

St Stephen's Catholic Primary School and Nursery, a Voluntary Academy

Policy for Supporting Pupils with Medical Needs and providing First Aid – December 2016

Philosophy:

The Governors and Staff of St Stephen's School are committed to the care and development of all the children belonging to the school.

They are concerned to make suitable provision which enables children with medical needs to access the curriculum and be included in all aspects of school life.

They will also ensure that trained staff are available to administer First Aid during the school day.

Policy Statement:

This policy seeks to clarify the role of the school in supporting pupils with both short and long term medical needs. It also seeks to clarify the roles and responsibilities of staff including those who have agreed to administer First Aid and medicines.

In agreeing this policy, governors make it clear that they accept overall responsibility for the implementation of the policy and any consequences which may arise from this. Governors are covered for liability by the insurance protection taken by the Academy Trust.

Governors acknowledge that no member of staff is obliged to administer medicines or first aid. Staff who agree to administer medicines or first aid will be properly trained including refresher courses as recommended.

Short Term Medical Needs:

- Children may be fit to attend school but may have to take medication to enable them to fully recover.
- Medicines should only be taken at school when absolutely essential and to avoid unnecessary absence.
- Wherever possible, pupils will administer their own medication. Where this is not possible, a trained First Aider will administer it.
- **NO medication, prescribed or otherwise, will be administered without written parental permission detailing the following:**
 - Name of child
 - Name of medication,
 - Dosage
 - Method of administration
 - Time/frequency it is to be given.
 - Any side effects,
 - Expiry date

- Permission forms are available from the school office or can be downloaded from the website.
- **The school will not administer medicines containing aspirin or ibuprofen unless prescribed by a doctor.**
- If a pupil refuses to take the medication, the First Aider will accept their decision and inform the parent/carer.
- Parents/carers of children in KS1 and KS2 must hand in all medication to staff in the school office together with signed permission and instructions for administration. Parents / carers of children in the Early Years Foundation Unit must hand the medication and forms to the Early Years Unit. Parents/carers must not send children to school with any medicines. It must be collected by a named adult at the end of the school day. Where possible, send only the dose for the day to save having to collect. The medication must be in its original container (the only exemption to this is insulin).
- Medicines can only be administered by First Aid staff at break or lunchtime except in special circumstances.
- **Children must not bring 'soothers' or cough sweets into school.**
- The school will record all medicines administered and retain copies of parental consent.
- A parent/carer may administer a lunchtime dose themselves by arrangement with the headteacher.
- Self administration of certain prescribed medication such as inhalers for asthma and glucose and insulin for diabetes is actively encouraged if the children are confident about what to do and are properly supervised.
- Inhalers will usually be kept in the First Aid cupboards except for children who need them regularly. They will keep an inhaler, labelled in their classroom for self-administration with a register to record use. The inhaler can be taken out to the playground and for PE lessons.
- Any medication which requires training to do so properly will only be administered by trained staff.

Long Term Medical Needs:

The school will ensure that full background information is provided by parents/carers of children with long term medical needs. These children will require a written care plan which is usually completed by the consultant or nurse in consultation with the parents.

The plan must be agreed by all parties who will all have a signed copy. The plan will include:

- Details of the child's condition.
- Any special requirements.
- Medication required and any side effects.
- What to do and who to contact in case of an emergency.
- Who is trained and able to administer medication and cover arrangements.
- How and where medication is to be stored and made available.

- All care plans are kept in the file in the Headteacher's office.
- All teachers have a copy of any care plan for a pupil in their class.
- The head teacher has a list of all pupils with care plans.
- The plans should be reviewed on an annual basis or earlier if the pupil's needs change.
- Pupils with particular needs have their photographs displayed in a discreet area of the staffroom and school kitchen so that all staff recognise who they are and are therefore able to act speedily in an emergency and call a First Aider.

Procedures for managing prescription medicines on trips and outings and during sporting activities

- The school will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits. This may extend to reviewing and revising the visits policy and procedures so that planning arrangements incorporate the necessary steps to include children with medical needs. It might also incorporate risk assessments for such children.
- If staff are concerned about how they can best provide for a child's safety, or the safety of other children on a visit, they should seek parental views and medical advice from the school health service or the child's GP. Please refer to the DCFS guidance on planning educational visits.
- The school will support children wherever possible in participating in physical activities and extracurricular sport. Any restriction on a child's ability to participate in PE should be recorded on their Health Care Plan.
- Some children may need to take precautionary measures before or during exercise, and may need access, for example, to asthma inhalers. Staff supervising sporting activities will be made aware of relevant medical conditions, and will consider the need for a risk assessment to be made.

Administering First Aid:

- All staff may use the First Aid equipment in the classroom to deal with minor cuts and grazes. Do not send for a First Aider for children with minor grazes or who are feeling a little unwell.
- This equipment includes plastic gloves which **MUST** be worn when dealing with wounds.
- The First Aid box in each classroom also has the names of any children who may be allergic to plasters.
- Most children can wash a minor graze and apply a plaster themselves with appropriate adult supervision.
- All waste resulting from the treatment of wounds must be tied in a plastic bag and removed to the staffroom where it can be placed next to the waste bin for removal by the caretaker.
- Buckets are in the men's toilet or caretaker's office and are to be available to support a child who feels/is sick. Teachers and Teaching Assistants must know where these are located so access can be speedy. Once used, they must be brought to the caretaker's

office to be cleaned and disinfected before use. Clinical waste clean-up packs are kept in the men's toilet and Foundation area.

Safe storage of medicines

- The school will only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines will be stored strictly in accordance with product instructions paying particular note to temperature and in the original container in which dispensed.
- Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

Trained First Aid Staff:

- Trained First Aid staff deal with more serious cuts, bumps, falls and other injuries.
- When the injury is serious or the child is distressed, parents/carers will be contacted and asked to collect the child.
- It is the parent's responsibility to decide whether to take the child to the doctor or hospital.
- When parents/carers cannot be contacted, the child will be taken to hospital by a member of staff if the injury is considered to be serious. Parental permission is sought at the beginning of each school year to enable staff to do this. *Only staff with 'used for Business purposes' stated on their car insurance will undertake this duty.* Parents will be contacted as soon as possible.
- Any injury and treatment given is entered into the Medicines/First Aid book with the date, time and name of the person who gave the First Aid/medication.
- If a child has sustained a blow/bump to the head, the First Aider will complete an accident and 'bumped head' form for the child to give to his parents / carers. The class teacher will, where possible, speak to the parents / carers as well. The accident forms are held in the office.
- Copies of certificates/ dates of training are kept in the Health & Safety File in the School Office.

Children who are ill during the school day:

- If a child complains of feeling unwell, the teacher/TA will try to support the child suggesting a range of remedies (a drink of water, cooling down sitting near the open window or going to the toilet).
- The teacher/TA should give these remedies time to work and then re-assess the child's condition.
- If the child is clearly unwell and unable to cope with school, the TA should discuss the matter with a First Aider and if advised to contact the child's parents and arrange for the child to be collected. The Teaching Assistant should then ensure the child has all necessary possessions and is ready to go home. The TA will brief the parents about the circumstances of the illness when parents/carers arrive and the child is handed over.

- Parents/carers **must not** send children to school if they are **unfit particularly with stomach complaints, diarrhoea and vomiting. There should be a 48 hour clear period before a child returns to school.**
- First Aid staff need to be aware of any personal circumstances of children which could influence how they are treated when ill.

The policy will be reviewed every 2 years.

Signed: Tony Pye

Headteacher

Date: 1st December 2016

Signed:

Chair of Governors / SIB

Date: