



## MANOR HOUSE SCHOOL GENERAL MEDICAL POLICY INCL EYFS

Date of Issue: **November 2025**

Date of Review: **November 2026**

Responsibility: **Office Manager**

### **References:**

Childcare Act 2014

Children and Families Act 2014

SEND Code of Practice

Supporting pupils at school with medical conditions

MHS Health & Safety Policy & Crutches Policy

The Controlled Drugs (Supervision of Management and Use) Regulations 2013

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### **Introduction**

This policy and its appendices outlines procedures for care given for minor illness and injuries, long term established medical conditions, and also in emergency situations and acute exacerbations of existing illness for pupils/staff at Manor House School.

### **Overview**

The school recognises that certain medical conditions are serious and potentially life threatening and will implement individualised care plans in order that appropriate care is delivered. Manor House School believes that all pupils should be able to identify good health and healthy living practices, and will promote a caring and supportive community, in which they can be empowered to manage and be held responsible for their own health needs, including those with established medical conditions.

### **School Office Manager/Medical Cover**

On-site trained first aiders will provide first aid cover and the admin duties of the Office Manager will be delegated to appropriate staff. The school first aiders work during term time only. The medical room is located on the ground floor of the main house.

## **Pupils**

Pupil's parents/guardians must complete the relevant Health Questionnaire on admission to Manor House School, which outlines significant past medical problems, current illness, conditions and present treatment, as well as known allergies and the dates. Medical information will be kept on the restricted medical section of iSAMS. An allergen/intolerance notification form provided by Holroyd Howe, our catering team, will also need to be completed on admission. This information is passed from the Admissions team to the head chef who will arrange appropriate meals for specific dietary needs. Medical conditions and needs will be passed on to relevant staff only at the Office Manager's discretion. If any information is to be kept in strict confidence, parents must make this known to the Office Manager.

## **Medical updates**

It is the parents' responsibility to keep the school fully informed of any medical changes to their child. Parents are requested to notify the Office Manager of any changes in a pupil's health status during their time at the school. A Health Questionnaire Review form is sent out to parents annually to identify any missed changes to a child's health status, and this is updated on to iSAMS. Medical updates are passed on to relevant staff on a need-to-know basis.

## **Staff**

All staff are expected to fill out a medical declaration form before their first day of working at Manor House School. Should anything be identified on this document then Manor House School has a contractual right to contact Occupational Health for guidance. This may result in a full medical for the member of staff to ensure the school has taken steps needed for any reasonable adjustments to have taken place or eliminated any risk to the staff member or school. Should any conditions change or become apparent during the staff members time at Manor House School they should contact the HR department for details to be amended and steps be taken to protect the staff member.

## **Pupil illness during the school day**

It is the parent's responsibility that all pupils attending school are healthy and fit to complete the school day without leaving lessons for medical attention. The Office Manager is available for prescribed medication, injuries, emergencies, and illnesses that occur during the school day. The Office Manager is supported by members of staff who hold a First Aid at Work certificate.

Pupils should be encouraged to see the Office Manager or first aider at break times where appropriate. It is preferable that pupils do not leave lessons unless it is a medical necessity. If a pupil feels unwell during the school day they should report to their form/subject teacher first. The subject teacher must assess the urgency and decide whether to send them to the office.

The Office Manager or First aider will assess the pupil's condition and give appropriate treatment. Although all parents' consent or withdraw consent for medications to be given, the Office Manager or First aider may need to contact the parent to discuss certain treatments or medications. Where possible the pupil will be encouraged to return to lessons following a short period of rest in the medical room, if necessary.

Parents will be contacted if the pupil sustains a significant injury, feels too unwell to remain in school, if the pupil has vomiting or diarrhoea or if there is suspicion of an infectious illness. For vomiting or diarrhoea, a pupil must remain off school for a period of 48 hours following the last episode. If a pupil is sent home with a high temperature (37.8°C or above) then the pupil should be kept at home until the temperature has normalised without the use of antipyretics (paracetamol or ibuprofen). It is not acceptable to administer antipyretics at home for a high temperature and then send the pupil into school. The school follows the guidance set out by the NHS and the list of illness can be found on [www.nhs.uk/live-well/is-my-child-too-ill-for-school](http://www.nhs.uk/live-well/is-my-child-too-ill-for-school). Any staff with an infectious illness as above will also have to abide by the 48-hour rule.

