



LOCHINVER HOUSE

Medical Provision and Medicines Policy and Procedure

Lochinver House School wishes to ensure that every pupil and member of staff who has a medical condition or need, has their individual health and welfare requirements met and that this should not limit a pupil's access to their education.

To ensure that the management systems put in place for these individuals are understood by the staff and put into action, thus allowing individuals with a medical condition or need maintain a successful and fulfilling contribution to Lochinver House School.

The School aims to develop an ethos in which pupils feel secure, their viewpoints are valued and they are encouraged to talk and to listen.

- Confidential medical information will be required by Matron from all parents or carers of all pupils at Lochinver House School
- Confidential medical records will be kept on all pupils at Lochinver House School
- It is the responsibility of the parents to supply information of their child's medical needs, whether this is short or long term. This will enable Matron to complete a Health Care Plan to support individual pupils. All pupils and staff with potentially life threatening conditions will require a Health Care Plan.
- It is the responsibility of the parents to inform Matron of any change in their child's medical status.
- Medical treatment will be given to pupils and staff who become unwell during the school day. Treatment details will be recorded in the daily medical log by Matron or her representative in her absence.
- Parents will be informed of non-trivial care given in the Treatment Room.
- Prescribed medications will only be administered at school by Matron or her representative in her absence, with the written consent of the parents or carer. This will include emergency medications.
- Non prescribed medications will only be administered by Matron and with written consent from parents.
- A record will be kept of all medication administered by Matron.
- Consent must be given by a child's parents if he is to carry his own medication except asthmatic inhalers and diabetic insulin and emergency adrenalin injections.
- Consent will be sought for the carrying out of a confidential health screening of all new pupils.
- Certain medical conditions will require exclusion from school this follows government guidance through Public Health England.
- Letters of absence must be supplied by the parents when a pupil is absent from school due to illness, on their return to School.
- Information concerning infectious diseases and other health matters will be circulated by Matron to the School community.
- Risk assessments on the management of medical conditions, medications and treatment are achieved through the Health Care Plan for each individual pupil.



The Procedure

The School has a full-time Nurse registered to practice with the Nursing and Midwifery Council who is on duty from 8.00am – 4:45pm, known to the School Community as Matron. She is based in the Medical Centre which is located behind the main school office and if away from her room, she is contactable by dialling x111 from any school phone.

1. Medical Information - Pupils

On entry to the School, parents will complete a Pupil Information/Medical Form to be returned to Matron prior to the pupil's start date. As a Nurse, Matron follows a strict professional code of conduct on confidentiality.

The medical form seeks information on the pupil's medical history including ongoing medical conditions and treatments; any medical needs; any support from other medical or therapeutic agencies (eg speech therapy); dietary requirements and vaccination history. The Catering Department is informed by Matron of all pupils with specific food allergies, food intolerances and religious dietary restrictions.

The pupil's medical information will be stored on the School's electronic database – "School Base" and it is the pupil's parent or carer's responsibility to update pupil's medical information through the Parent Portal. This will include illness, hospital admissions and injuries that occur out of School, new medical diagnosis, change in dietary restrictions etc. Matron should be contacted if a pupil is to return to School on crutches or in a cast so that a risk assessment can be undertaken and helpful measures put in place.

2. Medical Records

Confidential information passed to Matron on the medical form is held securely in Matron's office and relevant details are shared on the School's School Base data system.

Pupils with medical conditions are made known to all the teaching staff via the School's School Base data system and the computerized Central Resource Library (CRL).

3. Health Care Plans

It is the responsibility of the parents to supply information of their child's medical needs. This will include potentially life threatening conditions and complex medical needs. This will help to ensure that Matron has all the information about a pupil to enable the School community to care for him appropriately.

Information given on the pupil's medical form will enable Matron to generate an individual Health Care Plan when needed. The main purpose of an individual Health Care Plan is for a pupil's medical condition to be named and the level of support identified. The Health Care Plans are stored electronically and will be supplied to teachers when required and when a pupil is taken on a residential trip.

