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“The glory of God is  
a human being fully alive!”

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# **ST JOSEPH'S CATHOLIC HIGH SCHOOL**

## **Administering Medicines, Illness and Dealing with Accidents Policy**

**Date of Review: November 2021**

**Date of Next Review: November 2022**

## **General**

This policy should be read in conjunction with the First Aid Policy.

If a student requires medication the parents or guardians must complete a consent form giving details of the medication and instructions on how to administer it. This should be sent to the General Office with the medication which should be in the container that it was dispensed in, clearly labelled, and marked for the attention of the office. As a safety precaution, medicines must be brought in by parents or other responsible adults. These must be kept locked away. Staff will complete a Pupil Medical Plan (see appendix 1) and store this in the Pupil Medical Plan file, which is kept in the general office.

## **Medical conditions**

Some students have specific medical conditions requiring medication. A Pupil Medical Plan must be in place to take account of regulations for the administering of certain medication e.g. Ritalin. Please refer to the Pupil's Medical Plan.

## **Illness or Accident at School**

If a student or a member of staff becomes unwell, or suffers an injury, a First Aider must be contacted as well as the office who will arrange for the member of staff to return home, or for the student to return home once the school has received the consent of parents/guardians.

If necessary, the student will be taken directly to hospital and if this happens, parents or guardians will be contacted as soon as possible. If a child is to be taken to hospital an accident report form must be completed immediately or as soon as possible. If a child has a head injury, however small, their parents will be contacted by the school.

A member of staff will accompany the injured person to hospital in loco parentis (for a student) until relieved by a parent or guardian. A Pupil Medical Plan may be required to be raised on the pupils return.

## **DEALING WITH ACCIDENTS**

In the event of a serious accident to a pupil which is life threatening, the office or a member of staff will dial 999.

If the injury is a head injury, bump to head, a more serious wound, a wound requiring hospital visit, or accident to a child with a known medical condition, e.g. heart condition:

- a) The Head will be informed
- b) An incident record form will be filled in and a copy put in the child's file and the original left in office to be sent off to the LA
- c) The School Incident Book will be filled in.
- d) A letter will be written for the parents/guardians and signed by a senior member of staff
- e) A Pupil Medical Plan may be raised during the pupil's rehabilitation.

## Minor injuries

- 1) All injuries will be treated appropriately according to the training given on the first aid course. If the wound is a small graze or bump appropriate sterile cleansing items such as saline and sterile gauze/swabs should be used. NB – for cleaning open wounds or bleeding wounds, rubber gloves will be used.
- 2) The person who witnessed/dealt with injury will complete the incident book
- 3) A Pupil Medical Plan may be raised.

NB: All notes home regarding accidents must be seen/signed by Head, Deputy Head or Assistant Head.

Communication with comments in the diaries concerning an accident to a pupil should be copied into the office files for the records.

### **Contact with Parents/Carers**

In the event of a student becoming unwell or suffering an injury, the school will keep in contact with parents/carers, particularly if the case is serious. This contact will be led by the Pastoral Leader, but may also include the Form tutor, Subject Teacher, Teaching Assistant and/or members of the office staff. The aim of this contact is to offer support to help the student recover and to plan and assist their return to school. This care and support is integral to our core Catholic ethos.

Medicines, illness and accidents and the First Aiders will be line managed by the Office Manager. The Office Manager will provide a termly and annual report to the Head on more serious accidents reported to Slough Borough Council Health and Safety lead on accident report forms.

A list of qualified first aiders can be found in the School Office

# APPENDIX 1

## Pupil Medical Plan

Pupil Surname:.....

Pupil Forename:.....

Year Group/ Form:.....

Date Plan Activated:.....

Medication: .....

Action required/alternative arrangements: .....

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Long-Term medical condition: .....

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Parent signature:.....

Staff signature:.....

Date: .....