



HIGHSHORE SCHOOL

POLICY FOR FIRST AID AND MEDICAL CARE

INTRODUCTION

It is the duty of the Educational Authority and the school jointly to ensure the Health and Safety of employees, pupils and visitors.

The Health and Safety (First Aid) Regulations 1981 require that employees assess risks, ensure safety measures are taken, ensure staff are aware of and are trained to deal with issues to ensure the health and safety of all employees and others who may be affected by any work activity. In schools this obligation includes a duty to protect the health and safety of pupils, contractors and other visitors to the school's site.

From September 2014, Section 100 of the Children and Families Act 2014 places a duty on schools in England to support children with medical conditions and follow statutory guidance issued by the Department for Education.

This policy sets out the arrangements made by Highshore School to meet these statutory requirements and provides information about how this policy is effectively implemented.

Roles & responsibilities

The governing body must ensure that arrangements are in place to support pupils with medical conditions and is legally responsible and accountable for fulfilling their statutory duty. In meeting this duty the following functions have been conferred on the member of the SLT responsible for First Aid & Medical Needs: Julia Manning.

- ensure that sufficient staff are suitably trained
- ensure that all relevant staff, including supply staff are aware of the children with medical conditions
- make sure that cover arrangements are in place in the event of staff absence or staff turnover to ensure someone is always available
- check that individual risk assessments for school visits, residential journeys, and other school activities outside of the normal timetable are in place and followed.
- responsibility for the monitoring of individual healthcare plans

Accidents and First Aid

Section 3 of the Children Act 1989 provides a duty on a person with the care of a child (who does not have parental responsibility for the child) to do all that is reasonable in all the circumstances for the purposes of safeguarding or promoting the welfare of the child. This includes taking action in an emergency whether on the school premises, on educational visits or school journeys. To ensure that all staff feel supported to provide this care in the event of a First Aid emergency Highshore School provided 'Emergency First Aid at work' training to all staff as part of INSET training in Sept 2014. The need for whole school training will be reviewed as part of the school's ongoing INSET training plan.

The First Aid team

Staff on the First Aid team have undertaken additional training in First Aid, medical conditions and administering medication. A record of all staff First Aid and medical training is maintained to ensure staff certification is kept up to date. (Form FATR). A copy of this record is kept in the medical guidance file in the medical room.

First Aid Rota

The First Aid rota identifies the First Aiders on duty each day and who is responsible for administering student medication. Substitutes are identified in the event of staff absence. The rota is displayed in the office, staff room, medical room and classrooms (Form FAR).

First Aid treatment

Minor injuries

A First Aider should be called to attend to minor injuries or if a student reports they are or appear to be unwell. They will assess the situation and administer the appropriate care.

Details of treatment are recorded on the FIRST AID ATTENTION SHEET (Form FAA) A First Aid minor injuries slip is also completed to give parents information about any care given (Form FANP). The form should be given to the class tutor or supporting teaching assistant and put in the student home/school diary. It can also be given directly to the student if they are considered responsible.

Vomiting and/or diarrhoea

If a student is unwell and is vomiting or has diarrhoea it is advisable for them to be at home until they are fit and well to avoid the spread of infection to others. After assessment the First Aider must consult with Head/Deputy Head for permission for the office to contact home to arrange for a student to be collected if possible.

Head injuries

Any student who sustains any kind of head injury should be assessed by a First Aider and details recorded on a the FIRST AID ATTENTION SHEET (Form FAA) AA Head Injury Parent notification form (Form:HIPN) must be completed and given to the class tutor or supporting teaching assistant and put in the student home/school diary. It can also be given directly to the student if they are considered responsible.

The student should be asked to wear a red sticker, showing the time the head injury occurred to ensure staff know to watch carefully for any signs of concussion. The office should be informed and a call will be made home to inform the family.

Serious injury/health emergency

In the case of a serious injury or illness which requires emergency services the Head/Deputy Head must be informed immediately. The Head/Deputy Head will oversee and manage the emergency. Parents will be informed at the earliest possible time.

If the emergency services decide a child needs to be taken to the hospital and a parent/guardian has not arrived at school a responsible adult will accompany the child to the hospital and meet the parents there.

