

First Aid and Supporting Pupils with Medical Needs Policy



Acresfield Primary School

Last Updated: April 2018

Date of Governing Body Approval: July 5th 2018

Committee Responsible for Review: Environment

Signed: [Chair of Governors]

Signed: [Headteacher]

Statutory guidance is set out in bold text and underlined

Part 1

First Aid Arrangements

First Aid Provision

First-aid provision is available at all times while people are on school premises and also off the premises whilst on school visits.

First Aiders

The list of first aiders is available in the staffroom, offices and classrooms and on first aid signs in the corridor. The main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. It is also to call an ambulance or other professional help.

An appointed person, in the absence of a first aider, is someone who takes charge when someone is injured or becomes ill and ensures that an ambulance or other professional medical help is summoned. Such a person will deal with routine first aid requirements but should not give first aid treatment for which they have not been trained.

First aiders and appointed persons are trained in accordance with HSE requirements and a record of first aiders and their certification dates is held in the School office.

First Aiders are called upon when an accident requires treatment. They are not expected to deal with very minor injuries such as falling over where comfort and reassurance and a wet paper towel would suffice. First Aiders should be consulted on whether children complaining of being unwell should go home. This decision should rest with the teacher who has been working with the child, with the Headteacher or Deputy Headteacher in his absence, informed.

Midday assistants wear a first aid bag at lunchtime and are trained in emergency first aid. If a member of staff is on duty at playtime, they must wear an emergency first aid bag.

Facilities and Supplies

Medical supplies are located in a green first aid box which is situated in the main corridor opposite the corridor to the office. The office is responsible for the audit of supplies and ensuring supplies are purchased.

Educational Visits

On all educational visits there will be a first aider from our school, unless the centre provides 24-hour first aid cover. A named member of staff is responsible for collection and administration of medicines on school trips.

Hygiene/Infection Control

Staff should take precautions to avoid infection and should follow basic hygiene procedures and take appropriate care when dealing with blood and other body fluids. All classrooms are equipped with anti-bacterial gel. For further information refer to 'Health Issues for Employees Guidance Note' within the Departmental Health and Safety Manual Section 8)

Other Building Users

Fledglings staff and catering staff are considered school staff and are therefore governed by this policy. Contractors and visitors will be covered by the school's first aid arrangements in accordance with the Departmental Health and Safety Manual (Section 2).

Reporting Accidents and Record Keeping

All minor accidents are recorded in the school accident file (Appendix A) located in the alcove by the reception class toilets with the following information:

- ✓ Pupil's name, age and gender
- ✓ Date and time of accident
- ✓ How and where accident occurred
- ✓ Details of first aid administered
- ✓ What control measures have been put in place to prevent it happening again
- ✓ Signature of first aider

Additionally a „bumped head“ letter is sent home to inform parents of all bumps to the head (Appendix B).

The Deputy Headteacher monitors the minor accidents termly and reports any control measures needing implementation to the Health and Safety Leadership Team. Minor accident reports are reported to the Health and Safety Committee termly. Serious accidents or injuries are reported in accordance with the Guidance Note 'Accidents – Reporting and Investigation' in the Departmental Health and Safety Manual. A copy of the form to be completed is located on **teacher shared server in the health and safety folder– Personal Development and Well Being 2014 to 2015**. The form needs to be completed by a fully qualified first aider.

Part 2

Supporting Pupils with Medical Needs in School

Definitions

'Medication' is defined as any prescribed medicine. 'Prescription medicine' is defined as any drug or device prescribed by a doctor. A 'staff member' is defined as any member of staff employed at Acresfield Primary School.

Supporting Pupils with a Medical Needs Statement

Acresfield Primary School recognizes its duty of care in supporting pupils with medical needs at school and this policy is based upon these key points

- ✓ Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education
- ✓ The governing body must ensure that arrangements are in place to support pupils with medical needs
- ✓ The governing body should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supervised.

The Role of the Governing Body

The governing body has overall responsibility for the implementation of this policy as section 100 of the Children and Families Act 2014 places a duty on governing bodies to make arrangements for supporting pupils with medical conditions. The responsibilities are:

- ✓ The overall implementation of the Supporting Pupils with medical Conditions Policy and procedures
- ✓ Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- ✓ Handling complaints regarding this policy as outlined in the school's complaints procedure
- ✓ Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.

- ✓ Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions
- ✓ Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- ✓ Keeping written records of any and all medicines administered to individual pupils and across the school population
- ✓ Ensuring the level of insurance in place reflects the level of risk.

The Responsibility of the Head Teacher

- ✓ The day to day implementation and management of the Supporting Pupils with medical Conditions Policy
- ✓ Ensuring the policy is developed effectively with partner agencies
- ✓ Making staff aware of this policy
- ✓ Liaising with healthcare professionals regarding the training required for staff
- ✓ Making staff who need to know, aware of a child's medical condition
- ✓ Developing Individual Healthcare Plans [IHCPs]
- ✓ Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- ✓ If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- ✓ Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy
- ✓ Contacting the school nursing service in the case of any child who has a medical condition

The Responsibilities of Staff

- ✓ Taking appropriate steps to support children with medical conditions.
- ✓ Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- ✓ Administering medication, if they have agreed to undertake that responsibility.
- ✓ Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- ✓ Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- ✓ Trained staff member[s] are responsible for administering injections.

