



Medical Procedures & Protocols

for

Oaklands Infant School
Butler Road, Crowthorne, RG45 6QZ

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Contents

	Page
Aims and Objectives	3
Roles and responsibilities of Headteacher	3
Roles and responsibilities of staff	3
Roles and responsibilities of parents	4
Documentation	4
Monitoring	4
Administering Medication	5
Refusing Medication	6
First Aid Protocols i) Training ii) Asthma iii) Anaphylaxis iv) Documentation v) Healthcare plans	7 & 8
Minor Ailments and Accidents i) General guidance ii) Compulsory procedures iii) Bumps to the head	9
iv) Cleaning up bodily spills v) Illness vi) Vomiting and Diarrhoea vii) Pupils Being Taken out of School for Medical Reasons	10
Emergency Procedures	11
Off site visits Protocol for staff and visitors to the school	12
Appendices	13
Parental agreement to administer medicines	14
Record of Medicine Administered	15
OIS – Contacting Emergency Services	16
Head Letter Infant School (print on orange)	17
Form SRI Accident/Incident/Work Related Illness or disease/Dangerous Occurrence Report	18 & 19



Schools, acting in loco parentis, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

The aims and objectives of these procedures and protocols are as follows:

- To make clear the roles and responsibilities of parents, staff and children in managing medical needs effectively.
- To provide a clear and consistent approach in relation to caring for children with medical needs.
- To protect and ensure the safety of all adults and children in our school community.
- To fully support children with any medical needs so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Roles and responsibilities of Headteacher:

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice.
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy.
- To ensure that staff receive appropriate support and training.

Roles and responsibilities of staff:

- To follow the procedures outlined in this policy, using the appropriate forms.
- To share medical information as necessary to ensure the safety of a child.
- To take all reasonable precautions to ensure the safe administration of medicines.
- To contact parents with any concerns without delay.
- To ensure an up to date medical list is available in all classrooms.
- To ensure medical needs are identified for children who are new to the school and ensure appropriate staff are informed.
- To complete a Health Care Plan in conjunction with parents and relevant healthcare Professionals for children with complex or long-term medical needs.
- To follow the procedures when offsite (see 'Off site visits and activities' page 11)



Roles and responsibilities of parents:

- To give the school adequate information about their child's medical needs prior to a child starting school.
- To follow the school's procedure for bringing medicines into school.
- To ensure that medicines are in date and that asthma inhalers are not empty.
- To notify the school of changes in a child's medical needs (e.g. when medicine is no longer required or when a new condition arises, such as asthma).

Documentation

The school will provide clear and concise documentation for:

- requests for school to medication
- recording of any injuries to the head
- recording of any workplace injuries

All supporting documentation is provided in the appendices.

Monitoring

The LGB will review this policy **biennially**, alongside supporting medical needs, on behalf of the governing bodies, as part of their responsibility for Health and Safety issues in school. Any major changes or advice issued by the LA will trigger a review of the policy.

Any changes in procedure, will be ratified by the LGB and communicated as soon as possible to all interested parties.



Administering Medication

No children under 16 can be given medicines without their parent's written consent. The school may administer medication on behalf of parents/guardians and each request will be considered and agreed in consultation with the Headteacher before coming into effect. The Headteacher reserves the right to refuse this. The school will endeavour to provide a safe system for administering, monitoring and reviewing medication. Records, based on parental information, will be kept and maintained on medication administered at school. These records will be kept in the School Office.

- A Request for School to administer Short-term Medication form (pink) or Long-term Medication (blue) must be completed before leaving the medication in school, confirming the dosage and frequency/times when medicine is to be administered.
- Staff will only administer prescribed medication unless the medicine is for a long-standing medical issue in which case a Health Care Plan must be completed.
- Medication should be delivered to the school office by the parent, in a secure and labelled container as originally dispensed, clearly labelled with the child's name, the name of the medication and the dosage required.
- A child's full name and photo will be added to the medicine board with dosage and frequency. This will be ticked off when medication has been administered.
- Medication will be kept in a medicine cupboard or the fridge in the staffroom.
- Parents may come into the school office to administer medication if needed.
- 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.
- Only the school secretary, office manager, headteacher or deputy heads can administer a controlled drug or antibiotics to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions. Staff giving medicine to a child should check:
 - *the child's name matches the medication*
 - *prescribed dose*
 - *expiry date*
 - *written instructions provided by the prescriber on the label or container*
 - *ask child for their full name*
 - *mark off medicine administered on board*
- After giving medication the Medical Treatment Given record must be signed by the administering member of staff.
- Unused medication should be returned to the child's parent or carer. Parents are reminded to remove all medication from the school at the end of the school year.
- Parents can collect the medicine at the end of the school day. If the child is going to the after-school club, the medicine will be passed to the manager.

