MEDICAL POLICY

This is a Junior School Policy including the Early Years Foundation Stage and outlines the process for first aid and caring for pupils with medical conditions. This policy should be read in conjunction with the Bootham School Health and Safety Policies.

1. Purpose

This policy sets out the process of first aid for visitors, staff and pupils, the care of unwell children and the storage and administration of medications for pupils. This policy applies to Bootham Junior School, including Before and After School Care, trips, residentials and Outdoor Education.

2. Roles and Responsibilities

It is the responsibility of all staff to ensure that they follow the guidance set out in this policy.

2.1 First Aid

It is the responsibility of the Appointed Person to ensure the first aid bags are well stocked and that the list of First Aid trained staff is up to date. If a staff member requires first aid training, it is the responsibility of the Appointed Person to arrange this.

In the event of a first aid incident, it is the responsibly of the staff member who administered the first aid to complete an accident report slip and ensure one copy goes in the child's bag for home. If the incident is serious and may need the attention of a health care professional, it is the responsibility of the office staff to call the parents and make them aware. In these cases, an Accident Report form should be completed by the staff member who either witnessed the incident or administered the first aid treatment.

If a staff member is injured while working, either they or a member of staff who assisted them should complete an Accident Report form.

If an individual, either visitor, staff, or pupil, has subsequently visited hospital to receive care, it is the responsibility of the office staff to send the Accident Report form to the Bursar's office within 24hrs. The office staff will send all Accident Report forms to the Bursar's office at the end of each term.

In the event of someone needing immediate and serious emergency care, any available staff member with access to a phone should call for an ambulance, most likely the office staff, and at least one first aid trained staff member should stay with the injured person.

It is the responsibility of the Head Teacher to ensure that there are sufficient paediatric trained staff to cover the whole school day including before and after school care. It is the responsibility of the teacher organising a trip to check they have a first aid trained staff member with them.

2.2 Unwell Children

If a child falls ill at school, it is the responsibility of the teacher with them at the time to inform the office and arrange for a staff member to watch them until they are collected. It is the responsibility of the office staff to contact the parents promptly and ensure the pupil is signed out when they are collected.

2.3 Medication and Medical Conditions

It is the responsibility of class teachers to ensure that a child takes their medication at the correct time, either long term and ongoing or short term. It is also the teacher's responsibility to complete the medication form and hand it into the school office when it is complete.

It is the responsibility of parents to hand medication in to the school office, or to the class teacher if it is for a residential, and to complete the appropriate forms. If a child requires ongoing medication to be kept in school, it is the responsibility of the parents to provide medication that is in date and in the original packaging. It is the responsibility of parents to ensure that their child's Operoo record is up to date with all medical conditions, including allergies.

It is the responsibility of office staff to ensure that the correct medication forms are completed by parents, before medication is taken into school. The office staff should ensure the medication is in a bag with the forms and passed on to the class teacher.

It is the responsibility of the Appointed Person to ensure that the list of Medications Held in School is up to date and the medications have the correct Health Care Plan, and Ongoing Medication forms with them. It is the responsibility of class teachers to

ensure that the medications are kept in labelled containers, along with the Ongoing Medication forms, in the class red backpack and that this bag is kept clearly accessible in their classroom but out of the reach of children.

3. First Aid

3.1 Staff

All staff undertaking first aid training do paediatric level, and Outdoor Education or Forest School leaders undertake a minimum of 16hrs training such as FREC Level 3 course. A list of first aiders is displayed in the office, the staff room, and by the Early Years classrooms. At least one first aider is always on site while the school is open and at least one first aider accompanies any school trip.

3.2 Supplies

There are first aid bags available in school to take on trips, for lunchtimes, and when classes are playing on the courts or fields. A first aid bag is always held in the kitchen and in the medical room. Additional to this, each year group has a first aid bag in their classroom. These are kept well stocked and checked every fortnight by the Appointed Person.

Reusable ice packs are kept in the staff room freezer and there are instant ones available for school trips.

3.3 Documentation and Contacting Parents

If a child receives first aid care, they will always get an accident slip sent home. If the injury is significant or involves a head injury, the office staff will call parents, and if necessary, ask the parents to collect so they can be seen by a health care professional. Accident report forms are also completed for all significant injuries and sent to the Bursar's office each term. Where someone has visited hospital, the form will be completed and sent to the Bursar's office within 24hrs.

