



# Medical Policy (Including Sharps Policy)

Reviewed Oct 2022  
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### Cams Lane School Vision

'Together as a Cams Lane family, we will inspire everyone to reach their potential. Guided by our 5 Rs, we will develop independent learners with an awareness of the world around them, ready for the challenges of the future. We will nurture relationships that build confidence and pride within each person.'

### Our School Motto

Our motto is the golden thread which permeates our school ethos and drives everything we do in school.

**"INSPIRE, BELIEVE, LEARN"**

### School Values

- Resilience
- Resourcefulness
- Respect
- Reflection
- Responsibility

*A Medical policy is necessary because: -*

- The Government's agenda for the inclusion of pupils with special educational needs and disabilities in mainstream schools means that many more pupils may need to take medication or undertake specific procedures at some time whilst they are at school.
- It is important for all pupils to have continuity of educational experience.
- Schools need to be offered guidance about the administration of prescribed medicines and medical procedures.

- Personnel employed in schools, who volunteer to support the administration of medicines and medical procedures, are entitled to reassurance about insurance cover for such activities.
- All schools should have a policy and procedures so that no person is placed at risk from storage, administration and disposal of medication.

### ***Aims and Objectives***

This policy is intended to: -

- Clarify where the responsibility for the medical care of pupils lies.
- Establish procedures that provide appropriate care for pupils and which are practicable from the school's point of view.
- Provide general information about the administration of prescription medicines and medical procedures for pupils.

### **Administration of Medicines**

A few children, whilst fit to attend school, may require medicines prescribed by their doctor during school hours.

Where it is necessary for a pupil to take a prescribed medicine, it is advisable that the dose is prescribed 3 times a day rather than 4 times a day so that that the pupil need not take the medication whilst at school.

In addition, it may be necessary for pupils to receive medicine which may not be prescription based - if this is the case then we ask parents to come to school to administer them. Each application will be taken on an individual basis. No teacher can be required to administer medicines.

### **Parents' /Carer's Responsibility**

Medicines will not be accepted onto school premises unless the parent/carer has completed the consent form. Parents must sign a

consent form (kept in the school office) before any medication can be given in school, this includes cream and oral medication

### **School's Responsibility**

No member of staff, including support and ancillary staff, has a contractual duty to give prescribed medicine or to supervise medical procedures, unless this is specifically stated in their job description.

The Head Teacher is responsible for all medicines in the school together with the Deputy Head Teacher when the Head Teacher is not available. Day-to-day administration is delegated to competent, trained colleagues. Non-prescription drugs and medicines should not be brought into school. (Except as in the first paragraph above) The school should inform parents on admission to school that no employee can supervise or authorise the taking of non-prescription medication including painkillers and as such these medicines will not be administered in school by school staff.

Individual cases may be discussed with the Head Teacher, especially with respect to Foundation stage children, but drugs will only be accepted into school when the request form for medicine to be taken or administered in school has been completed by the parent/carer.

### **Storage of Medicines**

Medicines, when not in use, should be kept in a safe and secure place in line with the pharmacist's instructions. Medicines required in an emergency should be readily accessible at all times. Where appropriate, with parental and school agreement, pupils should be responsible for their own inhalers. Spare inhalers are stored clearly marked with the pupil's name  
Classrooms have a labelled cupboard for medicines such as Epi pens.

The school will provide for the safe storage of prescribed medicines, such as the secure part of the fridge, and disposal of any medical waste as needed.

### **Administration of medicines/Records**

No pupil should be involved in the administration of prescribed medicines or medical procedures for another pupil.

The label on the medicine container should be checked against the school medicine record (completed by parent/carer). Any discrepancy should be queried with the parent before administering. Preferably medicines should be self-administered. Where such procedures might involve the delivery of therapy to another pupil, e.g. physiotherapy for cystic fibrosis, parents of all pupils involved must give written consent and the school should log this information.

Where prescribed medicine for 4 times daily is needed, it will be administered by school staff and the Medication Record completed, with the exception of all emergency medicine, including asthma inhalers. Two people will need to be present whenever medicine is administered and the appropriate form signed.

### **School Records**

All school admission forms at point of joining the school, should include information on pupil medical needs, including any known hospital admission in the last 12 months relating to the medical problem.

Pupil medical information will be maintained on a record sheet and updated as necessary. By office staff and SENDCo. This will be kept centrally in the school office and also on CPOMS. Teachers are expected to make themselves familiar with this list and have an updated copy for their class. For pupils with a high level of need it will be necessary for all staff to be aware of the

procedures in place and any changes made to them. These children will have a Medical Care Plan formed by the SENCO

Where pupils develop medical needs in the course of their education, it is up to the parents to inform school and then the appropriate documentation and records can be completed.

### **Long Term Medical Care Plans**

In some cases where an individual pupil's medical need requires regular administration of prescribed medicine or a medical procedure, a Medical Care Plan will be completed and reviewed annually to ensure it is still relevant. This will not normally be necessary for pupils with more common conditions e.g. asthma, ADHD. Copies of Medical Care Plans will be kept in the classroom and centrally in the child's file. Parents will also receive a copy of the care plan and school will update plans in accordance with information provided by the parent. School does not have access to hospitals, GP's or medical records and will not contact them directly from school. School will be informed directly from them via a letter from the relevant GP or consultant

These pupils may need support from a TA or SSA and will be listed on the SEN register

### **Disposal of Medicines**

Medicines that are no longer required should not be allowed to accumulate, they should be returned in person to the parent/carer for disposal. Where it is not possible to return medicines to the parent medicines should be disposed of safely.

### **Training of Staff**

Persons who administer medicines should volunteer themselves for such duties and should be adequately trained. Ideally they should have received first aid training.

