

Managing students' medical issues falls into 3 distinct categories. Medicines, Illness and First Aid. It is important that staff are aware of the differences between each occurrence and follow the correct procedure. All medical activities are to be treated in the strictest of confidence.

MEDICINES

Many students will need to take medication at school at some time in their school life. Mostly this will be for a short period only; to finish a course of antibiotics or to apply a lotion. To allow students to do this will minimise the time they need to be off school. Medications should only be taken in school when absolutely necessary.

No student under the age of 16 should be given medication without his or her parents' written consent. School staff cannot administer non-prescribed or prescribed medicines to students without written permission from parents. Staff may not know whether the student has taken a previous dose, or whether the medication may react with any other medications being taken. A child under 12 should never be given aspirin, unless prescribed by a doctor.

In the event of a student needing non-prescriptions pain relief during the school day parental permission will always need to be obtained.

If a student regularly suffers from acute pain, such as migraine, the parents must authorise and supply the appropriate painkiller for their child's use. Written authority must always be obtained.

Records of all medical events must be recorded and detail the following:

- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Any other treatments
- Any side effects

Only trained staffs shall administer prescribed emergency medication.

ILLNESS

Student Illness

In cases of student illness, the student must be issued with an out of lesson permission slip and sent to Student Services who are responsible for the Medical Room. If the member of staff is very concerned about the child's well being, they should be accompanied by another student. All visits to the Medical Room will be logged. A qualified First Aider will determine if any first aid is required and undertake as appropriate.

Where the student does not require first aid assistance, the student is assessed as being too unwell to attend school, the parents will be notified and requested to collect their child.

FIRST AID

Accidents and Injuries

Upon the occurrence of an accident or injury to any persons within the school, the First Aid Protocols must be followed and a qualified First Aider must be summoned. If a serious incident has taken place, then the emergency services must be called without delay on 999. Where the First Aider or student-patient assesses that further medical treatment is required, the parents must be contacted immediately. Students are not to go to their doctor or to hospital unaccompanied. Staff may accompany students to further medical care only if the students' injury is of a serious nature and families are unavailable.

A complete list of Fitzharrys First Aiders is maintained on the Health & Safety notice board in the staff corridor and displayed at various points around the school.

Each Department should hold a medical kit, in the event of an emergency; a medical kit is located by the rear entrance of the staff room. Staff are requested not to use this kit for general supplies, however if items are used then this must be reported to The Operations Manager s who will ensure the kit is always fully charged by the Site Team.

Reporting Injuries

All accidents are to be reported. Minor instances are recorded locally by the student receptionist and any serious incidents or accidents that required further medical attention are to be recorded via <https://oxfordshirecountycouncil.sharepoint.com/sites/applications-external-1/healthsafety/SitePages/Home.aspx>

Please see Ange Davis to log in to add this information on the OCC Accident and Incident Reporting site.

Further information can be found in the documents the First Aid Protocols, documents 71a-71e.

For more information see Ange Davis.