The Health Care Plan also contains parental contact details, name and contact details of GP and any other Health Care Professional supporting the named pupil/member of staff. The Health Care Plan advises all staff (including the catering staff in severe food allergy cases) of the daily care required, what constitutes an emergency for that pupil and how to deal with that emergency for the named pupil.

The following medical conditions may require emergency responses:

- Anaphylaxis – severe allergic reaction to a substance, either ingested or touched
- Asthma
- Diabetes
- Epilepsy

Pupils and staff with these conditions will have notices posted in the following areas:

- Staff Room
- Treatment Room
- Kitchen (in cases of severe food allergy)
- Pre-Prep Resource Room
- Classrooms for Reception to Year 4 pupils

These notices will give the following details:

- Name (with photo for anaphylactic pupils and staff)
- Condition
- Emergency care to be given
- Location of individual's emergency medications
- Emergency telephone numbers

Matron must be called in all emergencies involving these conditions, by dialling x111 to connect to her school mobile phone.

4. **Medical Treatment**

Pupils and staff feeling unwell during the school day will be seen by Matron in the Treatment Room and details recorded. All pupils have access to the Medical Centre throughout the day and until 4:45pm. Pupils from Years 3 – 8 may drop into the Treatment Room during breaks, and at other times, with the permission of the member of staff teaching them. The teachers of pupils in Reception - Year 2 will seek advice from Matron if they become concerned about a pupil's health during the day. The pupil will be accompanied to the Medical Centre or Matron will visit the classroom.

The Treatment Room contains a bed, hand washing facilities, lockable cabinets for medication, equipment & resources for the treatment of first aid /illness, a sharps bin (dedicated collection), a yellow bin for first aid/wound debris (dedicated collection), and has a nearby toilet. The room offers a space where someone can recuperate or wait for collection if too unwell to continue the school day.

Parents will be informed and asked to collect their child if he becomes ill at school or sustains an injury and is unable to continue the school day. Matron will contact parents directly if a pupil is to be sent home. Parents will be informed of non-trivial care administered by matron either by phone or in person.

5. **Prescribed and non-prescribed medication**

Parents should, wherever possible, administer medication before and after school. However, this might not be practicable and in such cases parents can request for medication to be administered at school. Administration of any medication at school will require consent from the parent by completing a "Request for school to administer medication" form.

Medication should always be provided in the original container as dispensed by the Pharmacist and include the Prescriber's instructions for administration. Prescribed medication may not be administered if it is not in this original container. In all cases the medication must have the following information recorded on the Request for school to administer medication form (available in the School Office or on Matron's area of the School website):

- Name of the pupil
- Name of medication
- Date and time of administration
- Dosage
- Written instructions provided by the Prescriber
- Expiry date/length of time medication to be administered
- Parent or carer signature & date

A written record will be kept of the administration. Refusal to take medication also will be recorded.

Prescribed medication will be stored in a locked cabinet located in the Treatment Room and in accordance with the manufacturer's instructions. Antibiotics will be kept in a fridge. Medications and the request forms can be delivered and collected from the blue box located in the School Office if matron is not available at the time.

All prescribed emergency medications will be easily available at identified points.

Asthma inhalers located:

- In a medical box in the pupils classroom (Reception, years 1, 2, 3,4)
- Spares in the Treatment Room
- Emergency Asthma Kit (located in the emergency cabinet in the theatre foyer).

NB The emergency asthma kit contains a Salbutamol inhaler & disposable spacer devices. This Salbutamol inhaler is only for use with pupils who have consent from their parents to use the inhaler if their own inhaler is unavailable. Use of this inhaler must be recorded in the file with the kit and the parent informed.

Adrenaline Auto Injector located:

- In the emergency cupboard in the dining room

Prescribed emergency medication will only be administered to the person named on the medication. It is the responsibility of the parents to provide medicines that are in date and to ensure that they provide replacements prior to their expiration.

Controlled medications such as Ritalin are controlled by the Misuse of Drugs Act. Therefore, controlled drugs will be strictly managed between School and parents. Controlled Drugs will be locked in a non-portable container, in small quantities at a time. The procedures concerning prescribed medications will be strictly adhered to.

Pupils prescribed medications requiring specific administration will be identified to the staff by Matron and where applicable training in the administration of the medication will be given by Matron to staff and training recorded.

