



Medical procedures in school February 2025

Medication

- Medication is not to be given in school unless stated by GP/parent.
- For short term medication, parents are to be encouraged to administer at home. If a child requires medication during the school day, parents are invited to administer it at the school office.
- Where anti-biotics are to be given 4 times a day, special arrangements can be made with the school office or class teacher if they are happy to administer/monitor
- For long term medication (e.g. Baclofen, Medikinet etc) parents should sign a consent form for it to be given by a member of staff in school who is comfortable doing so. This should then be recorded in the class medical file and in the child's home communication book (if the child has one) or via a Dojo/MyEd message to parent.
- Prescription medicines must be in date, labelled and in the original container including prescriber's instructions for administration, dosage and storage suggestions.

Inhalers

- First Aiders are NOT required to administer inhalers - any member of staff can do this.
- All information on dosage, when to administer etc can be found on "medical info at a glance" in class medical folders.
- When giving inhalers, dosage, time and date should be recorded in class medical file.
- Inhalers should be sent home at the end of every term to be washed by parent/carer. It is the parent/carers responsibility to return back to school.
- Inhalers should be checked regularly by TA/CT for dates. Parents should be notified when an inhaler is coming up to its expiry date to give parents enough notice to bring in an updated prescription/inhaler in to school.

Anaphylaxis Epi-pens

- Epi-pens can be administered by any member of staff that have completed Epilepsy awareness training (Compass video).
- Epi-pens should be accessible and near to the child at all times. They should be kept in a bag out of other children's' reach behind the classroom curtain and all staff should be made aware of where it is kept.
- The expiry date should be monitored regularly by TA/CT. Parents should be notified when the epi-pen is approaching expiry date.
- Any child with an Epi-pen in school will have a Compass Health Care Plan. The procedures should be followed from this plan. Plans are updated yearly.



Diabetes

- Children with Diabetes will have a Diabetes Health Care Plan in place to follow.
- If a child requires insulin injections, only staff that are trained can administer this. However, any member of staff can check levels on devices and notify trained members of staff if any action is required.
- Any administered insulin or blood tests should be recorded in the child's record book and where applicable, on the child's mobile app. Parents should be notified of any changes throughout the day as/when required.
- Sharps should be disposed of in a sharps box and/or safely disposed by parent.

If a child has had an accident (injury) in the classroom or on the playground

- **For minor incidents-** grazes, bumped legs/arms, cuts and basic first aid can be administered by any adult (clean up, applying plasters etc). Parent to be notified via Dojo or a note sent home. Plasters and basic first aid equipment can be found in class medical boxes in the classroom as well as in the first aid cupboard (KS2 staff toilets). The key for this cupboard is in a pot on the shelves, behind the door in the staff room. **A first aider is not needed for loose teeth, unless as a result of an injury.**
- **For major incidents-** head injuries, severe cuts/wounds, a first aider should be called for assistance. Parents should be notified at the next earliest convenience via a phone call by the First Aider or the office staff.
- If there are no available adults to help nearby, use the walkie talkies or year group phones to call for assistance (nearest first aider). Do not send child to look around the school for a first aider.

If an adult has an accident (injury) in school

- Seek assistance from nearest First Aider (First Aid at work) if required.
- Record in staff accident book, found in the drawers outside the staff toilets (KS2; the key is in the pot on the shelves in the staff room).
- All accidents/incidents should then be reported to Sam Chamberlain in the office and an accident form completed. Photocopy the form for your records and return to the school office to be updated onto the system.

If a child feels sick/poorly

- A First aider is NOT required unless as a result of an injury.
- Monitor in classroom, refer to HT/DHT they will make a decision, and if needed ask the office to make a phone call home/send the child home if necessary.

If a child has been sick in the classroom/corridor

- A First aider is NOT required unless as a result of an injury.
- Use the sanitaire powder to cover vomit (kept behind the curtain/in cupboard in classrooms).
- If staff are happy to, sweep up and dispose in the outdoor bin, otherwise cover the area with a wet floor sing or cone. Cleaners to be notified on their arrival. Continue as best possible. If absolutely



necessary, class to be moved elsewhere until area can be cleaned.

If a child has had a toilet accident

- Nearest available adult to assist (First Aider is not required unless as a result of an injury). Gloves, aprons and nappy sacks can be found in the disabled toilets.
- Encourage child to change themselves in the toilets. If this is not possible and the child requires assistance, call for a second adult to assist (use walkie talkies or internal phones if there isn't an available adult nearby).
- Dispose of nappy sacks in the nappy bins provided in disabled toilets.
- Spare clothes can be found in the cupboard between The Den and Year 1 toilet's for KS1 and Flamingo Room/sanitary box for KS2.
- Where possible, cover the area, anti-bac with cleaning products and odour remover spray (found in the disabled toilets). If the area cannot be fully cleaned, place a wet floor sign over the area and notify cleaner/caretaker as soon as possible.
- Inform parent/carer at the end of the day and/or via Dojo/MyEd

Changing nappies

- Use the beds provided in disabled toilets
- Aprons, gloves, nappy sacks and wipes can be found in disabled toilets. If children require regular nappy changes, parents/carers should provide these. There are some spare nappies in KS1 disabled toilet if required.
- 2 adults must be present- call for second via walkie talkie/ internal phones.
- Use the nappy bins provided to dispose
- Record nappy changes on sheets/log books as appropriate.

Medical info at a glance record sheets

- All information will be updated annually. New information coming into school mid-year should be passed on to Ellie Tomlinson, added on to the class medical information sheet and shared with Hazel Tomlinson in order to update SIMs.



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Areas of Medical Responsibilities in school

Responsibilities	Who	When	Notes
Replenish first aid kits	Tas for that term	Termly	TA/CT to monitor this regularly. If any further equipment is required, notify office.
Ordering first aid equipment	Sam Chamberlain	Yearly/as required	As above.
Checking dates of medication	TA/CT	Regularly	Parents to be notified when medication is coming up to expiry dates.
First aid training	Sam Chamberlain	To be monitored regularly for any upcoming renewals.	Sam Chamberlain to monitor dates of training expiry. Sam to book training when required.
Medical information at a glance	Ellie Tomlinson	Annually in September	Any new/additional information that arrives mid-year, please notify Ellie Tomlinson and Hazel Tomlinson.
Medical training (Dysphagia, Diabetes, Epilepsy, Physio, Manual Handling etc)	Ellie Tomlison	Annually - Monitored and book when necessary	Any new/additional information that requires training, please notify Ellie Tomlinson.
Personal Evacuation Plans (PEEPS)	Ellie Tomlinson	Annually - September	All staff listed on plans to check and sign information and monitor for any necessary changes during the year.
Compass Referrals (school nurse)	ANY CLASS TEACHER	When necessary	Any referrals made that are made by Class teacher, please also notify Ellie Tomlinson for records.
Accessibility Plan	Fiona Robertson	Annually	All staff to monitor for any changes to the school site.
Administering inhalers	Any member of staff	When required	To be recorded in class file.
Administering basic first aid (plasters, clean cut)	Any member of staff	When required	Recorded in class file, note to be sent home
Administering further first aid	Trained first aiders	When required	Recorded in class file, phone call home if necessary
Assisting a poorly child	Any member of staff	When required	If as a result from an injury, seek advice from first aider.
Toileting (including manual handling)	Trained members of staff for specific children	When required	
Assisting child with toilet accidents	Any member of staff	When required	If child cannot change themselves, second person needs to be called.