Some children may self-administer medication. The DfE guidance states: "After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicine and procedures". Where appropriate this will be indicated in an Individual Healthcare Plan.

If in doubt about any procedure, staff will not administer the medicines but check with the parents or a health professional before further action.



Refusing medicines:

If a child refuses to take medicine, staff will not force them to do so. Parents should be informed of the refusal immediately so that they have the opportunity to attend school and administer the medication themselves. A record of any refusal will be recorded alongside the medical treatment record in the office.



First Aid Protocols

Training

All staff undertake paediatric first aid training every three years. Mrs Sarah Rozycka (EYFS) and Mrs Gemma Thompson (Admin) hold a Full First Aid Certificate.

Asthma

The school recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school positively welcomes all pupils with asthma. This school encourages pupils with asthma to achieve their potential in all aspects of school life by having clear procedures that are understood by school staff, parents and pupils. It is our intention that training on asthma is updated once a year.

Inhalers

- All inhalers will be named and kept in a plastic wallet in the office.
- All inhalers to have a prescribed sticker and a box with inhaler.
- All staff should be made aware of where inhalers are kept.
- Current NHS guidance is no more than two puffs up to four times a day.
- Inhalers should always be available during physical education, sports activities and educational visits.
- A note will be made of the date and time a child uses their inhaler. An email informing both parent/carer(s) that their child has used their inhaler that day will be sent.
- Children must not use their inhaler without an adult's knowledge.

Anaphylaxis

An adrenaline device (Epipen/Jext/Emerade pens) will be held in school for each child identified as having an acute allergic reaction. It is our intention that training on Epipens is updated once a year.

- Epipens/Jextpens/Emerade Pens will be stored in the classroom and/or dining hall.
- Photographs of pupils with allergies that require an Epipen or equivalent, will be displayed in the office, staff room, dining hall and classrooms.
- Staff will receive appropriate training on anaphylaxis and the use of pens.
- Staff will not administer an out of date pen unless specific guidance is given by a healthcare professional.

In all cases of anaphylaxis, the emergency services should be called. Where an Epipen has been used the emergency services should be called as a follow up. Further details can be found in the following link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Documentation

Any Asthma or Allergy Action Plans are to be completed by parent and copies kept with each Epipen or inhaler and in the school office.

Health Care Plans

Children whose medical needs necessitate an HCP will have their needs individually assessed and agreed. The main purpose of an individual Health Care Plan for a child with medical needs is to identify the level of support that is needed. Not all children who have medical needs will require an individual plan. An individual health care plan clarifies for staff, parents and the child the help that needs to be provided. It is



important for staff to be guided by the child's GP, paediatrician or other specific health professionals e.g. Diabetic nurse. The school should arrange with parents to update the plan and review it at least once a year. Please refer to the ***Policy for Supporting Pupils with Medical Conditions***.



Minor Ailments and Accidents

General guidance

- 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 via SIMs.
- All staff have a responsibility to advise the school admin. officer when they find supplies in the First Aid areas are running low.
- Current First Aid manuals are kept in the First Aid areas (Office and Chestnut toilets). At the beginning of each academic year, every endeavor will be made to ensure that up to date manuals are held in school.

Compulsory Procedures

All staff must adhere to the following procedures:

- Gloves must be worn when dealing with blood or an open wound.
- 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.
- Plasters will be administered to open wounds unless the child is allergic to them.
- 'Island' plasters must be used.
- Ice packs will be used on swellings and bumps. Ice packs can be found in the fridge in the staff room. The ice pack should be wrapped in an ice pack cover before application.
- Foreign objects such as splinters can be removed but covered appropriately for parents to deal with when the child goes home if it causes distress.
- Eye baths should never be used for eye injuries or foreign objects. If flushing is required, a water bottle should be used. If in doubt, seek advice from a designated first aider; it might be necessary to call parents.

