

MEDICINE & FIRST AID Statement of Practice (SUPPORTING STUDENTS WITH MEDICAL CONDITIONS)

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To be Reviewed By:	Mrs Reeve

School Medication Policy

- All students with medical conditions have **easy access to their emergency medication**.
- Some students carry and administer their own emergency medication. These students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of named members of staff at this school. The school understands the importance of medication being taken as prescribed.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed.
- Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- If a student refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

Safe Storage

- Emergency medication is readily available to students who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, then it will be stored in the medical room, which is inaccessible to unsupervised students. Some students may carry their emergency medication on them at all times. Students keep their own emergency medication securely, and parents complete a Health Plan.
- All non-emergency medication is stored in a lockable room. Students with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed.
- There are identified members of staff who ensure the correct storage of medication at school. All controlled drugs are stored in a locked room and only named staff have access, even if students normally administer the medication themselves.
- Three times a year the identified members of staff check the expiry dates for all medication stored at school. The staff, along with the parents of students with medical conditions, ensure that all emergency and non-emergency medication brought in to school is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with instructions, paying particular note to temperature. Some medication for students may need to be refrigerated. All refrigerated medication is kept in a refrigerator used for the storage of medication in the lockable medical room and is inaccessible to unsupervised students.

- Sharps boxes are used for the disposal of needles. The sharps box is stored in a lockable medical room. Collection and disposal of the sharps box is dealt with by the local authority's environmental services.

Aspirin

The HSE in the UK mainland does permit trained first aiders with a valid first aid at work qualification to administer aspirin under certain conditions. In every case where aspirin is to be made available in the workplace, the company should have conducted a risk assessment that indicates it is required. At The Long Eaton School this will apply to members of staff only and will only be administered to individuals who have given prior consent.

Healthcare Plans

- The school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.
- A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is provided at enrolment or when a diagnosis is first identified.
- If a student has a short-term medical condition that requires medication during school hours, a medication form is available for the student's parents to complete.
- The parents, healthcare professional and student with a medical condition are asked to fill out the Healthcare Plan together. Parents then return these completed forms to the school. This school ensures that a relevant member of school staff is also available, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs.
- Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register at this school. The responsible member of staff follows up with the parents any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.
- Parents are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- Staff use opportunities such as teacher-parent interviews and SIMS to check that information held by the school on a student's condition is accurate and up to date.
- Every student with a Healthcare Plan has their plan reviewed at least once a year.
- Parents and students are provided with a copy of the student's current agreed Healthcare Plan. Healthcare Plans are stored in a secure central location at school.
- Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of students' Healthcare Plans. These copies are reviewed and updated at the same time as the central copy.
- This school ensures that all staff protect student confidentiality.

MEDICAL CONDITIONS POLICY

Core Statement

The Long Eaton School is an inclusive community that aims to support and welcome students with medical conditions who currently attend and to those who may enrol in the future. We aim to provide all students with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - achieve economic well-being once they have left school
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- We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
 - All staff understand their duty of care to children and young people in the event of an emergency, and that all staff feel confident in knowing what to do in an emergency.
 - All staff understand the common medical conditions that affect children and receive training on the impact this can have on students.
 - Where possible we aim to include all students with medical conditions in all school activities.
 - Students with medical conditions are encouraged to take control of their condition. We want students to feel confident in the support they receive from the school to help them do this.
 - We want carers of students with medical conditions to feel secure in the care their children receive at this school.
 - The medical conditions policy is understood and supported by the whole school

Policy Framework

- The policy framework describes the essential criteria for how the school will meet the needs of children and young people with long-term conditions.
- The school is an inclusive community that supports and welcomes students with medical conditions.
- The school provides children with medical conditions, where possible, the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking a place in this school because arrangements for their medical condition have not been made.
- The school will listen to the views of students and parents.
- Students and parents should feel confident in the care they receive from school and the level of that care meets their needs.
- **The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.**
- Students, parents, relevant local healthcare staff and other external stakeholders are informed of and reminded about medical conditions through clear communication channels.
- Relevant staff are advised what to do in an emergency for children with specific medical conditions.
- All school staff, including temporary or supply staff, are made aware of medical conditions and understand their duty of care to students in an emergency.
- All children with a medical condition have an individual health care plan (IHP), which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

