Hook-with-Warsash Church of England Academy

Medical Care Policy

Signed:

Policy Leader _____

Headteacher_____

Reviewed: August 2026

Date to be Reviewed: August 2027

"Let Your Light Shine"

To provide an inspirational environment based on Christian values where individuals can excel and flourish academically, socially and emotionally, preparing them for life's journey.

Hook-with-Warsash C of E Academy

Medical Care Policy

General

It is the School's statutory duty to make arrangements at school to support pupils with medical conditions. Every pupil's mental and physical health will be properly supported so that the pupil can play a full and active role in school life, remain healthy and achieve their academic potential. We recognise that every pupil is different and will be treated as an individual.

If a child is unwell at school, we will make every effort to contact the parents/guardians. It is very important that we have up-to-date home/work telephone numbers and mobile number or other contact numbers. Until we have contacted the child's parents we will take any action required in the interests of the child.

The Policy Leader is **Zoe Hine**

Medicines/Tablets

The school is not equipped to care for sick children. However, parents may come in to administer prescription medicines to their children at any time during the day as necessary.

Staff who have received sufficient and suitable training can only administer medicines with written permissions but will supervise a child administering their own. The medicine must be sent into school in the original dispensed bottle with the child's name on and in date. A letter signed by the parent stating the reason for medication and the time and dose to be administered in school should accompany it. It is important that any prescribed medication should be taken by an adult to a teacher or to the school secretary.

Non-prescription treatments/medicines must not be given without the consent of the parents, including aspirin/paracetamol.

Inhalers for individual children must be taken outside by the class teacher during PE lessons and any outdoor activities. Epi-pens must be in the child's individual bag accompanying them at all times in line with the school's Allergy Policy.

Unused medicines should be returned to the parents for safe disposal.

Medicines should be taken when a class goes on trips.

Accidents

In the event of an accident injuring one or more people, the first priority is to ensure, within the limits of personnel and facilities, the safety of other pupils and adults in the vicinity. In attending to the injured person(s), help may be called from colleagues holding a First Aid Certificate. Some staff are first aid trained, with **Zoe Hine** holding the post of Senior First Aider.

If the accident is of a more serious nature the office staff should be informed. A senior member of staff will then take a decision whether or not an ambulance should be called. Parents should be contacted as soon as possible. A trained First Aider must remain with the child at all times until medical help arrives.

If the accident is less serious but hospital treatment is deemed necessary and a parent cannot collect the pupil in good time, a colleague with appropriately insured car, accompanied by one other adult, may volunteer to take the casualty to the Accident and Emergency Centre. If no such transport is available, then an ambulance should be called.

The member of staff who was first on the scene must complete an accident report form (from the office) and submit it to the Headteacher for signature.

Asthma

1. Asthma inhalers (Ventolin/Salbutamol) may be used and are kept in the First Aid Room where they are readily accessible as soon as needed. An emergency Salbutamol inhaler and two emergency epi-pens are to be kept in the Office 'grab bag' to be taken outside if the school evacuates. The dates on these will be checked by the First-Aider who checks all other medicine dates and new ones then ordered accordingly.
2. A child having an attack should never be left unattended.
3. Attacks of asthma often cause panic – staff should stay calm and reassure the child.
4. Try to encourage the child to lean forward and fold arms on desk and to breathe slowly and deeply and to relax.
5. First Aid staff are to follow the NHS guidelines for dealing with an asthma attack. Copies of these are kept in each classroom and the First Aid room.
6. If the child does not respond to the inhaler, contact the office as soon as possible for assistance.
7. Parents are responsible for ensuring the inhalers are in date. The expiry date should be checked before use.
8. All staff will receive annual inhaler training.

Epilepsy

1. Staff need to be aware of any epileptic in their care and an up to date medical care plan must be in place. This must be reviewed at least annually. Staff should follow the child's individual care plan if one is in place.
2. If a child has a seizure, contact the office immediately for assistance and parents to be called.
3. During a seizure, remove objects away from the child and make a safe space around the child until they have recovered – do NOT attempt to restrict the child.
4. As soon as the child is relaxed or 'floppy' enough, try and roll them into the recovery position. First Aider must stay with the child until the parent or emergency team arrive.
5. After a seizure allow a child to relax somewhere quiet or even sleep – the Medical Room would be the best place.
6. If a seizure is long lasting ie longer than 60-90 seconds, further medical help may be needed.
7. A PEEP must be in place and reviewed at least annually.

Diabetes

1. Diabetic children are known to staff
2. Each child has trained members of staff looking after them.
3. Full records and the care plans are kept in the First Aid room and the main reception office. The Medical care plan is also kept in the child's classroom.
4. A PEEP must be in place and reviewed at least annually.

Allergies

Refer to the School's Allergy Policy.

Children with severe allergies should have two epipens in school with instructions on use. These are kept in a visible and accessible place within the First Aid room (central location). All staff have been trained how to use epipens. Photographs of children with allergies should be displayed in the First Aid Room and classroom but only with parents' consent.

Children must have a care plan in place which is reviewed annually.

Parents are responsible for ensuring epi-pens are in date.

All staff in school receive annual training on the use of epi-pens.

Sick

If a child is sick the adult on the scene must:

1. Give the child a sick bucket and pass over to an adult who will take the child to the sickroom/seating area by the library and a phone call home will be made.
2. A child who has vomited must remain away from school for 48 hours after vomiting and/or diarrhoea has stopped, unless permitted by the Headteacher for individual reasons.
3. Isolate the area eg by placing a chair over it and contact the Site Manager straight away to use the Wet-Vax to clean the area.

Health Plans

All pupils with a serious medical condition such as Diabetes or life threatening allergies have health care plans in place. Pupils with other medical conditions may also require a health care plan in some cases. These records are kept in the First Aid room and in the classroom. Individual medication boxes in the First Aid room also hold the pupils medical records. Photos of these children are present on the First Aid room wall with bullet point information for all staff to see with parents' permission. Each class also has specific information pertaining to the other pupils with medical conditions in that class.

The medical care plans must be written by the parents and class teacher. In some cases they are written by hospital staff. The senior First Aider must be informed of all new medical care plans.

Medical care plans must be updated at least annually. The date for revision of care plans will be monitored by the Welfare Assistant. They must be reviewed and rewritten with the parents and possibly hospital staff if a pupil goes on a residential trip.

Training

All staff looking after a pupil with a medical condition will receive suitable training in how to care for that pupil in school.
Annual epi-pen and inhaler training will be provided to all staff.

Data Collection Forms
These forms are sent out to all pupils in the school annually by the main office to ensure records are as up to date as possible. These contain information about any medical changes.

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