Buckland Primary School
Welfare and Medical Policy

Policy Originator:	Headteacher
Review date	May 2025
Next Annual Review Due:	May 2027

AIMS

Our aim is to ensure the pupils in our care each day are looked after to the same high standards that they would receive at home from their parents/carers.

The staff at Buckland Primary School endeavour to ensure the welfare of each child is paramount throughout each school day.

MEDICAL ISSUES

THE SCHOOL

- The staff within the school will ensure that each child is cared for and looked after and if a medical need or first aid need occurs, the child will be sent to the appropriate person for that need. In some instances, this in the Medical Room with first aid support delivered by the office staff.

- If a child attending the school has an ongoing medical condition e.g., diabetes, allergies etc, the class teacher and welfare officer will meet with the parents and care nurse where relevant prior to the child starting school to discuss the care that would be required during the school day. An individual health care plan will then be written and a permission letter from the parent signed to authorise staff to give the treatment required to the child during the school day.

- The school will administer antibiotics **(only if required four times a day)** and other medication at the discretion of the school on a short-term basis if required. The parents will be required to sign a Pupil Medication Request form (Appendix A) when bringing the medication to the Medical Room - medication is not to be given to the child to bring in or left in the classroom with the teacher. It is not a legal requirement for the school to administer medication and if a staff member is not comfortable with what is required then the parents would be asked to come to school at the times that their child needs specific treatment.

- Bumps and bruises will be dealt with as required by the office staff and wider school staff. If a child suffers a more serious injury, then they will be looked after in a quiet area and the parents will be contacted and informed of the incident. The child may be well enough to be left at school in which case the parent is just being made aware of the incident, or the child may need to be collected and either taken home or to see a GP. These incidents will be recorded in the accident book.

- If a child has to be taken to hospital and it has not been possible to contact the Parent/Carer, a member of staff will go to the hospital with the child and stay until a parent/guardian arrives. Serious incidents will be reported online according to SCC policy.

- If a child is seen to have live headlice during the school day, parents will be contacted and asked to collect the child and apply the appropriate headlice treatment to the hair. Once the treatment has been administered the child can be returned to school. School will not exclude any child for headlice and will only expect the child to remain home for as long as it takes the parents to apply the treatment. Children will be expected back in school either later the same day or the following day depending on the time they were sent home.

- If at any point throughout the day the school staff have any concerns about the wellbeing of a child, then the parents will be contacted and asked to collect the child from school.

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THE ROLE OF PARENTS/CARERS

- Please ensure your child is fit and well enough to attend school which enables them to learn to the best of their ability. If a child is generally unwell and has a temperature, they should not be in school until they are fit to take part in the normal school day activities.

- If your child has an ongoing medical need or a "one-off" situation which requires medical attention, please ensure the class teacher and the office staff are informed with all the relevant information to enable us to care for the child to the best of our ability throughout the day.

- If your child requires medicine e.g., antibiotics **(only if required four times a day)** or antihistamine during the day, please go the school office where you will be asked to sign a permission document. Please provide medicines in their original containers with the child's name clearly marked and with detailed instructions on how much medication and what time it needs to be administered. Parents will be required to sign a permission form in the morning when bringing the medication to the school office – medication is not to be given to the child to bring in or left in the classroom with the teacher.

- If a child has an infection, then we would ask parents to seek medical advice and inform the school accordingly of the doctor's instructions. If a child has a sickness bug, then we ask parents to keep the children home until 24 hours since last bout of sickness. However, if you child has had sickness and diarrhoea then we ask you to keep your child home until at least 48 hours after the bug has passed.

- Please ensure the school office has your up-to-date emergency contact details at all times.

TOILETING ISSUES

- When children start school, they are all expected to be able to use the toilet by themselves, clean their bottoms after using the toilet and be able to redress themselves and wash their hands. However, we do appreciate that very young children sometimes leave it "too late" and will have a toilet accident.

- If your child wets themselves during the school day they will be taken to the medical room and provided with a change of clothes. The child will be encouraged to redress themselves with minimal assistance, to develop independence.

- If your child soils themselves during the school day they will be taken to the medical room. Staff will assist the child in getting carefully undressed and then encourage the child to clean themselves with wet wipes. We will then provide a change of clothes for the child. If the child cannot clean themselves sufficiently, we will contact the parent and ask them to either come to school to clean the child or take them home for a wash.

- If your child has an ongoing medical condition connected with toileting, please arrange to see the welfare officer and the class teacher who will discuss a care plan with you and to review and sign our intimate care policy.

- Please be aware that our school staff will never assist a child in cleaning their genital areas, if this is required parents will be contacted.