- If a student needs to attend hospital, a member of staff will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take students to hospital in their own car unless accompanied by another member of staff
- **The school has clear guidance on the storage of medication and equipment at school. This can be found in the First Aid and Medical policy.**
- **The school has clear guidance about record keeping. This can be found in the First Aid and Medical policy.**
- **The school ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**
- **Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**
- The school works in partnership with all relevant parties including the student (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- **The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**
- In evaluating the policy, this school seeks feedback from key stakeholders including students, parents, school health care professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of students with medical conditions are central to the evaluation process.

First Aid

The Long Eaton School recognises that First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety Legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. We accept the guidance provided by the DfE in their publication entitled "Guidance on first aid for schools, a good practice guide." The minimum first-aid provision is:

- A suitably stocked first-aid container
- An appointed person to take charge of first-aid arrangements
- Information for employees on first-aid arrangements

We also accept that this minimum provision must be supplemented with a risk assessment to determine any additional provision. In addition, first-aid provision must be available at all times while people are on school premises, and off the premises whilst on school visits.

First Aid in School – Who is responsible?

The Employer

The Governing Body is the employer in city technology colleges, voluntary-aided, non-maintained special, grant-maintained and grant maintained special schools; and **academies**.

The Governing Body

Where the governing body is the employer, it has responsibility for health and safety matters within the school, with managers and staff also having responsibilities. The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

The Head

The Head is responsible for putting the governing body's policy into practice and for developing detailed procedures. The head teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

Teachers and Other School Staff

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

What are the Main Duties of a First Aiders?

First aiders must complete a training course approved by the Health and Safety Executive (HSE). At school, 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 and when necessary, ensure that an ambulance or other professional medical help is called. **Please note first aiders are not medically qualified and can therefore only offer support.**

What is an Appointed Person?

An appointed person is someone who takes charge when someone has been injured or becomes ill. The role includes looking after the first-aid equipment e.g. restocking the first-aid container; ensuring that an ambulance or other professional medical help is summoned when appropriate. It is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. They normally last four hours and cover the following topics:

- What to do in an emergency;
- Cardiopulmonary resuscitation;
- First aid for the unconscious casualty;
- First aid for the wounded or bleeding.

Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

Reassessment of First Aid Provision

The governing body and/or Head teacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

Providing Information

The Head must inform all staff (including those with reading and language difficulties) of the school's first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs. Including first-aid information in induction programmes will help ensure that new staff and students are informed about the first-aid arrangements. It is good practice to include such information in a staff handbook.

How many First Aid Personnel are Required?

There are no rules on exact numbers. Employers have to make a judgement based on their own circumstances and a suitable and sufficient risk assessment. Governing bodies/Head teachers should consider the likely risks to students and visitors, as well as employees, when drawing up policies and

deciding on the numbers of first-aid personnel. The HSE provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they recommend that:

- *A lower risk place of work (eg shops, offices, libraries), with fifty to one hundred employees, should consider having at least one first aider;*
- Schools will generally fall into the lower risk category,

When considering how many first-aid personnel are required, the governing body / head teacher should also consider:

- Adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training;
- First-aid provision for off-site activities i.e. school trips. If a first-aider accompanies students off-site, will there be adequate first-aid provision in the school?
- Adequate provision for practical departments, such as science, technology subjects, physical education;
- Adequate provision for out of hour's activities e.g. sports activities, clubs;

Qualifications and Training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. First aid at work certificates are only valid for **three years**. Employers should arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. Schools should keep a record of first aiders and certification dates.

