from school to attend a medical appointment (with doctors, dentists, consultants etc.) should notify the school in advance, wherever possible, either by letter or telephone.
- The child must be signed out, in the appropriate section of the visitor's book, by the person collecting them and then signed back in on their return.

PROTOCOL FOR ADMINISTERING MEDICATION ON BEHALF OF PARENTS/ CARERS

The schools may administer medication on behalf of parents/guardians. Each request will be considered and agreed in consultation with the Headteacher before coming into effect. The headteachers reserve the right to refuse this.

The school will endeavour to provide a safe system for administering, monitoring and reviewing medication.

All medication to be administered on a short-term basis will be kept in the First Aid areas or in the First Aid room fridge, if appropriate.

All medication to be self administered on a long-term basis i.e. inhalers will be kept in the pupil's classroom and taken with the child to P.E. lessons and the lunch room.

Records, based on parental information, will be kept and maintained on medication administered at school. These records will be kept in the First Aid areas.

Short-Term Medication (see example template in Appendix 1)

- Parents/guardians are expected to deliver medication directly to the school office.
- Children are not allowed to bring medicine into school themselves, without prior written agreement.
- A Request for School to administer Short-term Medication form must be completed before leaving the medication in school, confirming the dosage and frequency/times when medicine is to be administered.
- The name of the child must be clearly written on the container. Prescribed medications must be in date and provided in their original packaging as dispensed by the pharmacy with full instructions.
- ***Unless essential, the administration time will not take place in lesson time.***

Long-Term Medication (see example template in Appendix 2)

- Parents/guardians are expected to deliver medication directly to the school office.
- Children are not allowed to bring medicine into school themselves, without prior written agreement.

A Request for School to administer Long-term Medication form must be completed before leaving the medication in school, confirming the dosage and frequency/times when medicine is to be administered.

- The name of the child must be clearly written on the container. Prescribed medications must be in date and provided in their original packaging as dispensed by the pharmacy with full instructions.
- Children will have access to their medication through the appropriate adult
- Parents are responsible for making sure that adequate supplies of the medication are held in school and that the medication has not passed its expiry date.
- Parents are reminded to remove all medication from the school at the end of the school year.

Documentation

Request to administer Long-term Medication forms must be renewed annually at the beginning of the academic year, when medication is returned to school.

Health Care Plans

Children whose medical needs necessitate a HCP will have their needs individually assessed and agreed. The need for a HCP will be determined using the Hampshire County Council Annual Health Questionnaire. This will be sent out to all pupils annually.

Please refer to the **Policy for Supporting Pupils with Medical Conditions**.

PROTOCOL FOR PUPILS ON EDUCATIONAL VISITS

Before any school trip is undertaken, the class teacher/adult in charge will endeavour to satisfy themselves that good practice for medical emergencies is in place at the site being visited.

The class teacher/adult in charge will take a travel First Aid kit and a First Aid manual with them on all school trips, **however short**.

The teacher/adult in charge will carry a mobile phone with them on all trips.

The class teacher/adult in charge will check that, where applicable, a Request for School to give Long-term Medication form has been completed and lodged with school prior to any trip.

Short trips

- Pupils suffering from minor ailments will be dealt with by the teacher and/or adult in charge and First Aid will be administered as deemed appropriate.
- Guidance will be sought from school if symptoms persist.
- Junior School children requiring self administered long-term medication will be reminded that their medication is carried in the class 'box' and will go on the trip with them.

Residential trips

- Pupils suffering from minor ailments will be dealt with by the teacher and/or adult in charge and First Aid will be administered as deemed appropriate.
- Guidance will be sought from the site medical staff if symptoms persist.
- Every effort will be made to contact the parents of a child requiring serious emergency treatment.
- A Residential Trip Medical Consent form (see example template at Appendix 3) will be issued for parents to complete and return to school prior to any trip occurring. Failure to return a completed form could preclude the pupil from participating in the trip.
- All forms and medication will accompany the teacher/adult in charge on the trip. Copies of the consent forms will be kept in school for the duration of the trip and will be destroyed along with the originals when the pupils return to school.

PROTOCOL FOR STAFF AND VISITORS TO SCHOOL

Staff

- Employees must report all injuries, ***however minor***, to the headteacher immediately after treatment.
- An Accident Report form (see Appendix 5) must be fully completed for all injuries that occur, ***however minor***. These forms are kept in the school office. Accident forms will then be electronically entered onto the HCC Reporting Webform.

Visitors

- Visitors to the school will have their attention drawn to the Accident and First Aid procedures by a notice in the front of the visitor's book.
- Sub contractors are included in these procedures.
- Anyone requiring First Aid treatment should contact the school office in the first instance.
- An Accident Report form (see Appendix 5) must be fully completed for all injuries that occur, ***however minor***. These forms are kept in the school office. Accident forms will then be electronically entered onto the HCC Reporting Webform.

Appendix 1

REQUEST FOR THE SCHOOL TO GIVE SHORT TERM MEDICATION

The school will not give your child medicine unless you complete and sign this form and the headteacher has agreed that school staff can administer the medication. The headteacher reserves the right to refuse this service.

DETAILS OF PUPIL

Surname:

Forename(s):

Address:

M/F:

Date of Birth:

Class/Form:

Condition or illness:

MEDICATION

Name/Type of medication (as described on the container) :

For how long will your child take this medication:

Start:

Finish:

Full Directions For Use:

Dosage and method:

Timing:

Self Administration: YES NO

I understand that I must deliver the medicine personally to Mrs Hughes or Mrs Collins in the School Office and that this is a service, which the school is not obliged to undertake.

