

KHALSA SECONDARY ACADEMY STAFF POLICIES

Medical Needs Policy (First Aid) (S20)

DATE APPROVED:	July 2013
DATE FOR REVIEW:	July 2015
APPROVED BY:	FULL GOVERNING BODY

The purpose of this policy is to put into place effective management systems and arrangements to support those children with medical needs in our school and to provide clear guidance for staff and parents/carers on the administration of medicines so that all children with a medical requirement can be cared for well while in the school.

This policy should be read in conjunction with the Special Needs Policy and the Health and Safety Policy.

Objectives and targets

The school aims to ensure that:

- All legal requirements for first aid are fulfilled.
- The school has sufficient members of staff trained and available to support the legal requirements for first aid coverage.
- First aid facilities including first aid boxes and first aid areas are fit for purpose.

Action plan

In discharging its duty of care the governing body delegates to the Principal the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements.

This will include:

- Risk assessments including:
 - Consideration of the size of the school and its layout and location.
 - Specific hazards or risks on the site.
 - Specific needs.
 - Accident statistics.
 - Selection of first aiders, and number required.
 - Contacting first aid personnel.
- Ensuring that first aid provision is available at all times while people are on the school premises, and also off premises while on school visits.
- Reassessment of first aid provision.
- Providing information as required.
- Considering insurance cover.

Introduction

Khalsa Secondary Academy is committed to pursuing a policy of inclusive education. No student should be unnecessarily excluded from the Academy or other educational activities if she/he has a short or long term medical condition. Our aim, where resources permit, is to enable student who have short term or chronic long term medical conditions to take part in normal Academy activities and lead as normal and happy a life as possible.

Students, who staff feel have medical needs which need investigating, including sight or hearing, can be referred to the Academy nurse or doctor by raising the issue with the appropriate Learning Leader. Parents/carers need to be verbally informed that their student has been referred. If necessary, curriculum access will be modified and outside agencies contacted to support their medical needs.

General Principles

1. Students will be encouraged to take responsibility for their own medical care, unless they have special medical needs that may need adult support. Students are encouraged to carry with them any inhalers that they may need on a day to day basis, controlled medication will be held and administered from the Pupil reception office by a trained member of staff. Students will be encouraged to self administer with an adult present. Students will be aware of where their medication is stored and who is responsible for the administration and recording. (appendix 5)
2. Teachers and support staff in charge of students will act as would a prudent parent in making sure that students are healthy and safe on Academy premises. This might, in exceptional circumstances, extend to administering medicine or taking action in an emergency. On educational visits a member of staff will be responsible for medicines, including inhalers.
3. Staff who volunteer to administer medication need support from the Principal and parents. Training will be given by Health care professionals and updated annually.
4. Records of students' medical needs will be kept in the Medical rooms in a locked cabinet. A letter will be sent out annually and will be given to parents of student joining the Academy mid year. The information given by parents will be used to compile a Medical Needs register.
5. In the case of students with known medical problems or conditions, staff who come into contact with that student should be familiar with precautions that need to be taken and should be aware of the procedures for coping with an emergency. Students with special/chronic conditions will be allowed to take part in Academy visits so long as their parents give permission based, where appropriate, on advice from their GP. The Academy will require the parents of student who are transported to the Academy by the authority to notify the taxi driver or escort of any medical condition. Parents will be informed of the need to do this on the letter to parents.

6. Students with a special/chronic condition must have Individual Health Care Plans (appendix 1) which will be completed in consultation with the Academy Nurse, parents and the Academy.

7. Parents are responsible for ensuring medicines are in date and collect medicines at the end of every term and will need to return the new medicines at the beginning of the next term. Any student refusing medication will have their parent/carer contacted on the home or emergency number. All medication must be delivered and collected by the parent or responsible adult.

8. Under the Management of Health and Safety at Work Regulations 1999 covering the administration of medicines no child under 16 will be given medicines without their parent's written consent so any parent wishing their child to have medication administered must complete the form '**Parent request for school to administer medication**' (see appendix 4). The Principal must agree in writing to the request by completing the form '**Principal/Head of Business and resources**' (see appendix 7) before any administration of medication takes place.

Short Term Medical Needs

Medicines should have instructions on the container and be delivered to the Academy by the parent or carer, and a care plan will be written. The academy are unable to administer antibiotics or eye drops, if a child requires this medication during the school day then the parent will be asked to come into school to do so. A written record will be kept of the administration of all medication to students. The record will be kept in the Medical rooms and checked every time the medication is administered. Under normal circumstances no member of staff should administer medication on their own initiative or without the written consent of parent/carer. However a blue inhaler could be administered to a student with severe breathing difficulties in a medical emergency.