Pupils are not permitted to phone/text/email their parents directly to ask to be taken home because they feel unwell. They should report to the school office via their teacher, in order for the most suitable treatment to be given.

If a pupil has frequent visits to the school office or medical room, or there is a regular pattern to their attendance the Head/Deputy Head/Head of Year will be notified so that potential problems can be identified. Any illnesses outside of the school day must be treated appropriately with a medical professional and the Office Manager/first aiders should not be used as an alternative.

### **Medical and First Aid Cover**

We have a selection of staff who are first aid trained and first aid boxes are available in multiple locations around the school grounds. Staff complete regular updates and meet with the Office Manager during the term to discuss any matters arising and any changes to care provided. All staff are familiar with the locations of the First Aid boxes and a list of locations can be found in the staff

room. It is the responsibility of staff to check their first aid kits at the beginning of each term and replenish accordingly. Staff are reminded to check their kits via an email reminder at the beginning of each term. A list of our first aiders, with staff photographs, can be found in all departments around the school.

### **Reporting an accident**

All accidents on site (staff and pupils) should be recorded via the Accident Book; paper versions should be photocopied and a copy left with the main office to pass on to the Director of Operations and Office Manager as appropriate.

In the case of an accident, the witness or staff member first to the scene calls on the main office who will send over a first aider. The witness hands over the injury and cause verbally to the first aider. The injury is then assessed and treated accordingly. The accident is reported via the Accident Book and will be retained in the office. A copy will be sent to the Director of Operations for his attention.

Parents are printed a copy of the report to be sent home and another copy is printed and left with the main office for the attention of the Office Manager and Director of Operations.

It is emphasised that major accidents are reported immediately to the Head teacher/Deputy and the Director of Operations who will then take advice from RIDDOR for formal reporting.

The Director of Operations is responsible for keeping health and accident records and making reports under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) in accordance with the guidelines and regulations. These will be kept for 5 years after the pupil has left Manor House School.

### **Emergency procedures**

In the event of a severe illness or injury the Office Manager/ First aider and/or ambulance should be called to attend without delay. Whenever possible someone should remain with the casualty until help arrives.

An ambulance will be called immediately if there are signs or symptoms of serious illness or trauma from an accident which may be life threatening or need urgent medical attention.

Examples of illness or trauma are as follows:

- Broken Bones
- Loss of consciousness
- Pain not relieved from over-the-counter pain killers
- Acute confused state
- Persistent, severe chest pain or breathing difficulties
- Amputation
- Dislocation
- Loss of sight – temporary or permanent
- Chemical or hot metal burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or chemical agent
- Medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- Medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material

If the Office Manager is not in school and there is any doubt, an ambulance will be called as a precaution.

### **Transfer to hospital**

The decision to transfer a pupil to hospital will be made by the Office Manager/ first aider, after discussion with the Head/Deputy Head/Parents. When an ambulance is not required the Office Manager will arrange for the parents to collect the pupil and take them to hospital.

All pupils requiring hospital care will be accompanied by a member of staff in the absence of a parent/guardian. The office will provide information on the following which is to be taken to hospital by the member of staff:

- Accident/illness details and medical history known
- Details of parent's name, address, telephone numbers – including work numbers.

An Accident report will be completed as normal along with any details of the incident and any treatment/drugs given.

## **Medications**

### **Medication administration**

Appointed staff members across the school have received appropriate training in order to be able to administer simple non-prescription medication according to the child's consent form on iSAMS. The staff chosen are deemed competent to do so once completing their training. Authorisation for the control and issue of medicines will primarily be held by the Office Manager and passed on to trained staff appropriately.

Parents indicate whether they are happy for medications to be given in school by giving consent on admission via the Health Questionnaire. This form must be signed and completed by parents on admission to Manor House School.

Medication brought into school for administration that is prescribed by a doctor will only be given with the written authority of the parent, alongside a copy of the prescription label which clearly states the child's full name, name of the medication and doses required.

Guidelines for medication administration can be found on the medicine cabinet door. During school trips/residentials, the teacher acting in loco parentis may administer simple non-prescription medication according to the child's consent if happy to do so. The staff giving the treatment will then document this and parents are notified of the administration by the staff member via email/telephone conversation.

Most medicines will be kept in locked cabinets in the Medical Room and Kindergarten. Other emergency medications needed for certain pupils may be kept in an agreed location which is well known to staff who may need to administer instead of the Office Manager.

