Rook's Nest Academy
Medical Policy 24-25

At Rook's Nest Academy we wish to ensure that pupils with medication needs receive the appropriate support and care whilst in school. However, there is no legal obligation for nonmedical staff to administer medicines or supervise a child taking medicines; therefore **we will only administer prescribed medicines.**

Parents are responsible for keeping the Academy informed with information about their child's condition and medication.

Parents are responsible for the supply of their child's medicines including renewing out of date medicines.

The Headteacher will accept responsibility in principle for members of school staff giving or supervising pupils taking medicine during the school day. Staff do this on a purely voluntary basis and therefore a constructive and trusting dialogue with parents is essential.

Additional arrangements will be made with the parents of children with a Health Care Plan requiring life-saving medication.

If a child requires prescribed medicines whilst in school it is preferable that the parents administer these medicines. However, this is not always practicable. Therefore a request must be made for the administration of the prescribed medicines in the Academy.

Each request will be considered on its individual merit and referred to the Headteacher. Requests must be made by completing an Administration of Medicines/Treatment Consent Form which is available from the Academy Office.
Once completed these forms will be kept in the Academy Office and must be reissued by the parents each time there is a change in medication or dosage, or on an annual basis for the administration of creams and inhalers.

Guidelines

The following safeguards should be observed in any case where the Headteacher agrees to accept responsibility for administering of medicines to children. The Headteacher will only accept this responsibility if the parent/guardian signs an Academy Indemnity Form.

- A consent form for the Administration of Medicines/Treatment should be completed by the parent/guardian. Then each item of medication must be delivered to the Academy Office by the parent/guardian and handed in to an appropriate adult. The medication should be in the secure and labelled container it was dispensed in to verify information about who the medication was prescribed for, the frequency and amount of the dosage. Parents must be aware of storage requirements and expiry date, which again should be reported on the paperwork.
- Following this the medication should be brought in daily by the parent/guardian in the secure and labelled container it was originally dispensed in.
- All medicines should be handed over daily to the Medical Officer or an appropriate adult in the Academy Office and should be collected at the end of the day by an adult where appropriate.
- Medicines should be clearly labelled with the child's name, contents, and dosage. A record of medications and dosages will be kept in the Academy Office.
- Wherever possible medicines will be self-administered under adult supervision – a record of dates and times will be logged.
- Where a child is known to be suffering from a long term illness the Academy will liaise with Parents/Carers and the School Nurse Service to produce a Care Plan which will be updated regularly.
- All medication will be stored safely either in the fridge in the Academy Office or in the medicine box in the Academy Office. All medication, except inhalers, must be recorded on the appropriate Administration of Medicines/Treatment Consent form kept in the Academy Office.
- As from 1st October 2014 legislation has been passed to allow schools to keep small quantities of salbutamol inhalers on their premises for emergency use in the treatment of acute asthma attacks. Prior consent will be obtained from the parents through the use of a form to enable academy staff to administer these inhalers when children do not have their own on site in the academy.

Class Teachers and Administration Staff will ensure children have access to inhalers/ medicines during the day and on any off-site visits.
Please note that the Academy will not administer any medicines which are not prescribed by a medical professional. This includes Calpol, headache tablets, cough sweets or any medication containing Ibuprofen (unless during a residential trip when staff will be acting In Loco Parentis as agreed on an individual basis).

Allergies

Information and photographs of all children who suffer from an allergy will be displayed in the Staffroom and Academy Kitchen. All staff will be informed of the individuals involved. Class Teachers are issued with medical information on all the children in their class. Rook's Nest is a **nut free** school due to numerous nut allergies. We value parent support in providing nut free packed lunches in school and on trips.

Administration of Medicines

- Medications may be administered by another responsible adult from within the Academy. Where there is a Health Care Plan in place for a specific child other staff may administer the appropriate medication having undergone training by the appropriate agencies. All Teaching Staff undertake Epi pen and Epilepsy training annually by the School Nurse.

- If a child refuses to take medicines, staff will not force them to do so, and will inform the parents of the refusal as a matter of urgency. If the refusal to take a medicine results in an emergency, the Academy's emergency procedures will be followed.

- Academy staff will not dispose of medicines. Medicines which are in use and in date should be collected by the parent at the end of each term/half term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to the local pharmacy for safe disposal.

Sickness and Infection

The Academy follows the HSC Public Health Agency guidelines where there is an identified illness/infection.

- In the case of pupils with sickness and diarrhoea the parent should inform the Academy as soon as possible and the child should remain absent from the Academy for 48 hours after their last bout of illness.
- In the case of pupils with other infectious diseases we will follow the HSC guidelines with regard to the period of absence required or notification procedures for infectious diseases.

First Aid

First Aid boxes are located around the Academy. There is one in Foundation Stage, Key Stage 1 and Key Stage 2. There are also two portable bags containing equipment – one is used by Lunchtime Staff and one is taken on visits by staff. When outside visits are arranged we ensure that there is always at least one qualified First Aider on the visit.

The Academy is fortunate enough to have many members of staff who volunteer to train in First Aid. Working with those children under 5 years of age we also have the correct number of staff required to have the Paediatric First Aid qualification.

The Academy is fortunate enough to have two defibrillators, one is stored in a locked container on the playground and the second is stored in the Academy officer. The site manger weekly checks they are suitable for use.

A large proportion of the staff are 'Team Teach' trained – which is a recognised positive handling technique used to safely support children in crisis.

Academy procedures will always be followed in the case of illness, accident and emergency. All significant accidents will be recorded in the Academy Accident Book/and or minor accident form which is located in the Academy Office/ and with the lunch time supervisors. EYFS are required to record all accidents in their own book and this is kept in the Foundation Unit.

Academy procedures

- If a child is feeling unwell the teacher should make a judgement on the situation and consult with Senior Management before contacting the parent.
- In the case of an accident the child should be checked by a qualified First Aider.
  Any member of staff checking a child's injuries should adhere to the Academy Intimate Care Policy.
- In the case of a significant head injury the parent should always be notified by telephone which is followed up by a 'banged head' letter. Parents / Carers should be given the option to come and collect or check the child for themselves.
- Banged head notes will be recorded for all minor head injuries.
- If the child has been vomiting or is clearly unwell the parent should be contacted and asked to collect the child as soon as is reasonably possible. A nominated person can collect on the parent's behalf e.g. Grandparent
- This policy has been prepared following DfE guidelines in the document Supporting children at school with medical conditions (December 2015).

Covid 19 Amendments

The Academy continues to follow all recommendations according to Public Health England these are the basic measures which make up the academy Risk assessment and subsequent procedures.

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements

What to do if you have symptoms of a respiratory infection, including COVID-19, and have not taken a COVID-19 test

Try to stay at home and avoid contact with other people

If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.

If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower.

If your child has mild symptoms such as a runny nose, sore throat or mild cough, and they feel well enough, they can go to school or childcare.

This Policy will be reviewed annually or in accordance with any new guidelines published by the DfE

Reviewed: April 2025