

## First Aid and Medical Conditions Policy

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## **1. POLICY STATEMENT**

Hamwic Education Trust (HET) will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at a school is held by the school leader who is the responsible manager.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## **2. AIMS AND OBJECTIVES**

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Risk Assessment to determine the first aid provision requirements for our premises; ○ It is our policy to ensure that the first aid risk assessment will be reviewed periodically or following any significant changes that may affect first aid provision;
  - the first aid risk assessment form will be used to produce the first aid needs assessment for our site;
- ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the first aid risk assessment;
- ensuring that there are suitable and sufficient facilities and equipment available to administer first aid/medicines in accordance with the first aid risk assessment;
- ensuring the above provisions are clear and shared with all who may require them.

The responsible manager/designated person will ensure that appropriate numbers of qualified first aiders or appointed persons are nominated as identified by completion of the first aid needs assessment and that they are adequately trained to meet their statutory duties.

## **3. FIRST AID PROVISION**

It is the responsibility of the First Aid at Work (FAW)/first aiders to check the contents of all first aid kits half termly, or if large amounts of stock have been used.

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid, and make a balanced judgement as to whether there is a requirement to call an ambulance. The injured person should not be moved if there is any possibility of a spinal or neck injury.

The first aider/appointed person is to always request an ambulance on the following occasions:

- In the event of a serious injury;
- in the event of any significant head injury;

- in the event of a period of unconsciousness;
- whenever there is the possibility of a fracture/dislocation or where this is suspected;
- whenever the first aider is unsure of the severity of the injuries;
- whenever the first aider is unsure of the correct treatment;
- in the event of a severe allergic reaction or following the administration of an epipen;
  - in the event of the person having difficulty breathing;
  - severe seizure if person has not had a seizure before.

In the event of an accident involving a pupil/student, where appropriate, it is policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury;
- requires first aid treatment for serious (or more than minor) injury;
- requires attendance at hospital;
- if there has been an injury to the head.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil/student until the parents can be contacted and arrive (as required).

In the event that the pupil requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the student to hospital and remain with them until the parents can be contacted and arrive at the hospital.

All accidents requiring first aid treatment are to be recorded on the minor accident form if it involves a pupil. For more serious accidents/incidents use the online JHS2 for pupils & the JHS1 for staff, visitors etc.

All accidents requiring hospital treatment will be reported to the head of estates immediately in line with RIDDOR. There will then be an accident investigation by the head of estates and relevant staff.

#### **4. SUPPORTING PUPILS WITH A MEDICAL CONDITION**

All schools will ensure that relevant trained staff will be made aware of a child's condition and all arrangements needed are in place to ensure such children can access and enjoy the same opportunities at school as any other child and that no child shall be discriminated against.

Individual health care plans can help ensure that schools effectively support pupils with medical conditions. Also to ensure they support their social & emotional needs & managing medication. They will be written in partnership with staff, parents, & relevant health care professionals.

The level of detail needs to be suitable to the child's need. It should contain all the relevant medical information, contact details and any emergency procedures specific to that child. All relevant staff will need to be made aware of its content. The plans will need to be reviewed yearly, or as & when changes occur.

## **5. MANAGING MEDICINES**

Medicines should only be administered at school when it would be detrimental to a child's health or social attendance not to do so.

No child under 16 will be given prescription or non-prescription medicines without their parents/ carers written consent.

Where possible medicines should be taken in dose frequencies which enable them to be taken outside school hours.

Schools should only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include the instructions (the exception is insulin which must be in date but may be available in a pen or pump rather than original container) for administration, dosage & storage.

All medicines should be stored safely, and children should know where they are at all times and be able to access them immediately (if relevant).

Medicines and devices such as asthma inhalers, blood glucose testing meters and epipens should always be readily available & not locked away.

Therefore, all schools will, before administering medicine, ensure that the administering medicine form is completed & signed by a parent/carer giving consent. Any member of staff administering medicine must be competent and receive sufficient & suitable training. The form must be completed every time the pupil receives their medication & witnessed. There will always be two members of staff present when administering any form of medicine/medical procedure. Any side effects of the medication should be noted down.

Appendix 1

## **MEDICAL GUIDANCE for Springdale First School**

Statutory guidance relating to Supporting Pupils with Medical Needs (DfE December 2015) was taken into account when creating this guidance. This is guidance should be read in conjunction with the Hamwic First Aid and Medical Conditions Policy.

### **1. This school is an inclusive community that aims to support and welcome pupils with medical conditions.**

- a. Springdale School is a fully inclusive school where we can support children with medical conditions, aiming to provide the same opportunities as their peers.
- b. At Springdale School, we encourage and support children to develop independence, where appropriate, to control their condition.<sup>7</sup>
- c. We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood and have procedures to ensure health and care plans, or emergency procedures are in place.
- d. We ensure the physical environment is accessible to pupils with medical conditions.
- e. This school understands the importance of all pupils taking part in sports, games and activities and we make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils, whilst considering advice and precautions to ensure they are safe.

