

Regina Caeli Academy UK

Medical Policy

Regina Caeli Academy welcomes and supports children with medical and health conditions.

Planning ahead

We have a responsibility to plan ahead for children with medical conditions and we do this by:

- Appointing a First Aid lead and deputy who have undertaken Paediatric First Aid training:
First Aid lead - Mrs Jones (CCE)
First Aid deputy - Mrs Kelliher (CCO)
- Having record keeping procedures in place for administering medication
- Having storage facilities in place for medication
- Having suitable toileting facilities for children which are clean, safe and pleasant to use
- Having flexible policies which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any child with a medical condition that requires this

Emergencies

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The CCE ensures that all staff feel confident in knowing what to do in an emergency and how to call an ambulance.

If a child needs to be taken to hospital, an ambulance will be called and, if parents are



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not available, a member of staff will accompany and the Academy will phone the parent/s to meet the ambulance at A&E. The member of staff will stay with the child until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a child to hospital in their own car unless it is an absolute necessity and if so, two members of staff will accompany the child.

First Aiders

We have trained first aiders on site at all times throughout the class day who are aware of the most common serious medical conditions. Training is refreshed every three years. A training record is kept to ensure training is refreshed when appropriate.

Procedure to be followed when the Academy is notified that a child has a medical condition:

- Seek further information from parents and health professionals
- Determine whether an Individual Healthcare Plan is required
- Arrange a meeting to develop the Individual Healthcare Plan
- Arrange any staff training
- Implement and monitor Individual Healthcare Plans

Administration of medication at the Academy

We will only administer medication when it is essential to do so and where not to do so would be detrimental to a child's health.

We will only accept medication that has been **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber.

We will only accept **non prescribed** medication if it is included in an Individual Healthcare Plan.

We will not give **Aspirin** to any child under 16 unless it is prescribed



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We only give medication when we have written parental permission to do so

Medication is stored either in the medical box or fridge

Administration of medication - general

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically contracted to do so or it is in their job description.

For medication where no specific training is necessary, any member of staff may administer prescribed medication to a child but only with a parent's written consent.

Some medicines require staff to receive specific training on how to administer it from a registered health professional.

Safe storage – general

The relevant members of staff ensure the correct storage of medication at the Academy.

First aiders / named person ensures the expiry dates for all medication stored at the Academy are checked and informs parents by letter in advance of the medication expiring.

Refusal

If a child refuses to take their medication the CCE will note this on the administration of medication record. Parent/s will be informed as soon as is reasonably possible so that they can make alternative arrangements.

Accepting Medicines

All medication brought into the Academy must be clearly labelled with the child's name, the name and dose of medication and the frequency of dose. It must be in the original, full packaging containing the accompanying information leaflet. Medicines should be passed from the parent to Mrs Jones (CCE). A medication form is also completed by parents.



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Health Questionnaires

We ask, on a child's entry to the Academy, whether or not the child has any medical /health conditions. These Health questionnaires are sent home annually to ensure details are up to date.