A written record of all medicines administered by any trained member of staff is retained with the medication. All medicines issued will be documented showing date, time, aliment, medicine and dosage administered. Parents are notified via email If any medication is given whilst at school.

Any unused individual medicine brought in by pupils will be returned to the parent at the end of the academic school year. If the medicine is not collected, the parent is informed that it will be disposed of at the local pharmacy. It will be documented in the drug record book whether it has been returned, or disposed of at the pharmacy.

## **Controlled medications**

In accordance with the The Controlled Drugs (Supervision of Management and Use) Regulations 2013, these medications are signed into the Controlled Drugs book kept by the Office Manager in the medicine cupboard. All Controlled medications are kept in a locked cabinet within a locked cupboard in the medical room. This medication must be signed by two people when administering. As a lone worker, should the child be Gillick competent to do so, they will sign out the medication next to the staff member administering. In the Office Manager absence there are selected staff members familiar with the safe administration of the medication and would sign them out to the known pupil with supporting paperwork.

### **Adrenaline auto- injectors (EpiPens/Jext Pens)**

Adrenaline Auto-Injectors are carried by the individual pupils who are prescribed them. Ideally a spare named adrenaline auto-injector should be kept in the main school office. The Office Manager requests a spare adrenaline auto-injector when the pupil joins the school. Spare adrenaline auto-injectors are kept in a separate container which is clearly marked with the pupils name, year and a photograph, for easy access. Reminders are sent to parents approximately one month before the pens expire, after this it is the parent's responsibility to issue a new adrenaline auto-injector. Parents are advised to issue the school with an emergency treatment plan for their child either upon their commencement at Manor House School or when their child is first prescribed an adrenaline auto-injector.

We endeavour to keep two different strengths of generic adrenaline auto-injectors in Manor House School, this depends on current stock from suppliers as there is such high demand. The purpose is for this to be given to a child in an emergency if they do not have their own adrenaline auto-injector on them.

### **Asthma and emergency asthma inhaler**

Asthma inhalers are carried by the individual pupils who are prescribed them. The School requests a spare inhaler from each individual pupil when they join the school and keeps them in the Medical Room. If the child signs their spare inhaler out, then the Office Manager will request another spare via an email to parents, if this is not returned by the next term.

In the case that a known asthmatic is in need of a salbutamol inhaler and is unable to access their own, there are generic salbutamol (reliever) inhalers kept in school. These are available for known asthmatics who do not have access to their own inhaler or spare inhaler kept in medical room. One inhaler is located in

the Medical Room, the Nursery, and the other in the P.E office. Stored with the inhalers is a spacer, which is an instrument used to aid younger children inhaling the medicine. Instructions and guidance in the case of an asthma attack can be found with the inhaler kit.

## **Medical Equipment**

### **Automated external defibrillator**

The school has 2 Defibrillator kept on site. These can be located, along with a pocket mask, on the wall to the right in the school office and on the wall on the right, in the Octogan as you enter the EGH hall.

## **EARLY YEARS DEPARTMENT Nursery, Kindergarten and Reception**

We are committed to keeping the Early Years Department a healthy and safe environment for all children and ask for your support in doing this by following our medical policy.

Please note that parents must notify staff if children have been given medicine before coming into Nursery/school. Parents will be notified immediately if children fall unwell at school and will be asked to collect them.

### **Sickness and diarrhoea**

Children who have symptoms of sickness and diarrhoea will need to remain at home and not return to Nursery/school for 48 hours following the last episode.



### **High Temperatures**

Children must not be brought into Nursery/school if they have a high temperature. Parents will be contacted to collect their child if they have a raised temperature of 38 c or above. Children who display a raised temperature should be kept off school/Nursery for at least 24 hours or until their temperature has normalised without the use of antipyretics (paracetamol or ibuprofen).

### **Hand, foot, and mouth**

We ask that children remain at home for a minimum of 5 days after symptoms start or until all blisters have crusted over and children feel well enough in themselves.

### **Chicken pox**

Children must not come to Nursery/school with chicken pox. We ask that you inform the school of any cases and that children remain at home until all spots have crusted over and the child is feeling well enough in themselves to return.

### **Conjunctivitis**

Children should be treated for conjunctivitis for a minimum of 24 hours before returning to Nursery/school.

### **Headlice**

We ask that parents collect their child and treat this immediately. Children can be brought back to Nursery/school once treated.

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