## 2. Clear communication of pupil plans are shared with staff, parents and students to ensure its full implementation

- a. Parents are informed about the medical policy and guidance:
  - i. At the start of the school year
  - ii. When their child is enrolled as a new pupil
  - iii. Via the school's website, where it is available all year round
- b. School staff are informed and reminded about the medical policy and guidance:
  - i. Via the school's policy which is available on the school intranet
  - ii. At scheduled medical conditions training
  - iii. At transition staff meetings prior to change of year
  - iv. During induction processes if applicable

## 3. First Aid trained staff are trained in what to do in an emergency for the most common serious medical conditions at this school

- a. The lead first aid is Nicky Stafford (administrative staff).
- b. First Aid trained staff are aware of the most common serious medical conditions at this school and are trained in what to do in an emergency. A training register is maintained to ensure the school have sufficient staff adequately trained at all times. Training is refreshed for first aiders in line with requirements.
- c. Staff at Springdale First School understand their duty of care to pupils in the event of an emergency. In an emergency situation, school staff are required, under common law duty of care, to act like any reasonably prudent parent which may include administering medication. Staff's willingness to administer medication is checked and recorded at the beginning of the year.
- d. Action for staff to take in an emergency e.g. for asthma/epilepsy/anaphylaxis and diabetes is included in children's individual medical files.

## 4. All staff understand the school's general emergency procedures

- a. All staff understand and follow the Hamwic Policy (section 3), in the event of an emergency or accident. Training is refreshed for all staff annually.
- b. Induction procedures include sharing Health & Safety, First Aid and Emergency procedures

## 5. Administration of medication at school

### Administration-emergency medication

- a. Medication is routinely kept in the office, out of reach from pupils and there is easy access for all adults to this.
- b. Emergency medication which may be needed instantly e.g. for diabetic children may be kept securely in the classroom. (On advice from healthcare professionals).
- c. Staff and pupils know where their emergency medication is stored and how to access it (if appropriate).

### Administration-general

- a. Staff are aware that there is no legal or contractual duty to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. However, some staff members are willing to take on the voluntary role of administering medication.
- b. For medication where specific training is required, only staff who have received this training may administer the medication, Advice and training from the school nursing team or specialist services is accessed when required. The local authority provides full indemnity.
- c. The school nurse or other medical practitioners may administer medication.
- d. Parents are informed that they should notify the school immediately if their child's regular medication changes, is discontinued, or if the dose or administration method changes.
- e. Parents are informed that the school will not follow ad hoc parental advice but will follow guidance from medical professionals. If a medical plan becomes confused an immediate meeting involving the school, parents and nursing team will be arranged to review procedures and confirm the medical plan.
- f. Risk assessments for off-site visits include pupils with medical conditions. They receive information about the condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. Appropriately trained staff join any off-site visit.
- g. In the case of medication prescribed to be taken 3 x a day, this should be given outside of school hours wherever possible. Medication to be given 4 x daily may be administered during the school day.

## 6. Storage of medication at school

All medication is clearly labelled, with child's name, dose and frequency and there is a corresponding Administering Medicines form which parents complete and consent given through a signature. The staff member with responsibility for medical needs is responsible for checking this.

### Safe storage — emergency medication (e.g. epipens, insulin)

- a. Emergency medication may be stored either in the office, staffroom fridge (clearly labelled, airtight container) or a secure cupboard in a classroom according to what has been deemed most appropriate in the medical care plan.
- b. If the medication is a controlled drug it will be locked in a filing cabinet in the office; keys are kept in the office key box.

### Safe storage — non emergency medication

- a. All non-emergency medication is kept on high shelves in the office or in the staff room fridge.
- b. Pupils with medical conditions know where their medication is stored and how to access it.
- c. Staff ensure that medication is only accessible to those for whom it is prescribed.
- d. Safe storage — general
- e. The staff member with responsibility for medical needs is responsible for ensuring correct storage of medication at school.
- f. Medication is sent home termly and parents are responsible for checking expiry dates. When medication is returned, staff will check that the expiry date covers the whole of the term before accepting it.
- g. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year or term.

### Safe disposal

- a. Parents are responsible for disposing of out of date medication or medication that is unused when a course of treatment is complete.
- b. If the parent does not collect this they will be contacted to arrange collection.

## 7. Record-keeping

### Medical information

- a. At the start of each school year, or for in-year access families, every parent is required to update medical information on the enrolment form.
- b. If a pupil has a short-term medical condition that requires medication during school hours, a medication form must be completed.