Staff will be asked to administer medicines during off-site activities/trips and instructions will be given by Matron with support from Health Care Plans.

6. **Non-prescribed Medications**

General consent for administering named non-prescribed medicines eg Calpol; creams and homeopathic creams is obtained from parents when their son joins the school. Non-prescribed medication is administered by Matron following professional guidelines. All administrations of non-prescribed medications will be recorded by Matron and the parents informed. No medications containing aspirin (unless prescribed to a child) will be given to a pupil. EYFS pupils requiring Infant Calpol will require consent from their parent at the time and may be considered as not fit to continue the school day

When a parent requires their son to be administered a non-prescribed medication, a request for school to administer medication form must be completed and the medication clearly labelled in the original container. Administration of medication will be recorded.

Medications and the request forms should be delivered & collected from the blue box located in the School Office or directly to Matron.

7. **Consent to carry own medication**

All medications bought into school must be taken to the General Office and the request form completed by the parents. Pupils should not carry their own medicines in school. However, it may be appropriate for dependable pupils who are asthmatics, anaphylactic or diabetics to carry their own medications.

Anaphylactic pupils may commence carrying their own adrenaline device either in Year 7 or Year 8. Written consent from the parents will be required and instructions given to the pupil on the importance of his new role.



Requests from parents requiring their son to carry his own medications will be considered on an individual basis and will also require written consent.

8. **Confidential Health Screening**

All new pupils will have a health screening carried out by Matron. This will involve recording the pupil's height, weight, sight and hearing. Parents will be required to give their consent. This will enable Matron to monitor each pupil's health status, highlighting any health issues that may need addressing. This information will be stored in the individual pupil's record in the Treatment Room.

9. **Conditions requiring exclusion from School**

To protect the School community, the School requires that pupils do not attend School with the following symptoms & conditions:

- When a pupil (and members of staff) has suffered with vomiting and diarrhoea, they must stay away from school for **48 hours** from the last episode of vomiting or diarrhoea.
- A raised temperature
- Communicable diseases as listed in the Guidance on Infection Control in Schools and other Child Care Settings.

Children developing any of these symptoms at school will be sent to Matron for medical assessment and if needed sent home. The child will stay in the care of Matron or her representative until collected.

The school would also require parents to keep their child at home:-

- If a pupil has been prescribed antibiotics, he should not return until all symptoms have subsided.
- When a pupil is unwell.

10. **Absences**

When a pupil returns after an illness the School requires a letter confirming the reason for their absence. If a pupil is absent for more than ten days, for reasons of illness, the School may ask for a letter from his GP indicating the nature of the illness.

11. **Information on Health Matters**

Information on infectious diseases and other health matters will be circulated to the School community via School Base (email direct to parents), School's weekly Bulletin, the School's website, and direct school staff.

The information will include a description of any current infections or conditions affecting un-named pupils within the School community and will give advice on how to treat the symptoms and when to seek medical advice.

The aim is to protect the whole School community and to increase awareness of health matters.

Staff Medical Information

New staff are required to complete a medical form that is assessed by Matron who may seek advice from an independent medical practitioner. Advice on any support to be offered is sent directly to Matron. All information sent is confidential to Matron and the member of staff. If further action is required consent would be requested to pass this information on to relevant members of the Governing body and Senior Leadership team. Staff with a medical condition that requires support within school will be supported with a healthcare plan.

Medications - Staff

Medication for your own use must not be stored in the Classroom or in the vicinity of any pupil. If you are completing a course of medication that needs to be administered during the working day, this must be discussed and kept with Matron. If you are taking medication that could impede your ability in your role, it is your responsibility to inform the School immediately. This also applies to EYFS.



Staff Welfare

During the work day, if you develop an illness which impairs your ability to carry out your duties you should declare this to your Line Manager or a member of SLT. Similarly, if you are on a course of medication which can negatively affect or impair your ability to carry out your duties, for example – dizziness, you must communicate this to your Line Manager or a member of SLT.

Policy Reviewed: 31.10.2017
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Policy linked to: Data Protection Policy, First Aid Policy and Procedures, Health and Safety Policy, Privacy Notice.

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.