Recording and administering of medication will be the responsibility of the Administration Staff, named First Aider, Principal or SLT in their absence. Medication will be kept in a container in the office or if necessary in the fridge.

Reliever inhalers (blue) may be used before exercise. It is the responsibility of the parents to make sure the inhaler is within its expiry date. Preventer inhalers (brown) will require a letter from the doctor to inform us that they should be used in the Academy, as normally they are only needed morning and night.

If a student has a severe asthma attack then they must be taken to hospital by ambulance IMMEDIATELY.

Care Plan medicines must be stored in the original containers, be clearly labelled with the contents, the student's name, and the dosage and/or other instructions. The receiving member of staff should check the student's name is correct.

Long Term Medical Needs

1. A small number of students will need an individual health care plan. (Appendix 1) This plan will need to be completed with the support of the Academy Nurse. The individual health care plan will have details of medication and procedures required for the individual. All records will be kept in the Medical Room in a named file. Staff who need to administer medication and/or carry out medical procedures will be appropriately trained and the training will be conducted by qualified medical personnel and recorded on the training record.
2. In some circumstances advice will need to be sought from Occupational Health with regard to employee safety and protection whilst carrying out treatment. Immunisation for employees may be necessary.
3. A risk assessment will be carried out by the Principal to cover the risk to employees, where there may be inherent dangers, and will consider within this the safe storage of medicine and equipment, and the location and disposal of waste. Waste will be placed in bags, placed in the medical room medical waste bin, and disposed of.
4. All staff will be made aware of the implications of the student's condition and where to locate the trained staff in case of an emergency. There will be sufficient trained staff to cover for any absences. In exceptional circumstances two members of staff may be required to deal with a student, however this will be decided on an individual basis. In normal circumstances only one member of staff is required.
5. Any equipment required to carry out a procedure will need regular servicing by the provider, which is the responsibility of the parents. Medicines will be stored in the same way as for short term medication, unless otherwise stated on the individual health care plan, equipment will be stored safely. Immediate access to medicines and equipment is necessary for trained staff.
6. Where necessary and appropriate other students will be made aware of the health needs of the individual student in a sensitive caring way by trained adults.
7. Individual Health Care Plans are covered by the Academy policy on data protection.
8. If a child refuses to take medicine, staff must not force them to do so, but should note this in the records along with the reasons for refusal and any action then taken by the staff member. Parents will be informed of the refusal as soon as possible on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed – See '**Contacting emergency services**' (appendix 3).

Long Term Illness

For students with long term illness the following must be actioned:

- there must be a named adult identified;

- Attendance Officer to be notified if a student is likely to be away for more than 15 working days;
- if relevant, provide information about the student's capabilities, educational progress and programmes for the alternative education provider;
- liaise regularly with the new education provider;
- plan for reintegration into the Academy with other agencies as relevant.
- where appropriate invite student to join in special Academy activities and keep in touch through e-mails, cards, letters and visits;
- retain student's name on the Academy register during their absence, whilst they still remain resident in the area;
- a Personal Education Plan (PEP) should be written.

Advice

Advice will be sought initially from the Academy Nurse.

First Aid Provision in the Academy

First Aid provision is available throughout the Academy day.

During letting times, first aid provision must be supplied by those hiring the premises.

No rooms will be let which contain medication.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under public liability insurance policy.

On a day-to-day basis, the first aid officers have the responsibility to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Be aware of the details of all first aiders and the location of all first aid boxes (see appendix 1 at the end of this policy).
- Give immediate help to casualties with minor common injuries or illnesses and those arising from specific hazards at school.
- **When necessary, make an assessment of when an injury or illness is serious and needs further medical attention, e.g. head injury, suspected broken limbs, a wound that may need stitches etc. In such cases to ensure that an ambulance or other professional medical help is called. (see appendix 3)**
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Ensure that an adult witness is present if tending an intimate part of the body.
- Report to the Principal any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)'.
- Complete and keep copies of the form 'Information of accident/illness of a child at school' (see appendix 2) for any incident.

- On a weekly basis, an appointed first aider (*name*) will check the following and arrange for stocks to be replenished where necessary:
 - The number of first aid containers the school has and their contents.
 - That there are sufficient first aid containers.
 - Travelling first-aid containers.
 - First aid containers in public service vehicles.
 - First aid accommodation.

