

Netherleigh and Rossefield School

Medical Room Procedure

September 2016

Aims

The aim of this procedure is to ensure that suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including:

- accommodation for the medical examination and treatment of pupils
- accommodation for the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility; and
- in the event that the school caters for pupils with complex needs, additional medical accommodation which caters for those needs

Implementation

The **Staff room (Ridge building)** is the designated location for ensuring that the aforementioned aims are implemented. The Staff room enables pupils that are ill or injured to be looked after appropriately. The Staff room has a sink within the room and has immediate access to a toilet. Where appropriate, this room can also enable therapy to be offered to those with special educational needs or disabilities.

The Staff room is clearly also used for other purposes, such as staff briefings and for staff members to visit during break and meal times. This will continue to be the case, **as long as the room is readily available for medical use when needed.**

In the event that the Staff room is needed as a Medical room...

- The Staff room is not to be used for any reason other than those outlined in the 'Aims' section above.
- A designated First Aider (see First Aid, Medication and Chronic Illness Policy for named individuals) will stay with the affected child(ren) in this room at all times, to ensure that appropriate medical care is being provided.
- A written sign that states '**Currently in use as a Medical Room**' will be displayed at the entrance to the staff room when a child is receiving medical care inside. This will alert staff to the fact that the room cannot be used for other purposes at that time.
- A folding bed is readily available within the Staff room, if required.
- The First Aid Co-ordinator will ensure that medical supplies are readily available within the Staff room.

- It is acknowledged that minor injuries and ailments may be reasonably dealt with at the location in which the medical problem was identified. The Designated First Aider who is tending to the child will determine whether the identified medical issue requires use of the Staff room in order to effectively cater for the identified medical need.