3.4 Emergency Care

If an individual needs immediate emergency care, a first aid trained staff member will be located immediately to administer first and staff will call for an ambulance and

inform the parents. The first aid trained staff member will stay with the individual until paramedics arrive to take over.

The school has an AED located on the wall of the pavilion next to the main car park, it is alarmed and coded – 2525. It is registered with the emergency services so can be accessed by anyone if they call 999. The Health Centre is responsible for ensuring it is maintained, and the batteries are in date and ordering replacement ones.

In line with regulations from October 2017 and October 2014, the school holds two emergency adrenaline pens and two blue inhalers with spacers without prescription. These are held in the staff room with a list of those who have prescriptions and whose parents have consented to their use in an emergency. If a child without a prescription, but with consent from parents, exhibits signs of anaphylaxis or an asthma attack then staff would follow the guidance of the emergency services.

Children with prescribed adrenaline pens or inhalers keep them in their class red backpack and these should be taken with the child if they leave the building.

All staff receive training from the Health Centre on appropriate and correct use of emergency adrenaline pens.

The Appointed Person is responsible for ensuring the inhalers and adrenaline pens are in date and for ordering and arranging disposal of them.

At the beginning of the academic year (or when a child joins the school) a Medical Consent form is sent out to all parents to gain consent for their son/daughter to receive medication as instructed in an emergency and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion as considered necessary by the medical authorities consulted. Parents can also consent to their son/daughter using the school-held adrenaline pens and inhalers in an emergency and to the Outdoor Education and Forest School leaders administering over the counter medication for minor ailments.

4. Unwell Children

4.1 Absence Due to Illness

If a child is absent from school due to illness the parents are expected to inform the school before morning registration and should reconfirm this for each day that they are absent.

4.2 Illness During the School Day

If a child falls ill during the school day, they will be looked after by staff and, if appropriate, kept separate from other children. The office staff will contact parents as promptly as possible and request they are collected. While they wait to be collected, they will be within sight or hearing of a member of staff.

4.3 Illness on Trips, Residentials and Outdoor Education

If a child falls ill on a trip or Residentials they would be cared for as in school. Their parents would be contacted as soon as possible to collect them.

For Outdoor Education and Residentials, we ask parents to give consent for children to be given over the counter paracetamol suspension or antihistamine suspension for the care of headaches, fevers or bee stings for example. In this case a trip medication form (Appendix 3) would be completed by the trip leader and handed to the parent upon collection.

4.4 Exclusion Periods

For many illnesses there is an exclusion time that they should remain off school to prevent the spread of infectious illnesses. Examples of the most common conditions this applies to are listed in the Additional Advice for All Parents document. These exclusion periods are also listed in the UKHSA Exclusion Table.

5. Ongoing Medical Conditions

5.1 Supporting Children with Medical Conditions

In line with the Children and Families Act 2014, the school makes arrangements to support children with medical conditions. Parents are expected to list all medical conditions on Operoo and keep this up to date. If a child has a condition that might need care during the school day (whether that is regular, occasional or only in an emergency), parents are asked to complete a Health Care Plan, so that appropriate measures can be put in place.

5.2 Documentation and Storage

Health Care Plans are to be stored in the staff room. An accompanying Ongoing Medication form should be completed if medication is to be kept in school and the form

and medication should be stored together in a container in the red class backpack. Exceptions to this are if the medication requires refrigeration, when it is to be kept in fridge in the staff room, or if it is a controlled drug (please see section 5.3).

If medication becomes out of date, it should be returned to the parents.

For all trips and residentials, the trip leader should collect the class backpack to take on the trip. If a trip does not involve a whole class, such as a sporting fixture, it is the trip leader's responsibility to ensure the correct children's medication bags are taken out of the class backpack to be taken on the trip and returned promptly on return to school.

Medication should never be kept in a child's own bag.

5.3 Administration of Medications Held in School

Class teachers should be aware of if and when a child in their class needs medication, and they should check the dosage is correct each time. If a child is on a trip, the trip leader will ensure it is given at the correct time and dosage and fill in the form.

