

First Aid and Medical Policy



Fairholme School

Updated: November 2014

Ratified by Governors

This document was written in line with recommendations made in the DfE's information pack "Supporting pupils at schools with medical conditions - September 2014".

Role and responsibility of the Governors

The Board of Governors and the staff of Fairholme School wish to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. We will ensure that such children can access and enjoy the same opportunities at school as any other child.

Role and responsibility of the Headteacher

The Headteacher is ultimately responsible for the implementation of this policy and must ensure all staff are aware of it and understand it's implementation.

Role and responsibility of the Assistant Headteacher

The Assistant Headteacher is responsible for implementing this policy with the support of the School Medical Officer and all staff. The Assistant Headteacher will:

- effectively manage the implementation of the school medical policy.
- oversee risk assessments for all school visits and other school activities outside and through the normal school timetable.
- ensure all supply teachers have an understanding of the medical needs of children within their class.
- ensure all serious injuries are reported online to the local authority.

Role and responsibility of the School Medical Officer

The School Medical Officer will:

- ensure that staff are suitably trained.
- keep a record of all staff medical training.
- meet with parents and any relevant health care professionals to discuss and monitor medical health care plans.
- keep the medical register updated.

Role and responsibility of the First Aid Officer

The First Aid Officer will:

- ensure all first aid equipment is fully stocked in the Zoom Room.
- ensure each class has a green first aid bag.
- ensure each phase of the school has fully stocked first aid boxes.

Roles and responsibility of staff

- Staff have a duty to ensure that all students are healthy and safe on school premises, as well as during off site educational visits.
- They need to make sure that students with medical needs receive the necessary care at school to enable regular school attendance.
- Staff are responsible for ensuring their classroom first aid pack is fully stocked.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

Parents' responsibilities in regard to their child's medical needs

- Parents have a responsibility to inform the school of any medical requirements of their child.
- Parents have a responsibility to meet with the school to discuss their child's health care plan, carrying out any action that was agreed as part of its implementation.
- Parents have a responsibility to authorise and supply the appropriate medication with written instructions.
- It is the parents' responsibility to ensure that all medication is within the date for use.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Parents will provide evidence of all medical and hospital appointments in relation to a child's illness.

Please note that parents should keep their children at home if acutely unwell or infectious.

First Aid Information

First Aid boxes are checked regularly and contain basic items for dealing with injuries for each phase of the school. First Aid notices are displayed in areas where the boxes are located. Each classroom contains one green first aid pack which should be kept within lobbies/classroom cupboards. These should be stored next to all medical information/boxes relating to that class. First aid packs should be taken out with the class on school trips as well as the specific first aid packs assigned for school trips. Additional resources can be collected from the Zoom Room. Class teachers and teaching assistants are responsible for ensuring the first aid packs are updated and fully stock. Key members of staff are trained in first aid. If there is an incident in which a serious injury occurs, the person dealing with the incident should fill in the accident form (located in the school office).

Student Medical Information

All staff must be aware of existing medical conditions. The school Medical Officer is responsible for making sure the medical information is kept up-to-date, as well as informing staff of individual student conditions e.g. diabetes. Any students who have potentially severe conditions will have their photographs posted on the notice board in the staff room and in key locations around the school so that all staff are aware of medical conditions. All medical conditions are summarised on the medical register. All class medical registers are stored within classroom cupboards or lobby doors (Years 1 and 3) within a plastic wallet. Behind each plastic wallet are all health care plans for the children within that class.

Health Care Plans

The Medical Officer is responsible for creating a child's health care plan. All health care plans are to be signed by parents, the school nurse and hospital where appropriate. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Photographs of children on health care plans are shared with all staff. Where a child has SEN but does not have a statement or education health care plan, their special educational

needs should be mentioned in their individual healthcare plan. All health care plans will be reviewed annually.

Administering Medicines

Only prescribed medicines, that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage will be accepted. The only exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container. No medication should be given to a student without parental consent. Medication will only be brought into school when absolutely essential. Mostly this will be for a short period only, for example, to complete a course of antibiotics. If a student suffers from pain for example, migraine, the parent/guardian must authorise and supply the appropriate medication with written instructions. Aspirin must never be given to children under the age of 16. The adult responsible for administering this will check the maximum dosage and when the previous dosage was given. In most cases we advise parents to come into school to administer one-off medication such as calpol.