First Aid Materials, Equipment and Facilities

Employers must provide the proper materials, equipment and facilities at all times. First-aid equipment must be clearly labelled and easily accessible.

How many First Aid Containers should a school have?

Every employer should provide at least one fully stocked first-aid container for each site. The assessment of a school's first-aid needs should include the number of first-aid containers. Additional first aid containers will be needed for split-sites/levels, distant sports fields or playgrounds, any other high-risk areas and any offsite activities.

All first-aid containers must be marked with a white cross on a green background.

The location of the first-aid boxes is a crucial element in the school's policy and should be given careful consideration. If possible, first-aid containers should be located near to hand washing facilities.

Contents of a First Aid Container

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a **minimum** provision of first-aid items would be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages (preferably sterile);
- 6 safety pins;
- 6 medium sized (12cm x 12cm) individually wrapped sterile un-medicated wound dressings;

- 2 large (18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- 1 pair of disposable gloves.

A school's first-aid procedures should identify the person responsible for examining the contents of first-aid containers. The first-aid boxes should be checked frequently and restocked as soon as possible after use.

Travelling First Aid Containers

The HSE recommend that, where there is no special risk identified a **minimum** stock of first-aid items for travelling first aid containers are:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings;
- 1 large sterile un-medicated wound dressing - approximately 18cm x 18cm;
- 2 triangular bandages;
- 2 safety pins;
- Individually wrapped moist cleansing wipes;
- 1 pair of disposable gloves.
- Additional items may be necessary for specialised activities.

First Aid Accommodation

Employers must provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of students during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

Medical Emergencies

All medical staff are required to be trained in the school's general emergency procedures. All school staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give
- who to contact within the school
- the importance of contacting parents immediately
- Action to take in a general medical emergency is issued to all staff via Staff Handbook and First Aid updates.
- If a student needs to go to hospital then an ambulance will be called and parents contacted, when the parents arrive, they will accompany their child in the ambulance.
- If parents are contacted but are unable to reach the school before the ambulance departs then permission will be gained and a member of staff will accompany the student in the ambulance and stay with them until a parent arrives.
- Generally, staff should not take students to hospital in their own car, unless parents cannot collect the child to take to hospital themselves, and the Head does not think that an ambulance should be called for in this instance. In such circumstances, permission will be sought from the parents and two members of staff including a First Aider will take the student to Ilkeston Hospital and wait until parents arrive.
- The driver will have appropriate insurance for carrying students in their car and the First Aider will continue to care for the student until they arrive at the hospital.

Reporting Accidents and Record Keeping

Statutory Requirements

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

What Accidents do Schools need to Report?

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence);
- Accidents, which prevent the injured person from doing their normal work for more than five days (including acts of physical violence).

How should Schools Report them?

HSE must be notified of **fatal and major injuries and dangerous occurrences immediately** (e.g. by telephone or via their website). The Riddor form must be completed within ten days of the accident (online Form 2508). Other reportable accidents do not need immediate notification, but they must be reported to HSE within fifteen days (online Form 2508).

What about Students and other People who are not at Work?

An accident that happens to students or visitors must be reported to the HSE on the online Form 2508 if:

- The person involved is killed or is taken from the site of the accident to hospital; **and**
- The accident arises out of or in connection with work.
- Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE immediately and followed up in writing within fifteen days on the online Form 2508.

Statutory Accident Records

Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for **a minimum of 3 years**. We now keep our records for the recommended 5 years (subject up to the age 21)

School's Central Record

Schools should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- The date, time and place of incident;
- The name (and class) of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name of the first aider or person dealing with the incident.

The information in the record book can help the school identify accident trends and possible areas for improvement in the control of health and safety risks; be used for reference in future first-aid needs assessments; be helpful for insurance and investigative purposes.

In an emergency, the Head should have procedures for contacting the child's parent / carer / named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents e.g. by sending a letter home with the child, or telephoning the parents.