

SCHOOL MEDICAL POLICY

Rationale

Generally, First Aid should be left to those members of staff who are qualified first aiders. However, all staff have a general duty to act 'in loco parentis' in emergencies.

Purpose

To clarify the role and expectation of staff and the school as a whole concerning pupils' medical needs.

Guidelines

1. Legally the school is not responsible for administering any medication prescribed by doctors or requested by parents, neither is the school responsible for ensuring that pupils do this themselves.
2. Staff must allow pupils to administer their own medication as prescribed or necessary (providing that there is a written note of explanation from parents). Pupils should only carry the quantity of medication required during the school day. Pupils with Epi-pens should carry these at all times.
3. On the request of parents the school office will look after prescribed medicines for pupils. Prescribed medicines should be brought to school, by a parent/guardian only, in their original container/packaging which shows name, dosages etc. Whilst it is not staff's responsibility to ensure that these are properly administered, staff will, of course, help when necessary or possible.
4. Staff should only administer first aid above and beyond reasonable first response measures if they are qualified to do so. When a medical emergency occurs, they should inform the first aid staff in reception themselves or by sending a responsible pupil.
5. In a medical emergency teachers may administer an Epi-pen if a pupil is unable to do this for themselves. Other drugs should not be given to pupils by members of staff. (Exception – see point 3)
6. If qualified first-aiders cannot deal with any medical emergency or are at all uncertain of the best action to take, they will contact the parents in the first instance or call for an ambulance.
7. Where a pupil has a care plan and when in place, advice and guidance will be followed and teaching staff will be appropriately informed of the pupil's needs.

8. Guidelines where there is a need for an ambulance:

- When ambulance arrives, the paramedics take charge and will inform the school of their proposed course of action
- A parent will be contacted, usually by the first-aider in attendance who will be in full possession of the facts.
- A parent is informed that the ambulance is preparing to leave the school and s/he will be asked if s/he could please attend the hospital to be there on arrival or as soon as possible. The ambulance will not usually leave the school premises (except in extreme emergency) until such time as the school knows whether or not a parent had been contacted
- If the school is unable to get hold of a parent or any other recognised emergency contact, someone will always go with the pupil and the office will continue to try to contact parents

February 2008

Review Date: February 2011