In conjunction with health care professionals, school will facilitate training in medical procedures for all volunteer staff in order to

fulfil the requirements where necessary and to keep their training UpToDate

### **Procedures for Off Site Visits**

As far as possible, the medical needs of pupils should not prevent them from attending school and co-operative working with parents and support for pupils is essential.

Arrangements should be made to ensure that children who may require medication when on school visits have access to that medicine and, where necessary, are accompanied by staff who have received training in the administration of that medicine. Arrangements for children with medical needs will be on a case by case basis.

### **Liability of School Staff**

Staff who volunteer to administer prescribed medicines or to supervise medical procedures, will have liability cover under the terms of the insurance policy provided by the Council as long as appropriate training is given where necessary and records kept, and they have reasonable steps to follow the procedures in this policy.

### **Confidentiality**

The school will endeavour to balance the need for confidentiality with the need for staff awareness of relevant information.

### **Disposal of 'sharps'**

Cams Lane Primary School is committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school. According to the Management of Health and Safety at Work Regulations 1999, employers are required to undertake suitable and sufficient assessment of risks to staff at work. The Health and Safety at Work Act 1974 is the basis of all health and safety legislation and

sets out the legal duties which employers are required to comply with. The law also applies to risks from sharps injuries. The purpose of this section is to deal with the disposal of sharps and to prevent infection from blood borne diseases.

This section contains details of the process for the safe handling and disposal of sharps, and what procedure to follow in case of a sharp's injury. This covers staff when using needles in the treatment of medical conditions such as diabetes and also if/when finding sharps/needles on the premises.

### **Aims**

Cams Lane Primary adopts practices that minimise the risk to staff, pupils and others coming into contact with sharps. This section aims to:

- Protect all pupils and members of staff from the danger of exposure to sharps.
- Establish a procedure around the safe handling and disposal of sharps.
- Ensure all members of staff are aware of how and where to dispose of sharps correctly.
- Make members of staff aware of sharps injury and the procedure to follow in the event of an injury.

### **Procedure for handling and disposing of a sharp**

Where a sharp is found and must be disposed of, it is good practice for all children to be moved away from the area in order to prevent accidental injuries. If a needle/syringe is found by an individual, they are required to:

- Guard it and get help from a member of staff
- Check the surrounding area carefully to ensure that no other syringes/needles are in the vicinity.
- Ensure that there is adequate space to observe the sharp. Place a cone or box on top of it to prevent anybody else (especially children and young people) from finding it.



- Ensure that it is handled safely by using protective gloves, never bare hands.
- Make sure that they are not barefoot or wearing sandals/open shoes, as injury may occur if the needle is dropped on feet.
- Handle only one item at a time. Where there are multiple sharps, they should be carefully separated using a stick or implement. They should not be flicked or picked up casually with a grabber.
- Handle the needle/syringe using a pincer tool and place it into the sharps box.
- Inform the appropriate staff, particularly the Head Teacher, school office, site manager and cleaners.
  - Log the incident with details of when and where the sharp was found.
  - (Where the individual is a pupil), inform the nearest staff member and never touch the object.

### **Safe disposal of sharps**

- Ensure that any sharps are disposed of quickly and safely. An item must not be discarded in a manner so as to cause injury to others.
- The user of the sharp object is responsible for disposal of it themselves and must not hand it to anybody else for disposal. It should not be passed from hand to hand.
  - The individual should wear gloves while picking up discarded needles.
  - Sharps are to be held in the centre of shaft to prevent injury.
  - The sharps box should be taken to the needle and not vice-versa.
  - Used syringes/needles must not be re-sheathed by hand before disposal.
  - All sharps must go directly into a sharps bin. Wherever appropriate, a sharps bin must be provided.
    - Report any needlestick injury as soon as possible and seek medical attention.

### **Sharp boxes**

- Sharps should be discarded straight into a sharps box which complies with British Standard 7230.
- The boxes should be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'.
- They must be kept off the floor and out of the reach of children.
  - Sharps boxes must not be filled above the designated fill line on the outside of the box.
  - Once filled, boxes must be sealed immediately and removed, collected and replaced. Sharps boxes used for ongoing medical conditions in individual children will be sealed and collected for disposal by the parent(s).

### **Sharps injury - process and procedure**

'Sharps' includes objects or instruments which could potentially cut, prick or cause injury. This includes needles, blades or other medical instruments.

### **Risks of sharps injury**

According to the Health and Safety Executive (HSE), a sharps injury can potentially cause infections such as blood borne viruses (BBV) including Hepatitis B (HBV), Hepatitis C (HCV) and the human immunodeficiency virus (HIV). An injury can occur when an individual is in contact with a contaminated sharp which is infected with blood or bodily fluid. It may also occur when sharps are not stored or disposed of properly

### **Sharps injury**

The HSE provides the following advice in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water.
- Wash the wound using water and soap.
- Do not scrub the wound while washing.
- Do not suck the wound.

- Dry the wound and cover it with a waterproof dressing.
- Seek medical advice as effective prophylaxis medication is available.

### **Measures to prevent sharp injuries**

- The Site Manager will inspect school grounds regularly to ensure that discarded sharps are detected and disposed of as quickly as possible.
- Use tongs/rubbish grabbers to pick up or move rubbish.
- Do not manually compress rubbish bags as they may contain syringes/needles.

### **Training**

The appropriate staff must be trained in:

- The safe use of needles when using them in diabetic treatment, and the safe disposal and collection of sharps.
- Assembling sharps boxes and verifying that they are in compliance with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

### **Reporting**

- Any accidents, injuries, or near misses of any sort **MUST** be reported to the school office.
- It is the responsibility of the injured person to report their injury unless they are incapable of doing so.
  - If in doubt always obtain medical advice

M.Graves

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