In the case of a serious accident resulting in injury page 1 of an HS3 form should be completed immediately after the incident and given to the Health and Safety officer Jackie Cheeseman. Copies of this form are available in the medical room and from the office.

Medication

If a child needs to be given medication at school Parents should complete a medication permission form (form MPF). If the school is able to administer the medication form parents will be informed in writing (form HTMA).

Any medication given in school must have the original label with the name of the child and the dosage clearly visible. Medication must be handed to the office and not put into a child's bag or pocket. Parents are asked to keep the school up-dated when changes to medication occur. The school will notify parents when medication is running out or has expired so that more medication can be sent to school.

Only trained First Aid team members should administer medication. Specific training is provided for the administration of Buccal midazolam for epilepsy, Epiniphrene for anaphylactic shock and insulin and/or glucagon for type 1 diabetes.

Medication is stored in a locked medicine cabinet in the medical room. NO medication should be retained in the classroom.

All medication should be administered in the medical room except in unusual circumstances e.g. student refusal to enter the First Aid room.

School journeys & medication/medical care

We make a special effort to include all pupils in school journeys, including pupils who have medical conditions. The only exceptions would be where a pupil has a medical condition, which cannot be safely monitored by attending staff. This decision will be made in consultation with the Head teacher, staff and parents/guardians. Where there is concern about a pupil's medical condition, professional advice will be taken into consideration. If a child in such a situation goes on the School Journey, this advice must be in writing.

A trained First Aider will be present at all School Journeys.

Parents/guardians must complete a medical information form (Form RMF) for their child.

This medical information will be taken with the group. Where medication or information may be needed urgently (e.g. inhalers, epipen) it will be taken with the group on any activity.

A named member of staff will take charge of holding and administering medication as advised by the parents/guardians. A register of medication should be kept (Form RMAF) by the named member of staff.

MEDICAL NEEDS IN SCHOOL

At Highshore School we want parents and pupils to feel confident that we provide effective support for medical conditions in school to enable all pupils with a medical condition to access and enjoy the same opportunities at school as any other child.

Health Care plans

At Highshore School Health care plans are written for any child who has a life threatening condition. The school nurse will write the care plan in consultation with parents and other healthcare professionals. This is to ensure that we know exactly how to meet their medical needs.

Other healthcare professionals, including GPs and paediatricians - should notify the school nurse when a child has been identified as having a medical condition that will require support at school.

Individual healthcare plans, (and their review), may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child.

Staff training

Any member of school staff providing support to a pupil with medical needs should have received suitable training.

Keeping staff informed

The First Aid noticeboard; Students with care plans are identified (with photographs) so all staff are aware of their condition.

Class Tutors: Copies of care plans are provided to Class tutors in their class information folder.

Medical room: Copies of all care plans are kept in the medical room to be accessed by the First Aid team.

All staff are kept aware of any changes in a student's medical status at the daily briefing to ensure care plans are implemented correctly.

Emergency procedure for students with healthcare plans.

All individual healthcare plans state clearly what constitutes an emergency and explain what needs to be done. All relevant supporting staff are aware of emergency symptoms and procedures

The child's role in managing their own medical needs

Highshore School recognises that it is important that children who are competent to manage their own health needs and medicines should be encouraged to do so. After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This may include allowing students to carry their own medicines and relevant devices, for self-medication quickly and easily. However the school must consider any possible risks to other students when making decisions about this. Any decision regarding this should be written in to the individual healthcare plan.

Unacceptable practice

At Highshore School it is our aim to focus on the needs of each individual child and to provide appropriate care for their medical condition to minimise any negative impact it may have on their school life.

School staff use their discretion and judge each case on its merits with reference to pupil's individual healthcare plans. We consider that is not acceptable practice to:

- send a child 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
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- 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 a child 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

Liability and indemnity

Southwark Council maintains insurance for Employers Liability and Public Liability. This covers the administration of medical care and medications. The Council's Policy No. is 21005094.

Highshore School is aware of, and is in compliance with the requirements of the insurance with regard to staff training. All members of the First Aid team can access a copy of this policy in the medical room.

Complaints

If a parent or pupil is not happy with the support that has been provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Julia Manning
May 2017
Review 2020

Governor signature: Julia C. Field

Date ratified: May 10th 2017