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. Members of staff can ascertain if the child needs to be sent 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 in writing (**Child Head Accident Report – orange letter**) when their child has received a bump to the head, making them aware of the possible side effects that might manifest themselves later. Parents will be asked to sign a class book stating they have been informed.
- If the child goes to an after-school club, the club will sign to say they have received the form and will hand over for the parent to sign on collection of their child.
- If the bump is significant and causes concern to staff the parent or carer will be contacted immediately and asked to take their child to the doctor/hospital or take home for monitoring.



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 using absorbent powder.
- Disposable gloves and an apron 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 Detox or similar.
- Fluid contaminated material (including cleaning cloths and disposable gloves) must be discarded safely in a bag. The bag must be securely sealed and disposed of in the grey bin in the Disabled toilet.

Illness

Parents should keep their children at home if acutely unwell or infectious. The 'Guidance on Infection Control in Schools and other Childcare Settings' poster in the school office provides information on the recommended periods of exclusion from school for a wide range of illnesses and infections. Staff should refer to this poster when advising parents of the requirements.

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 Norovirus 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.

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 email.
- The child must be signed in or out by a member of staff on the short absences from school form.



Emergency Procedures

All staff will be made aware of the procedures to be followed in the event of an emergency. 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 reported via a Bracknell Forest online incident form.
- For members of staff – complete a Wokingham Borough Council SRI Accident/Incident/Work Related Illness or Disease/Dangerous Occurrence Form and forward it to the LA. (Appendix 5)
- 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.

Reporting to Ofsted

Ofsted must be informed of any serious childcare incident such as a significant injury or death of a child. For the purposes of these procedures, 'serious injury' includes any injury, which is life threatening, or which may cause significant, long-term impairment or disability to the child.

To report please follow the link below.

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>



Off Site Visits and Activities

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents and a risk assessment will be carried out for any medical requirements on a trip. 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.

When organising a school trip:

- The trip leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip
- The trip leader will identify a member of staff to administer any medicines required and record the details on the Medicine Log.
- If the trip is for EYFS children, a paediatric first aider will accompany (usually a member of EYFS staff).
- The First Aider will return the log and any unused medicines to the First Aid cabinet on return to school, or to the relevant parent.
- The trip leader will take a travel First Aid kit with them on all school trips, **however short.**
- The trip leader will carry a mobile phone with them on all trips.

Protocol for Staff and Visitors to the school

Staff

- Employees must report all injuries, **however minor,** to the headteacher immediately after treatment.
- An Accident Report form must be fully completed for all injuries that occur, **however minor.** These forms are found in the school office and are to be returned to the school secretary who reports the accident to Bracknell Forest Health and Safety Team.

Visitors

- Anyone requiring First Aid treatment should contact the school office in the first instance.
- An Accident Report form (See Appendix 5) must be completed for all accidents – **however minor.**



APPENDICES

	Page
1. Parental Agreement to Administer Medicine	14
2. Record of Medicine Administered	15
3. OIS – Contacting Emergency Services	16
4. Head Letter Infant School (print on orange)	17
5. Form SR I Accident/Incident/Work Related Illness or disease/Dangerous Occurrence Report	18 & 19



Oaklands Infant School: parental agreement for setting to administer medicine (Blue & Pink Form)

Oaklands Infant School will not give your child medicine unless you complete and sign this form. The school has a policy that the staff can administer medicine.

Name of school/setting	Oaklands Infant School
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Days to be taken and timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	School Office

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Oaklands Infant School staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____



Appendix 2

Oaklands Infant School: record of medicine administered

Name of school/setting

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name



Oaklands Infant School: contacting emergency services

**Request an ambulance - dial 999,
Ask for an ambulance and be ready with the information below.
Speak clearly and slowly and be ready to repeat information if asked.**

1. TELEPHONE NUMBER: **01344 774644**
2. **YOUR NAME**
3. YOUR LOCATION: **BUTLER ROAD
CROWTHORNE**
4. POSTCODE: **RG45 6QZ**
5. TELL THEM **EXACT LOCATION** OF PATIENT: Which room? E.g. Main Reception?
6. TELL THEM **NAME OF CHILD** and a **brief description** of their **symptoms**

