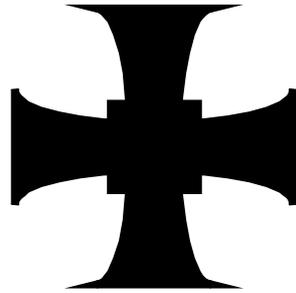


TRINITY SCHOOL



A CHURCH OF ENGLAND ACADEMY

STAFF GUIDELINES: MANAGING STUDENTS WITH MEDICAL NEEDS IN SCHOOL

Pastoral Committee

Reviewed: May 2017

Approved by the Pastoral Committee: June 2017

Ratified by the full Governing Body: July 2017

Next review: June 2019

Introduction

This document provides information to all school staff on dealing with students in need of First Aid Care and with other medical situations.

In an Emergency

If ever in any doubt about a seemingly serious situation, staff should not hesitate to contact Emergency Services as the first priority action.

Student First Aid

School has a team of qualified First Aiders to support both students and staff. We operate a rota system such that one member of staff is always on “standby” or resident in the Medical Unit and can be called on to deal with a situation.

If a student is in need of attention during a lesson and is able to seek help without assistance, he/she should be sent to Main Reception (or Sixth Form Reception) who will call for a First Aider to deal with the situation, including providing any necessary treatment, updating school records and contacting both other services and parents/carers as necessary. If there is any doubt about the student’s safety, the staff member should send a second student with him/her or request First Aid Assistance to be sent to the classroom.

First Aiders can dispense Paracetamol and salbutamol providing parental permission (can be checked on SIMS) has been given, but no other medication unless it has been prescribed and school formally notified.

Paracetamol will only be dispensed via the medical unit and each dose recorded in a log; it is not available before 11.00am.

We cannot dispense hay fever tablets, throat lozenges etc., and students need to be aware of this. If a student is clearly too unwell to remain at school we will seek parental permission to send them home/be collected.

If a student needs medication during the school day it should be brought to the medical unit labelled with the student's name and form accompanied by a letter giving written instruction of the name and dosage of the medication, the frequency it is to be given and the reason the child is taking it. No medication of any sort can be given without parental permission.

Inhalers for asthma should be kept with the student at all times and they should be clearly labelled with the student's name. It is a good idea to lodge a spare inhaler with the medical unit (where an emergency supply is also located).

If it is necessary for a student to carry any medication personally for emergency use please instruct parents/carers to discuss this initially with the student’s’ House Office or Sixth Form Manager so than an appropriate healthcare plan can be put in place with the Health Care Manager.

First Aid Kits

Kits are located in each House Office, at Main Reception and in the Sixth Form Reception.

There is a defibrillator at Main and Sixth Form Reception.

Individual Healthcare Plans

Students with specific medical conditions such as diabetes or epilepsy for example require very specific support arrangements to be put in place. They may carry medication for self administration as well as other equipment and have other medication stored in the medical unit.

Staff need to be aware of triggers and emergency procedures. Such students will have Individual Healthcare Plans which are tagged on and accessible via their student records on SIMS.

Other Medical Issues

It is clear that the medical needs of our students extend beyond the provision of First Aid.

The School Nursing Service has medical responsibility for structured interventions such as immunization programmes.

However other needs will arise that might include mental health issues, drug and alcohol related and sexual health/education for example.

School addresses such needs in a number of ways:

1. With parental consent, we can refer to Agencies such as DASH and Barnados who have expertise in drug, alcohol and sexual issues. This would normally be done via House Offices and may be either as a result of our concerns and observations (more likely) or the student approaching a member of staff (less likely).
2. Students can access services such as CAMHS via their GP and House Offices can advise families on how to access this.
3. Students of any age have the right to access a GP (for contraceptive issues) for example if we are approached regarding such subjects.
4. We will encounter self harm situations; CP issues should be managed as per guidelines and House Offices given responsibility for family liaison, accessing other Agencies.
5. The First Aid Team can seek advice from the School Nursing Team on any student medical issue.

No one approach will fit all situations.

Useful contacts

School Medical Unit	Ext 237
Cumberland Infirmary	01228 523444
Specialist Diabetic Nurse (Christine Carruthers)	07879 896914
Kym Allan	01228 210152 kym@kymallanhsc.co.uk
Public Health and Well-being Nurses	01228 602000 www.cumbriapartnership.nhs.uk

Further information

Consult the School Policy: *“Supporting Students with Medical Needs in School.”*

Or, contact NWA.