### School Medical register

- a. A central register of pupils with medical needs is kept. The Head has responsibility for this but it is managed on her behalf by the staff member responsible for medical needs.
- b. A member of the SLT will check the School Medical Register on a termly basis with the staff member with responsibility for medical needs.
- c. Key information about medical needs is also held in each "Class Information" file which are kept in the classroom. Information regarding children who may require emergency treatment is displayed in the staff room to maintain staff awareness.

### Medical and Health care plans

- a. Medical & Health care plans are used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. This plan is drawn up in conjunction with the parents and any specialists involved in the child's care. These are held in the office, Plans are formulated at the most appropriate time which may be:



- \* At the start of the school year
- \* At enrolment .
- \* When a diagnosis is first communicated to the school

b. Parents are regularly reminded to inform the school if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the medical care plans can be updated accordingly. .

8. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

a. This school works in partnership with all interested and relevant parties including all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.

b. The following roles and responsibilities are used for the medical policy at this school:

#### Named responsibilities

Member of staff with responsibility for medical needs:	Mrs N Stafford
Deputy member of staff with responsibility for medical needs:	Mr D Gosney
Governor with responsibility for checking medical register:	Mrs C Rigler.

#### Governors

The School Governing Body on behalf of the Borough of Poole has a responsibility to:

- \* Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- \* Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- \* Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions.

#### Headteacher

The Headteacher has overall responsibility to ensure the First Aid and Medical Conditions Policy is adhered to and held in high regard, enabling staff, parents, pupils and other agencies to liaise effectively to ensure all pupils need are met.

The Headteacher will also:-

- \* Ensure pupil confidentiality.
- \* Assess the training and development needs of staff and arrange for them to be met. .
- \* Ensure all supply staff and new teachers know the medical conditions policy.
- \* Update this policy according to review recommendations and local/national guidance & legislation.

The staff member with responsibility for medical needs is responsible for:

- \* Ensuring their practice follows guidelines and advice from the School Nurse / Medical Professional and school policies and procedures.
- \* Maintaining an up to date medical register that records the needs of all pupils.
- \* Ensuring that termly checks of the medical register take place.
- \* Ensuring healthcare plans are completed and reviewed at least annually.

- \* Ensuring photographs and key information is displayed in the staff room and kitchen (if appropriate)
- \* Informing the SLT and class teacher of any significant, new medical needs that arise.
- \* Ensuring that teachers have written, up to date information about medical needs of children in their class for the teacher to add to the class file.
- \* Checking that first aiders' training is up to date and liaising with the bursar to arrange training as needed.
- \* Liaising with key staff regarding specialist training and ensuring that appropriate staff attend this.
- \* Administering medication to students as prescribed and ensuring that records of medication administered are completed.
- \* Ensuring that children requiring medication receive this; collecting the child form class if necessary.
- \* Checking that medication is collected by parents for disposal.
- \* Ensuring that appropriate medication and first aid equipment is taken on off site visits.

All school staff have a responsibility to:

- \* Be well informed about medical needs of children in their care via the class information file.
- \* Understand the First Aid & Medical Conditions Policy
- \* Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- \* Allow all students to have immediate access to their emergency medication.
- \* Maintain effective communication with parents including informing them if their child has been unwell at school.
- \* Ensure pupils have their medication with them have it when they go on a school visit or out of the classroom.
- \* Be aware of pupils with medical conditions who may be experiencing bullying or need extra support.
- \* Ensure all pupils with medical conditions are not excluded from activities they wish to take part in.
- \* Ensure pupils have the appropriate medication or food with them during/before/after any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- \* Ensure that cover staff are made aware of any specific medical needs in the class.
- \* Ensure students who have been unwell catch up on missed school work.
- \* Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- \* Liaise with parents, healthcare professionals and the SENCo if a child's learning is affected.

## First aiders

First aiders at this school have a responsibility to:

- \* Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- \* Recording first aid administered according to school procedure and ensuring parents are informed.
- \* When necessary, ensure that an ambulance or other professional medical help is called.

## Pupils

The pupils at this school have a responsibility to:

- \* Treat other students with and without a medical condition equally.
- \* Tell their parents, teacher or nearest staff member when they are not feeling well.
- \* Let a member of staff know if another pupil is feeling unwell.
- \* Treat all medication with respect.
- \* Know how to gain access to their medication in an emergency.

## Parents / carers\*

The parents of a student at this school have a responsibility to:

- \* Tell the school if their child has a medical condition, and keep them up to date during their time at school, including needs that may occur during offsite activities.
- \* Ensure their child's medication and medical devices are labelled with their child's full name, providing spare, labelled medication where appropriate
- \* Ensure medication is within expiry dates.
- \* Ensure their child catches up on any school work they have missed.
- \* Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Important Notice — the general advice in this policy will always be superseded by the advice presented in individual Medical Plans.