INFORM AMBULANCE CONTROL OF THE **BEST ENTRANCE TO USE: BUTLER ROAD
AND COME TO END OF DRIVE** AND STATE THAT THE CREW WILL BE MET AND
TAKEN TO THE PATIENT

Child Head Accident Report

Forename: _____

Surname: _____

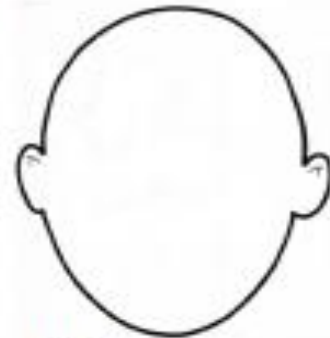
Class: _____

Date: _____

Time: _____

Incident details: _____

Office: _____



Front



Back



Signs And Symptoms To Look Out For Following A Head Injury

The following signs and symptoms can appear immediately or over the next couple of days. Keep a close eye on the casualty and get medical advice if at all concerned.

Observed by others

- ▶ Appears stunned or dazed.
- ▶ Loses consciousness (even briefly).
- ▶ Is confused about events.
- ▶ Trouble thinking or concentrating.
- ▶ Can't recall events prior or after event.
- ▶ Shows behaviour or personality changes.
- ▶ Answer questions slowly and repeats questions.
- ▶ Has difficulty remembering things and organising themselves.



Experienced by Casualty

- ▶ Headache or pressure in the head.
- ▶ Balance problems or dizziness.
 - ▶ Nausea/Vomiting.
- ▶ Sensitivity to light or noise.
 - ▶ Does not feel right.
- ▶ Blurred vision or double vision.
 - ▶ Feel "Dazed", sluggish, foggy or groggy.
- ▶ Difficulty concentrating or remembering.
- ▶ Feeling irritable, sad, nervous or more emotional.
 - ▶ Sleep disturbances.

© www.firstaidforlife.org.uk



USE THIS FORM TO REPORT WORK-RELATED ACCIDENTS, INCIDENTS, ILLNESS, DISEASE OR DANGEROUS OCCURRENCES. REFER TO THE HEALTH AND SAFETY MANUAL FOR GUIDANCE.

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

INJURED PERSON	First name(s)		Surname		Title (Miss, Mrs, Ms, Mr)			
	Home address		Employer's name and address if other than WBC		Male	Female		
	Telephone				<input type="checkbox"/>	<input type="checkbox"/>	Date of birth	
			Occupation					
	TICK BOX							
Employee		Student	Pupil	Contractor	Agency worker	Trainee/Work Experience	Member of public	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LOCATION	Name, address and telephone number of School			Incident site				
	Date of Incident		Time of Incident AM / PM	Normal working hours From: To:		Time stopped work AM / PM		
THE ACCIDENT / INCIDENT / DANGEROUS OCCURRENCE / WORK RELATED ILLNESS / DISEASE	Description of injury, work related illness or disease. State injury type e.g. cut indicating the part of body affected and left or right as appropriate. If serious, phone the Health and Safety Helpdesk on (0118) 974 6386 as quickly as possible.							
	Describe the incident and how it happened including details of the activity at the time. Continue on separate sheet if required.							
MEDICAL ATTENTION / ACTION	TICK BOX(ES)							
	None required	First aid	Returned to work	Sent/taken home	Sent/taken to Doctor	Sent/taken to hospital	Detained in hospital for over 24 hours	Next of Kin Informed
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



LOST TIME & RISK ASSESSMENT	Did this incident result in absence from work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If so, specify the duration:	Start date	End date or ongoing
	Is there an existing risk assessment in place?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Has the assessment been reviewed following the incident?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
INVESTIGATION FINDINGS	Key observations by person investigating the incident. Provide details of first aid treatment.		
ACTION TAKEN TO PREVENT A RECURRANCE	For example, risk assessment reviewed, equipment taken out of service for repair etc.		
OTHER DETAILS	Who was the incident first reported to and on what date?		
	Witnesses names (give address and telephone numbers if not WBC employees)		
Report completed by	Print name and title	Signature	Date
Approved by Headteacher / Line Manager or School Safety Co-ordinator			

The School should retain the original form and send a photocopy to:

Corporate Health and Safety
 Wokingham Borough Council
 Civic Offices, Shute End,
 Wokingham,
 Berkshire, RG40 1WW
 Telephone: 0118 974 6386