Anyone administering medication must have completed training either with the school nurse or via an online course such as on EduCare. This should be repeated every two years.

5.4 Management of Prescribed Controlled Drugs

If a child requires a prescribed controlled drug to be kept in school it is to be kept double locked and managed by the office staff. Additional to the Health Care Plan and Ongoing Medication form, staff must maintain a controlled drug logbook. Both this and the Ongoing Medication form should be double signed by the member of staff who administered the medication and a member of staff who witnessed it being given.

The medication should come from the parents in the original packaging from the pharmacy.

If these pupils are on a trip when they require their medication it will be taken in a locked box within a padlocked bag along with the correct documentation.

All staff managing or administering prescribed drugs should have received training from the health centre staff or similar source.

6. Short-Term Medication

6.1 Documentation and Storage (In School)

Parents should hand in all short-term medication to the school office and complete a Medication Information form. Office staff will put both of these in a zip lock bag and deliver to teachers for them to keep with their red backpacks, out of reach of the children. The exceptions to this are if the medication requires refrigeration, in which case it would go in the staff room fridge, or if it was a controlled drug (see 5.3). In both cases the office staff will ensure the class teacher is aware that the child needs it and where it is located.

Parents should state if they need the medication to be returned after school each day, or if it is to be stored in school for a set number of days.

All forms should be returned to the office when they are finished with to go into pupil files.

6.2 Documentation and Storage (Trips and Residentials)

For Residentials parents should hand medication directly to the teacher along with the Medication for School Trips form. This will be kept in a secure place out of the reach of children, for the duration of the residential.

For school day trips it is the same process as in school (see 6.1), and teachers will ensure it goes with them when they depart school for the trip and is kept in a secure place out of reach of children.

All forms should be returned to the office when they are finished with to go into pupil files.

6.3 Administration of Short-term Medication

As with ongoing medication (see 5.2), it is the responsibility of class teachers to ensure children take their medication at the correct time and the correct dose. If the child is on a trip the class teacher should make the trip leader aware so it can be taken with them, and it is the trip leader's responsibility to ensure the correct dose is taken at the correct time, and then handed back to the class teacher when returning from the trip, or handed back to the parent directly.

Date of last review: January 2025

Person responsible: Helen Todd

Approval group: Health and Safety

Date of next review: January 2027

Note: This policy will be reviewed on an annual basis for matters of fact and process.

Appendix 1: Ongoing Medication Form

BOOTHAM SCHOOL
AGES 3-18

Dear Parent/Guardian,

ONGOING MEDICATION

As part of their Care Plan, your child requires ongoing medical treatment to be given in school. Please help us by completing the following form in order to ensure we hold the necessary details relating to the dosage and administration of their medicine.

Name of Child..... Form.....

Name of medication .....

Dosage and method.....
(as prescribed or directed on medication)

Timing.....

Are there any side effects? .....

.....

Signature of Parent/Guardian..... Date.....

MEDICATION GIVEN TO YOUR CHILD IN SCHOOL

Autumn Term

Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign

Spring Term

Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign

Summer Term

Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign

One copy to be returned to parent each evening and brought back to school the next day. Please note as 'course complete' when medication is no longer needed and hand to class teacher.

One copy to remain in school

Appendix 2: Short Term Medication Form

Dear Parent/Guardian

MEDICATION FORM

We are very happy to give your child any medication they require. Please help us by completing the following form in order to ensure we hold the necessary details relating to the dosage and administration of their medicine.

Name of Child..... Form.....

Name of medication .....

Dosage and method.....
(as prescribed or directed on medication)

Timing.....

Are there any side effects? .....

.....

Signature of Parent/Guardian..... Date.....

MEDICATION GIVEN TO YOUR CHILD IN SCHOOL

Date	Time last given at home	Dosage	Signature (Parent)	Time given in school	Dosage	Signature (Teacher)

One copy to be returned to parent each evening and brought back to school the next day. Please note as 'course complete' when medication is no longer needed and hand to class teacher.

One copy to remain in school

Appendix 3: Trips Medication Form

Dear Parent/Guardian

MEDICATION FORM

We are very happy to give your child any medication they require. Please help us by completing the following form in order to ensure we hold the necessary details relating to the dosage and administration of their medicine.