All medication must be clearly labelled with child's name and dosage.

Date: Signature(s):

Relationship to Pupil:

Seen by teacher

Appendix 2

REQUEST FOR THE SCHOOL TO GIVE LONG TERM MEDICATION

The school will not give your child medicine unless you complete and sign this form and the headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname:

Forename(s):

Address:

M/F:

Date of Birth:

Class/Form:

Condition or illness:

MEDICATION

Name/Type of medication (as described on the container)

For how long will your child take this medication:

Expiry date:

Full Directions for use:

Dosage and method:

Timing:

Self Administration: YES NO

Procedures to take in an emergency:

I understand that I take the responsibility to ensure that sufficient medication is given to the school and that it has not expired. I understand that new medication must be provided by me at the beginning of each academic year.

CONTACT DETAILS:

Name:

Daytime Telephone No:

Relationship to pupil:

Address:

I understand that I must deliver the medicine personally to Mrs Hughes or Mrs Collins in the School Office and that this is a service, which the school is not obliged to undertake.

All medication must be clearly labelled with child's name and dosage.

Date:

Signature(s):

Relationship to pupil:

Agreed by Headteacher:

Seen by teacher:

RESIDENTIAL TRIP MEDICAL CONSENT FORM

TRIP TO:

TRIP DATE:

Child's full name:

Date of birth: _____ National Health No: _____

Home Address:

Home telephone number including area code:

Doctor's Name: _____

Surgery address:

Surgery telephone number including area code:

EMERGENCY CONTACT NAMES AND TEL NOS

(Please ensure parents work numbers and/or mobile phone numbers are given).

1) _____

2) _____

3) _____

EMERGENCY MEDICAL TREATMENT *(You're **not** obliged to sign this declaration)*

I _____ being the parent/guardian of
_____ delegate responsibility for authorising serious
emergency medical treatment to the adult(s) in charge of his/her school party. I
understand that every effort would be made to contact me before such
treatment was authorised.

Signed _____ Date

MEDICAL NOTES

Please use this space to tell us about any current medical treatments, allergies, special needs (e.g. dietary information, foam pillows etc.) or any other helpful information about your child.

Does your child suffer from any medical conditions? If YES please provide details.

YES/NO

Is your child currently taking any medication? If YES please complete the form below.

YES/NO

Does your child suffer from any food allergies? If YES please complete the form below.

YES/NO

Does your child suffer from any other allergies? If YES please provide details.

YES/NO

Is your child allergic to any medication, e.g. penicillin? If YES please provide details.

YES/NO

Does your child have any other special needs we should know about, e.g. sleepwalking?

If YES please provide details. YES/NO

MEDICATION

The school will not give your child medicine unless you complete and sign this section of this form and the headteacher has agreed that the school staff may administer the medication. The headteacher reserves the right to refuse this service.

Name/type of medication (as described on the container)

For how long will your child take this medication?

Start: _____ Finish: _____

Full directions for use:

Dosage: _____

Method: _____

Timing: _____ Self-administration: YES NO

• I understand that I must deliver the medicine personally to an agreed member of staff and accept

that this is a service, which the school is not obliged to undertake.

• The medication will be clearly labelled with my child's name and the dosage to be administered.

Signed _____

Date _____

BUMPED HEAD LETTER

Bumped Head Letter

CHILD'S NAME:

CLASS:

DATE:

Dear Parent/Carer,



Your son/daughter has knocked their head in school today and if any of the following symptoms occur, you should seek medical advice:

Sleepiness Clamminess Disorientation

Pale face Repeated vomiting Problems with vision

Unconsciousness Discharge from ears or nose

Yours sincerely

Headteacher

Accident / Incident Reporting Form

(This paper form is for staff without access to the IT system or for external premises users. The information from this will need to be added to the On-Line reporting system as soon as practicable – Please hand into Mrs Hughes or Mrs Collins in the School Office for online entry)

Accident Road Traffic Accident Near Miss
 Occupational ill Health Dangerous Occurrence Violent and/or Aggression

Details of person(s) involved in the incident

First Name Last Name
 Job title / role Email address
 Description of Location
 Who is their Line Manager
 Their email address
 District

Details of person reporting incident (if different)

First Name Last Name
 Job title/role Email Address

Incident details

Date of Incident Time of Incident
 What is the main injury?
 (Cut, bruise, fracture, etc...)
 Description of injury
 Which part of the body
 was affected?
 Did the Injury result in;
 A Fatality Specified Injury
 1 to 7 day absence 7+ day absence
 First aid given No treatment given
 Member of Public / Pupil taken to hospital for treatment
 Description of activity
 Description of what
 happened

Road Traffic Incident

Make and model of vehicle/s involved if road traffic incident (registration if known)

Occupational ill health

Description of Ill Health

Is there a formal diagnosis for this illness?

Carpal Tunnel Syndrome

Cramp in arm/forearm

Occupational dermatitis

Hand arm vibration syndrome

Occupational asthma

Tendonitis or tenosynovitis

Dangerous occurrences

Collapse, overturning or failure of lifting equipment

Collapse of scaffolding

Failure of closed pressure system

Structural collapse

Contact with overhead electrical lines

Explosion or fire

Electrical incidents causing fire or explosion

Release of flammable liquids or gases

Biological agent release

Hazardous substance escape

Violent and aggression incidents

Who was the aggressor

Reason for their being at the premise

Has a violence and aggression risk assessment been completed

Was there a trigger for the aggressive behaviour

Notes