



Medical procedures in school

All information related to our medical practices and procedures including standard proformas to use are located in our school medical file which is located in the Head teacher’s office.

Medical conditions policy

Our policy is written and reviewed with the Governors and Senior Leadership Team (SLT). It is annually reviewed. Each member of staff has a copy of the policy and had a chance to review it at the start of its annual cycle.

School Nurse Service

Our school nurses are based at Warren Farm Health Centre and will be supported by any one of the team. The contact number for the service is 0121 465 5600. The School Nurses service offer ‘parent drop-in’ sessions, an advice service for staff and support school in ensuring Health Care plans are accurate and up-to-date.

Health care plans

Each September the School Nurse meets with the Inclusion Manager to update Healthcare plans in conjunction with parents. Parents are invited to attend meetings and review the accuracy of the information contained on existing Healthcare plans or to help inform new Healthcare plans. For those who cannot attend the meetings, the school nurse may visit parents at home or ask for their input in writing. These are typically updated annually but will be updated more frequently if conditions or medication change. Health care plans are stored in the central Medical file as well as class medical files. They are also display in the main school office and in the staff room so that all staff are aware of those children who have specific, medical needs.

Asthma cards

Some children who have asthma do not require a Healthcare plan as their condition has been assessed by a medical professional and a healthcare plan has not been deemed necessary. We, as a school, ensure that we still have a plan of a kind, however, and ensure that these children have an asthma card that is completed that shows the medication type, triggers and dosage.

Medical register

This is updated by the Deputy Head teacher, who is the school’s Inclusion Manager. This follows the initial consultation meeting with the school nurse and parents. The medical register shows those children who have a Healthcare plan or have a known medical condition (such as asthma) that is of note but does not require a Healthcare plan. This is regularly reviewed as children’s conditions are subject to change. The medical register details the child’s name, date of birth, conditions and medication



(including when it is in date until and dosage), as well as any referrals that have been made to the school nurse and the outcome.

The medical registers are located in the main school office, the staff room and in each class’ medical file.

Child medical photo cards

For each child who has a healthcare plan or a known medical condition, we flag up their needs using photo cards that are displayed around school. They are located in the main medical file, in the school office, staff room, on class boards, in class medical files and in the area designated for the lunch-time staff so that they are aware of some of our vulnerable children. These are updated annually. Staff should use these to monitor when medication is in date until and to chase parents for new medication when it is required.

Class medical files

Class medical files are located with first aid packs found within each classroom. The medical files house all information linked to medical conditions in school including School policy, key proformas that may be required, medical lists, healthcare plans and medical photo cards. Asthma cards are kept with inhalers. There is a section for class teachers to record if and when medication such as inhalers have been administered so that we can monitor any potential triggers or patterns.

First aid packs

First aid packs contain basic first aid equipment as well as specific medication for identified children – this includes epipens and inhalers. Asthma cards are kept with inhalers. Diabetes kits are kept within the child’s classroom with the main needles and sharps box located in the locked cupboard in the main school office. It is the responsibility of class teachers to monitor when medication is in date until and to chase parents for new medication when it is required.

One off medicines

Children may require medicines in school, periodically. For these children, a central medicine file is kept in the school office. The Office staff will request that parents put in writing a request for the administration for particular medicines and a log of when they are given and the dosage is regularly kept.

Where medication is kept

As stated previously, First aid packs are kept in each classroom which contain basic first aid equipment as well as specific medication for identified children – this includes epipens and inhalers. Spare epipens and inhalers are kept in the cupboard in the main school office. One-off medicines are also located there. Diabetes kits are kept within the child’s classroom with the main needles and sharps box located



in the locked cupboard in the main school office. Spare insulin is kept within the fridge in this space.

Medical training

A training log linked to medical conditions is kept within the main Medical file and an overview of this within the Central Safeguarding file. Training is routinely scheduled for compulsory elements and more bespoke training given when required.

First Aiders

Our first aiders are identified on a central First Aid display board in school and are known to all staff and pupils. They have a routine programme of training that is scheduled within the given cycles. Their training is recorded on the central medical training log.

Reviewed: September 2018
Next review: July 2019