Name of Child..... Form.....

Name of medication .....

Dosage and method.....
(as prescribed or directed on medication)

Timing.....

Are there any side effects? .....

.....

Signature of Parent/Guardian..... Date.....

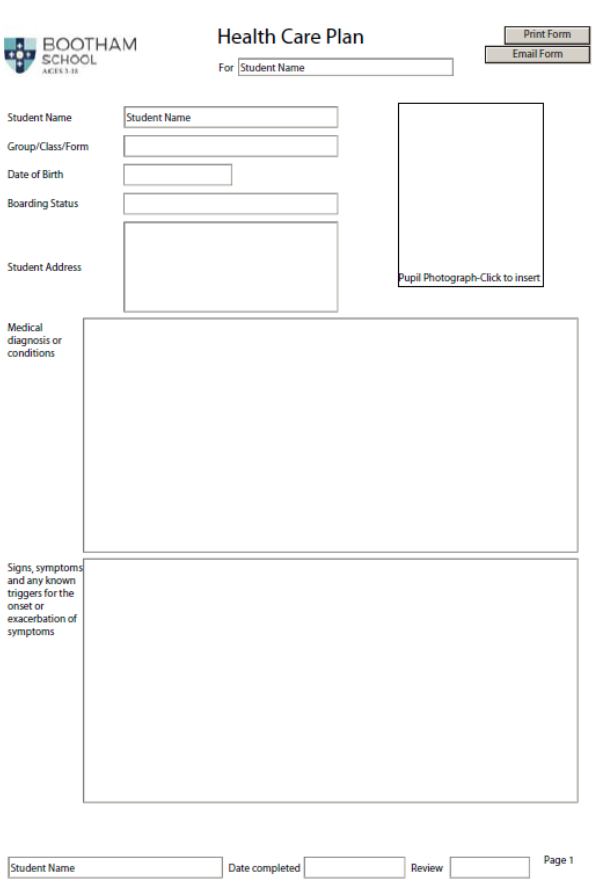
MEDICATION GIVEN TO YOUR CHILD ON SCHOOL TRIP

Date	Time last given at home	Dosage	Signature (Parent)	Time given in school	Dosage	Signature (Teacher)

One copy to be returned to parent each evening and brought back to school the next day. Please note as 'course complete' when medication is no longer needed and hand to class teacher.

One copy to remain in school

Appendix 4: Health Care Plan



BOOTHAM SCHOOL
AGES 3-18

Health Care Plan

For Student Name

Print Form
Email Form

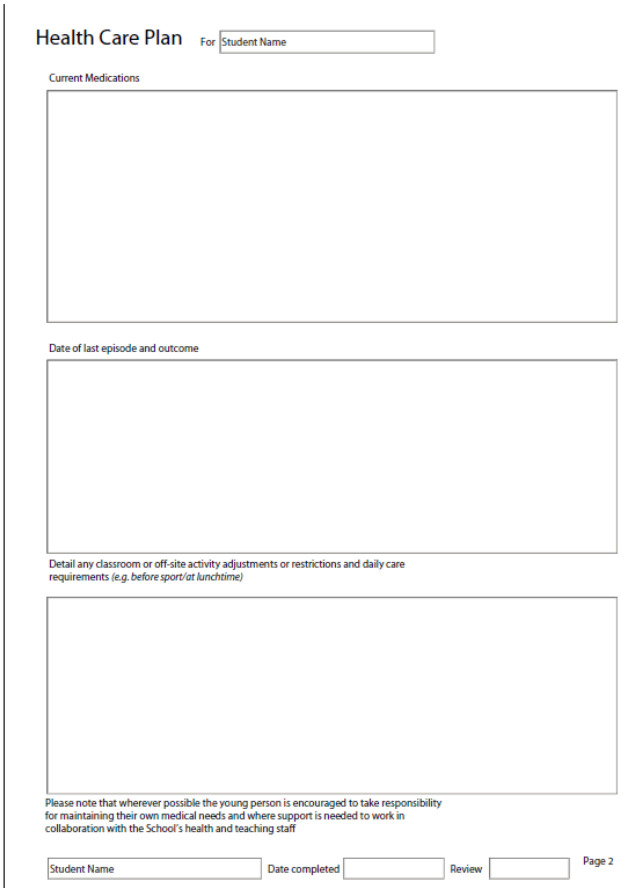
Student Name: Student Name
Group/Class/Form:
Date of Birth:
Boarding Status:
Student Address:

