**Wharton Primary School**

**Medical Policy & Procedures Summary**



**Work Hard Persevere Succeed**

**October 2018**

**Wharton Primary School.**

**Summary of Policy & Procedures for medical conditions & administration of medicines.**

This is a summary of all policies relating to supporting pupils with ongoing medical conditions or who may temporarily need to take medication during school hours, and the procedures for the administration of First Aid throughout school. Please refer to full policies for more detail.

Where possible pupils with long term medical conditions or short term illness requiring medication should attend school if they are considered fit to do so.

**Training**

Staff will receive the appropriate training to supervise pupils’ management of their condition. Recent training includes;

Management of diabetes

Administraion of Epi Pens for Anaphylaxis

Administration of medication for epilepsy.

**Storage of Medicines**

Medication will only be accepted for administration in school if it is in its original packaging with label which states the child’s name, the required dosage and date.

Unless the pupil or supervising adult needs emergency access to the medication, it will be stored in a locked area (Headteacher’s office/staffroom/main office). Medicines which are to be refrigerated will be in a sealed container, clearly labelled. Parents must sign consent for the administration of medicines on the school proforma. Designated staff will be responsible for administering or supervising the stated dose and will sign the proforma on each occasion.

Inhalers for asthma and epi pens will be stored in the classroom, easily accessible for emergency administration as age appropriate. If a pupil has needed to use the inhaler during the course of the day for a mild attack, parents will be informed at the end of the school day.

Should an asthma attack need further medical attention or be prolonged, or not improving, parents will be called to take the child home. **A child experiencing an asthma attack should not be left unsupervised under any circumstances.**

If a diabetic child suffers hyperglycaemia or hypoglycaemia, parents will be called to take the child home to monitor or seek medical attention as needed. In severe cases emergency medical services will be called.

Should an epi pen be used, normal procedures would include ringing for an ambulance.

**First Aid**

**There are a minimum of 2 first aid trained staff and 2 paediatric First Aid trained staff in school each day.**

Pupils requiring First Aid will be assessed by qualified staff who will decide the most appropriate treatment. If the injury is more than a minor scrape or bump, the First Aider may feel it appropriate to contact the parent so that they can make a judgement about the best action to take, or so that they can better clean a graze or cut. The First Aider may advise the parent to seek further medical assessment in some circumstances.

In cases where the injury is more serious and requires immediate medical attention, emergency services will be called and parents contacted. If a parent is unable to reach school before the ambulance they will be advised to go straight to the hospital and a member of staff with whom the child is familiar will accompany the child to hospital.

All accidents/ First Aid incidents will be recorded in the Accident Book and reported on SIMS as appropriate.

The Accident Book is monitored regularly to evaluate and inform risk assessments.