- Each item of medication must be delivered to the Authorised Person (School Office Manager), in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:
 - Pupil's Name
 - Name of medication
 - Dosage
 - Frequency of administration
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date
- The school will not accept items of medication in unlabelled containers.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures and health care plans will be followed.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- The school will not make changes to dosages on parental instructions. Instructions will need to come in written form from the doctor.
- Wherever possible, pupils should be enabled to administer their own medication but under the supervision of a responsible adult. Wherever possible, children who are able to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily.
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected in by the Medical Officer at the end of each year and where necessary at the end of each term and the expiry date shall be reviewed. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

Medical Conditions/Allergies Anaphylactic Shock

Staff should be made aware of any student likely to suffer a severe reaction. Epipens are located in each child's classroom, or in extreme cases, with the child. There is a number of staff across the school that have been trained to administer epipens.

Asthma/Diabetes/Epilepsy and other conditions

Parents must inform the school of the above medical conditions. Students who use inhalers should keep them in their classrooms (clearly labelled). Any additional medication required to be issued to students who suffer from these conditions should be given to the School Medical Officer, clearly labelled and with detailed instructions about administration. The School Medical Officer will pass on all medicines to the class teacher as quickly as possible as well as the relevant paperwork. Spare inhalers (clearly labelled) may be stored in the zoom room for emergencies only.

Storage and Access

Students should know where their medication is stored in case of emergency. However, all controlled/prescribed medication will be stored in a cupboard in the child's classroom. Only staff will have access to this cupboard. Epipens will be stored during the day in an unlocked container, for emergency use. Where relevant, medication is stored in the fridge/freezer. All other medical and first aid equipment will be stored in the zoom room so that all staff can have access to it in case of an emergency.

Medical Emergencies In School

In the event of a medical emergency, the office should be contacted on the extension number 200 or 201. Depending on the severity of the injury, appropriate action will be taken e.g. ambulance, parents contacted. The student will always be accompanied in the ambulance by an adult, if parents are unavailable. All staff will be made aware of the procedures to be followed in the event of an emergency. Please see the appendix for the green first aid emergency sheet which is displayed throughout the school. It is vital that an adult, preferably a first aider, stays with the child at all times.

Out of School Trips

Staff members taking visits off site will be provided with a Trip First Aid kit and they should also take their green first aid kit from their classroom. Lists of students being taken out on visits should be checked for any special medical or dietary conditions. Appropriate medication should be carried by the designated member of staff.

Assisting children with long-term or complex medical needs

For each pupil who has medication in the school with long-term or complex medication needs, the Medical Officer will ensure that a health care plan is drawn up, in conjunction with the appropriate health professionals.

Non-prescription medicines

Staff will not give a non-prescribed medicine to a child. Although in severe cases of eczema, creams like E45, may be kept by class teachers for children to use themselves.

Staff training in dealing with medical needs

It is essential that staff who care for pupils by administering medicines, either in an emergency or on a regular basis, have received appropriate training and re-training when necessary. All training will be recorded. Any member of school staff providing support to a pupil with medical needs should have received suitable training.

Record keeping

- **Classroom medical logs:** each classroom will have a medical log, kept next to their medical register where any medicine administered will be logged (see appendix).
- **Individual logs:** where appropriate children will have individual medical logs where this is relevant due to regular administering. This will be indicated on the health care plan.
- **First aid log:** all medical injuries will be recorded using a first aid log which can be found in the green medical log folders for each key stage (see appendix).
- **Head injuries:** a medical log will be recorded for head injuries and a letter shall be sent home to parents informing them of the incident. The child will also be given a head injury sticker. These can be found in each key stage green folder and are recorded on the first aid log form (see appendix).
- **Training:** a log will be kept of all staff that have received any medical training. Copies of all training certificates should be kept on file by the Medical Officer which will be stored in the school office.
- **Accident Form:** all serious child and adult injuries must be logged on an accident form and kept in the school office. A copy should be given to the Assistant Headteacher to report it to the local authority (see appendix).

Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to a child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;

- if the child becomes ill; send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments (However, proof of all appointments must be given to the school and these appointments should relate to their medical condition only).
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Complaints

Parents should contact the school office if they wish to make any complaints in relation to the way medical issues have been dealt with. Details may also be found on the school website.

Confidentiality rules

Medical information must, of course, be treated as confidential. Records should be kept securely and information only given to staff who need to know. Please refer to our Safeguarding Policy.

Appendices



What to do if there is a serious First Aid Incident



Get a **Qualified First Aider** to look at the child's injury immediately.

Does an ambulance need to be called?
If **YES** – call one **immediately**. Use the **nearest** phone.

Move other children **away** from the injured child.

Inform the **office** so they can call the child's parents/carers and open the gates for the ambulance.

Inform a **Senior Member of staff** who can come and support the First Aider:

Helen Willis - Headteacher

Catherine Bridger & Gemma Brown – Deputy Headteacher

Jo Coleman – Assistant Headteacher

Kathy Mackin-Jackson – Early Years Foundation Stage Leader

Jo Western – Lower Phase Leader

Tanya Spencer – Upper Phase Leader

Tracey Bannister - SENCO

Write an incident report