Pupil Photograph-Click to insert

Medical diagnosis or conditions:

Signs, symptoms and any known triggers for the onset or exacerbation of symptoms:

Student Name | Date completed | Review | Page 1



Health Care Plan For Student Name

Current Medications

Date of last episode and outcome

Detail any classroom or off-site activity adjustments or restrictions and daily care requirements *(e.g. before sport/at lunchtime)*

Please note that wherever possible the young person is encouraged to take responsibility for maintaining their own medical needs and where support is needed to work in collaboration with the School's health and teaching staff

Student Name | Date completed | Review | Page 2

Health Care Plan For Student Name

Describe what constitutes an **emergency** for the child, and the **action(s)** to take if this occurs:

Call for help when:

Call for ambulance when:

(To be completed by School

Staff member responsible in an emergency

On Site

On Site

Health Care Plan For Student Name

Family Contact Information

Name
Work Number
Home Number
Mobile Number

Parent/Guardian Contact Information

Name
Work Number
Home Number
Mobile Number

Hospital Consultant/clinic details

Name
Contact Number

Parent/Guardian Signature

If submitting electronically please print your name and e-mail address

Nurse ManagerSignature

If submitting electronically please print your name and e-mail address

Form copied to
Form copied to
Form copied to

Health Care Plan For Student Name

Parents/guardians also please note:

The parents/guardians of a pupil at this school have a responsibility to:
- tell the school if their child/young person has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child/ young person
- inform the school about the medication their child/ young person requires during school hours
- inform the school of any medication their child/young person requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child'/young person' medication, what they take, when, and how much
- inform the school of any changes to their child'/young person' condition
- ensure their child'/young person' medication and medical devices are labelled with their child'/young person' full name
- provide the school with appropriate spare medication labelled with their child'/young person' name
- ensure that their child'/young person' medication is within expiry dates
- keep their child/young person at home if they have an infectious illness or they are not well enough to attend school and ensure their child/young person catches up on any school work they have missed
- ensure their child/young person has regular reviews about their condition with their doctor or specialist.
- review once a year

Appendix 5: Accident Report Form

Bursar's Office Ref. No.		Health Centre Ref. No.
_____	BOOTHAM SCHOOL	_____

Accident Report Form

Name of injured person (and address if Contractor/Public)	
Reason for being on site	Staff ☐ Student ☐ Contractor ☐ Public ☐
Occupation (if applicable)	
Date/ time of accident	
Location of accident	
Nature of injury (e.g cut, burn, sprain etc)	
Brief details of what happened	
Member of staff in charge	
Name of witness(es) and contact details	
Treatment given by First Aider or Health Centre	
Name of First Aider/Nurse	
Did the injured person go immediately to A & E * *if yes see note below*	
When do you expect the injured person to return to work/school	
Could some action be taken to prevent this happening again? Yes or No	*If yes please complete section 2 overleaf*
Signature and name of person making the report and date (please print)	

** If the injury is significant enough to involve a visit direct to A & E please pass a copy of this form to the Bursar's office within 24 hours. An investigation may be required and the Bursar's office will liaise with the appropriate staff (section 3 overleaf).*

Ref: JL/Andy/HBS/Forms Last updated October 15

Section 2
Remedial or Preventative Action Required

We all have a duty of care to take preventative /remedial action whenever possible. If you feel that some action could be taken to prevent a recurrence of this accident please refer it upwards as you feel appropriate e.g. Head of Department, Estates Manager, Bursar's office.

Please give details below of any action you have taken and/or details of who you have referred it to.

Action taken to prevent a recurrence/referred to

Signed: _____ Date: _____

Section 3
Investigation Requested

Bursar: _____ Date: _____

Investigation by: _____

Target date for completion: _____

Ref: JL/Andy/HBS/Forms Last updated October 15