

The following procedures have been written in line with Farndon Fields Primary School current protocol.



Mini Oaks Pre School Medical and Allergy Procedures

Medical & Medicine Procedure

General Principles - Illness

- Parents/Carers of a child who becomes ill or may be infectious will be contacted using the provided emergency contacts list, asking to them collect their child from the pre-school
- If a child becomes seriously unwell and a first aider deems an ambulance is required 999/112 will be called followed by contacting Parents/Carers. If paramedics take the decision to transfer the child to hospital and Parents/Carers are not present staff will accompany the child in the ambulance
- A child who has been unwell with sickness and/or diarrhoea is to remain at home for 48 hours after the last bout of illness
- Farndon Fields Primary School follows the advice as set out in the 'Guidance on Infection Control in Schools', Public Health Agency (2017) to prevent the spread of illness and contagious infections

General Principals – Medical Conditions & Medication

- Farndon Fields Primary School wish to ensure that children with medication needs are supported and get the appropriate care to ensure they have equal access to education.
- Prescribed medications are administered by staff, who hold a relevant first aid qualification and who have volunteered to do so or who have been trained to do so by medically qualified staff.
- No prescribed medication shall be administered without the specific written consent from a Parent or Guardian.
- All medication should be kept in its original packaging. Prescription medications must include a pharmacy label stating child's name, dose, frequency of administration, storage requirements and expiry date.
- Only prescribed medication shall be administered during the school day and when prescribed to be administered 4 times a day, unless specially labelled otherwise e.g. an hour before meals. The exception to this is where over the counter medication is to be used as part of a specific Care Plan
- Parents/Carers are responsible for ensuring the school has enough medication for their child and to provide an appropriate measuring spoon or oral syringe to administer liquid medication.

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Training

- There is to be at least one member of staff who is paediatric first aid trained (12-hour course) to be available at all times including cover for sickness, holidays and trips. These can be supported by emergency paediatric first aid trained staff who have completed the 6-hour course.
- Where there is a child with a specific medical condition, staff are work under the guidance and be advised by the relevant health professionals. Training for specific conditions including the care and administration of medications where technical knowledge is required, training must be completed and assessed before the child starts school.

Storage

- All medication is to be stored in safe and secure location which is known to staff. Some medication is to be kept in a fridge and this should be kept away from where children can access it, on a shelf reserved only for medications
- Prescribed medications such as inhalers are kept in school rucksacks in the child's classroom. These are to be taken with the child if they leave the premises during the school day for trips etc.
- An appointed staff member is responsible for collecting the rucksack if the school needs to evacuate.
- Prescribed emergency medication is kept in a separate red rucksack in the staffroom which is centrally located to all children and known to all staff. Each item is stored in a clear box, clearly identified by the child's name and photograph. A copy of the child's Care Plan must also be included
- A folder containing the Care Plans for all children must be included in the red rucksack. This should be available for all staff, including any cover staff
- An appointed person is responsible for collecting the red rucksack from the staffroom during evacuation of the building
- All medication is to be in the correct packaging with an accurate pharmacy label attached stating the child's name, medication name, dose, frequency of dose, length of course and expiry date

Disposal of medication

- Parents/Carers are responsible for collecting any remaining medication at the end of the day or course.
- If administering a sharp item these will be disposed of in a sharps bin. These will be provided by the Parents/Carers or medical staff/hospital associated with the illness or condition
- Parents/Carers are responsible for ensuring that medication is within the expiry date and that any expired or unused medication is returned to a pharmacy for safe disposal
- If prescribed emergency medication has had to be administered, this can be given to the paramedics as part of the handover procedure.

Record Keeping

- Written consent must be given using the Farndon Fields 'Administration of Medications' form. Farndon Fields Primary School are responsible for securely storing signed copies of consent forms
- All sections of the consent form are to be completed by the Parent/Carer to include
 - The child's full name, age and class
 - Medication name to match the pharmacy label
 - What the medication was prescribed for
 - Details of any relevant medical details such as allergies

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- Clear instructions of the dose to be administered, frequency of dose and time to be administered
- Acknowledgement that the child has previously taken the medication and suffered no adverse reactions
- Parents/Carers to have signed and dated the consent form
- A new consent form must be completed if there are any changes to the prescription or medication requirements
- A record of medication given should be recorded noting the date, time and dose taken. A staff member may ask for a supervision check of the medication prior to administering. All staff involved in the administration are to sign the record
- Parents/Carers are to be informed on the same day of medication being administered. Where this has been documented in writing all records will be kept securely

Allergy Procedure

Responsibilities of Parents/Carers

- It is the responsibility of the Parents/Carers to ensure school are kept fully informed with all the up-to-date information regarding a child with allergies and/or under medical investigation for an allergy
- Any amendments to a Care Plan must be reported to the school so a meeting can be arranged, and a new Care Plan provided
- Parents/Carers are to provide the pre-school with a Care Plan provided by the child's consultant before starting/commencing school following diagnosis
- All sections of a Care Plans are to be fully completed by a doctor according to the guidance from health professionals, including being signed and dated and with an escalation plan
- All medication is to be replaced before the end of the expiry date. Parents/Carers are responsible for the disposal of expired medication

Responsibilities of Pre-School

- An appointed member of staff responsible for the medical procedures is to co-ordinate a meeting with parents/carers and to facilitate the training for the administration of auto-injectors
- School will keep a record of staff who are trained in the administration of auto-injectors as delivered by specialist nurse/health professionals
- Auto-injector training for staff will be renewed annually via health professionals
- Farndon Fields Primary School have adopted a 'Whole School Awareness of Allergy' approach. Within this both staff and children are educated about the risk of allergies including triggers and symptoms
- Safe management of the school environment ensures children with allergies are fully integrated into school life
- Record Keeping is kept up-to-date on Scholar Pack of children with known allergies, emergency medication and contact details
- Staff to be kept up-to-date of children who have allergies and their current Care Plan

Treatment

- Follow the Care Plan for a known allergy sufferer following an anaphylactic reaction, administration of medication only as stated on the Care Plan following any escalation procedures
- Phone 999/112 for emergency help if an auto-injector has been administered or for first time attacks
- Contact Parents/Carers
- Administer first aid, as trained to do so

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- Accurate record keeping of the reaction is to be recorded as soon as possible, including times, treatment, medication administered and factual observations. A copy is to be passed on to paramedics for ongoing medical treatment