The Responsibilities of School Nurses

- ✓ Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- ✓ Liaising locally with lead clinicians on appropriate support.

The Responsibilities of Parents/Carers

- ✓ Keeping the school informed about any changes to their child/children's health.
- ✓ Completing a parental agreement for school to administer medicine obtained from the office when medicine is brought into school.
- ✓ Providing the school with the medication their child requires and keeping it up to date.
- ✓ Collecting any leftover medicine at the end of the treatment course.
- ✓ Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- ✓ Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Head Teacher, other staff members and healthcare professionals.

The Role of the Child

- ✓ Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. E.g inhalers
- ✓ Children will know where their inhaler is stored in their classroom. Antibiotics are kept in the medicine fridge.
- ✓ If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- ✓ Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher. E.g inhalers

Staff Training

Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction and will then receive regular and on-going training as part of their development. Teachers and support staff who undertake responsibilities under this policy will receive training externally. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering. No staff member may administer drugs by injection unless they have received training in this responsibility. A record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy is held in the school office.

Individual Healthcare Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Head Teacher, Special Educational Needs Coordinator (SENCO) and medical professionals. IHCPs will be easily accessible whilst preserving confidentiality. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it. Where a child is returning from a period of hospital education, alternative provision or home tuition, we will work to ensure that the IHCP identifies the support the child needs to reintegrate.

Medicines

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form (appendix D). No child will be given any medicines without written parental consent except in exceptional circumstances.

Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered. A maximum of four weeks supply of the medication may be provided to the school at one time. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy. Medications will be stored in a locked cupboard. Any medications left over at the end of the course will be returned to the child's parents.

Written records will be kept of any medication administered to children. Acresfield Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

Emergencies

Medical emergencies will be dealt with under the school's emergency procedures. Where an Individual Healthcare Plan (IHCP) is in place, it should detail what constitutes an emergency and what to do in an emergency. Pupils will be informed in general terms of what to do in an emergency, such as telling a teacher. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Avoiding Unacceptable Practice

Acresfield Primary School understands that the following behaviour is unacceptable:

- ✓ Assuming that pupils with the same condition require the same treatment.
- ✓ Ignoring the views of the pupil and/or their parents.
- ✓ Ignoring medical evidence or opinion.
- ✓ Sending pupils home frequently or preventing them from taking part in activities at school
- ✓ Sending the pupil to the first aid room or school office alone if they become ill.
- ✓ Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- ✓ Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- ✓ Creating barriers to children participating in school life, including school trips.
- ✓ Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

Teachers who undertake responsibilities within this policy are covered by the school's insurance. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions.

Complaints

Details of how to make a complaint are outlined in the Complaints Procedure.

Appendix A

Use black ink to complete

**Minor Accident /
Incident Report Form**

Name of child

Year Group (circle)

Age of child (circle)

Appendix B Acresfield Primary School

Bumped Head Letter

Appendix C: Individual Health Care Plan

Photo of Child:

Name of school/setting :

Child's name :

Group/class/form:

Date of birth:

Child's address:

Medical diagnosis or condition:

Date:

Review date:

Family Contact Information

Name:

Phone no: (work)

(home)

(mobile)

Name:

Relationship to child:

Phone no: (work)

(home)

(mobile)

Clinic/Hospital Contact

Name:

Phone no:

G.P.

Name:

Phone no:

Who is responsible for providing support in school:

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc:

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision:

Daily care requirements:

Specific support for the pupil's educational, social and emotional needs:

Arrangements for school visits/trips etc:

Other information:

Describe what constitutes an emergency and the action to take if this occurs:

Who is responsible in an emergency [state if different for off-site activities]

Plan developed with:

Staff training needed/undertaken – who, what, when:

Form copied to:

Appendix D: Agreement for School to Administer Medicine

1. Template B: parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the sta
medicine.

Date for review to be initiated by:

Name of school/setting:

Name of child:

Date of birth:

Group/class/form:

Medical condition or illness:

Medicine

Name/type of medicine:
(as described on the container)

Expiry date:

Dosage and method:

Timing:

Special precautions/other instructions:

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Bought
with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency

Signature(s) _____ Date _____

Appendix E: Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows: Acresfield Primary School, Acres Lane Upton CH2 1LJ
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Appendix F: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. We are updating all of our Health Care Plans for children with specific medical needs. It is really important that an individual healthcare plan be prepared, setting out what support your child needs and how this will be provided.

Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

6900

We would like to invite you to a meeting in school to discuss this matter further and a member of staff will be in contact by telephone in the near future.

We appreciate your support in working with the school.

Yours sincerely