



# **Medical and Intimate Care Policy**

**Date: 19<sup>th</sup> April 2017**

**Date to be Reviewed: April 2019**

This policy must be read in conjunction with the Safeguarding & Child Protection Policy and the SEN policy. The aim of the policy is to ensure that children with medical and other care needs are properly supported in school with further guidance from external professionals and the local authority.

## **Medication**

Parents should provide the school with sufficient and up to date information about their child's medical needs.

While there is no legal duty that requires school or setting staff to administer medicines, medicines may be administered at school when it would be detrimental to a child's health or school attendance not to do so. No child will be given prescription medicines without their parents/carer's written consent.

Staff members must receive training ensuring they are fully competent to administer medicines or carry out medical procedures. Where a member of staff does not feel competent in performing these duties, a senior member of staff must be informed.

## **Procedure for administering medicines/medical procedures**

- Medicine must be given to a member of the Administration Team at Reception where a permission form must be completed by a parent/carer.
- The Team Lead for Pupil Welfare will check: the child's name, written instructions provided by a doctor, prescribed dose and any expiry date
- Medication **must be** stored in the medical room filing cabinet (except Epi-Pens), in a plastic wallet with the parent consent form and clear instructions. All medication must be stored in the original container and labelled with the original label/ name and expiry date.
- Class teacher and other relevant members of staff must be informed immediately of any child that may require medication in their class.
- Medication must always be administered in the medical room, other than in the event of an emergency.
- A record of all medication administered will be kept in the medical room. Staff will need to fill this form in each time medication is administered.

## **Epi-Pens**

Epi-Pens will be kept in the medical room. Epi Pens are stored in a plastic wallet, labelled with the child's name and date of birth. The plastic wallets are stored in a metal filing cabinet in the medical room. The filing cabinet is not locked. The code for the medical room is 8541.

## **Individual Healthcare Plans**

Individual healthcare plans help to ensure that we effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. Where an

Individual Healthcare Plan has been devised, this will be in consultation with parent/carers and will include written permission for school staff to carry out medical procedures as detailed in the plan. Parents and staff, as the school nurse will be made of aware of the plan and will be required to sign this document before it is implemented

### **First Aid Trained staff**

Each wing will have an allocated first aid trained member of staff at hand. These members of staff will be called upon in any medical emergency.

### **Children injured or unwell during the school day**

If a child becomes unwell in school the senior member of staff on site will decide if it is necessary for them to go home (taking advice from a first-aider as appropriate).

In cases of serious illness, the senior member of staff together with a first-aider will decide whether the emergency services are required. When on an educational visit, the group leader will make this decision (following care plan instructions where applicable). In such a case, they must phone school immediately. The school will contact parents.

The medical room is open and managed by the Team Lead for Pupil Welfare at lunchtimes.

### **Intimate Care Needs**

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Whilst providing intimate care supporting children's dignity will be of paramount importance and a high level of privacy, choice and control will be provided at all times. No child should be attended to in a way that causes distress, indignity, embarrassment or pain. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required. There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. Particular care should be taken with children who are at very early levels of communication to ensure that they are involved as much as possible. As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual risk assessment to address issues such as moving and handling, and the personal safety of the child and the carer will be written as and when needed. Each child's right to privacy will be respected. Where physical help with personal care is needed, there will always be 2 adults present. This may be one adult only when supervision from a short distance is needed rather than hands-on care. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation. If a child makes an allegation against a member of staff, all necessary procedures will be followed (*see Safeguarding & Child Protection Policy*). Gallions Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

### **Monitoring and evaluation**

This policy needs to have regular evaluation and monitoring to ensure it is being implemented and is effective.

The Inclusion Team will monitor the policy.

**This Policy has been formally approved by the Governing Body of Gallions Primary School.**

Signed by:

\_\_\_\_\_ Chair of Governors Date: \_\_/\_\_/\_\_

\_\_\_\_\_ Headteacher Date: \_\_/\_\_/\_\_

**Gallions Primary School**  
**Request For Administration of Medicine**

Dear Head teacher,

I request that ..... (Full name of Pupil) be given the following medicine(s) while at school:

Date of birth ..... Class.....

Medical condition or illness .....

Name/type of Medicine .....  
(as described on container)

Expiry date..... Duration of course.....

Dosage and method ..... Time(s) to be given.....

Other instructions .....

Self-administration Yes/No (mark as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP .....

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

Signed .....Print Name .....  
(Parent/Guardian)

Daytime telephone number .....

Address .....

**Note to parents:**

*Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Head teacher.*

- *Medicines must be in the original container as dispensed by the Pharmacy.*
- *The agreement will be reviewed as and when required.*
- *The Governors and Head teacher reserve the right to withdraw this service*

Name/time of person filing the form in: .....