Procedure for sick pupils

Students who feel unwell should be sent to the medical room to explain the nature of their illness. The decision to send a sick student home will be made by the duty member of the leadership team on the recommendation of the medical assistant. If a member of the leadership team is not available, the medical assistant will make an informed decision. Unwell students must be signed out when leaving school for medical reasons.

Students with medical needs must be brought to the attention of the SENCO and teaching staff in year group meetings, and to the attention of all supervisory staff and extended school staff. Details will be shared in teaching assistant and lunchtime supervisor meetings and meetings with extended school staff.

A register of students with EpiPens is kept in the first aid box in the medical room. EpiPens will be carried by the student at all times. PE staff and staff supervising visits off-site should be particularly mindful of students carrying EpiPens.

Accident procedures

Outside of class time, students should be dealt with in the first instance by a member of staff. However, if the injury requires first aid treatment, the student should be sent to the medical room to be dealt with by the medical assistant or first aider, or a runner is sent to inform reception that medical assistance is required.

During lesson times, if members of staff of the department are unable to deal with the injury, then the student should be sent to the medical room, if necessary accompanied by another student.

All accidents/injuries must be reported by the person who initially dealt with the incident in the accident book which is located in the medical room. All head bumps/injuries must be recorded/reported (see appendix 2).

Where it is appropriate for the school to communicate directly with the student's parent/carer, a brief description of the incident will be recorded on the notification form (see appendix 2) and sent home with the student.

If the medical assistant believes that the injured person requires more serious medical treatment, they will consult with a member of the leadership team (or Head of Business and Resources) and:

- Arrange for the emergency services (999) to be called if necessary.
- Arrange for parents to be informed.
- Arrange for the injured person to be transported to A&E by ambulance or by parents.

All staff will be informed of first aid arrangements and made aware of this policy.

First Aid Points

First aid will be gained via the medical room for children, All first aid boxes are signposted with the appropriate H&S labels. First aid box/cupboard, stocked to DFE guidelines, An incident book containing patient's name, date of injury, action taken and staff involved, as well as changes of clothing, bedding, blanket and access to clean running water is also provided.

Parents are notified of serious injuries. Bins are provided, one marked for clinical waste. A travelling first aid kit is stocked to DFE guidelines and kept which is taken on outdoor activities. All first aid boxes and hand-packs are checked and restocked regularly. Potentially dangerous medicines will be stored in a locked medical cupboard. They will be stored in suitable labelled containers. Notice of the appointed persons for first aid is located on relevant doors around the building.

Any student/adult with a serious injury will be transported to the hospital either by staff, parents or ambulance. When students are taken on Academy trips a named person for first aid will be taken with the party. After Academy hours the named person will take responsibility for first aid. In their absence the most senior member of staff available will take responsibility.

Parents have the right to withhold information from Academies including student's HIV status. It is therefore vital staff maintain the highest standard of health and safety procedures to protect themselves from possible infection.

Advice can be obtained from Guidance on First Aid for Academies (DFE).

Reporting Staff Accidents and Staff with Medical Conditions

If a member of staff has an accident they should report it to a First Aider, no matter how minor it may seem.

The First Aider will examine the injury and ask the member of staff to complete Accident Form BI510 which is held in Admin Reception.

The First Aider is then required to complete an Accident / Incident Form detailing the accident and any action taken by the First Aider.

Both forms will then be passed to the Business and resource manager where she will pass them on to the appropriate person.

If a member of staff has a long term medical condition it is imperative that the HR manger is advised, at all times the information will be kept confidential and only shared with 1st Aiders with the member of staff prior permission, however, in case of a medical emergency and in order to care for the member of staff this permission will be sought on appointment or when records require updating, all information will be kept in a confidential storage area.

Monitoring and evaluation

In order to monitor and evaluate this policy, injury/accident books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken. Individual departments are also required to discuss and record their response to first aid matters on a termly basis.

Reviewing

The school will review regularly the first aid policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

Next school review due: July 2014

Appendix 1

PUPIL'S HEALTHCARE PLAN

Name of school	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family contact information

Name	
Phone numbers	work
	home
	mobile
Name	
Phone numbers	work
	home
	mobile

Clinic/hospital contact

Name	
Phone number	
GP	
Name	

Phone number	
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Describe medical needs and give details of child's symptoms

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Daily care requirements (eg before sport/at lunchtime)

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Describe what constitutes an emergency for the child, and the action to take if this occurs

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Follow-up care

--

Who is responsible in an emergency (state if different for off-site activities)

Name of Academy Staff:

Form copied to

--

Parental agreement

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of (insert child's name)
Signed Date / /
Parent or Guardian (or pupil if above age of legal capacity)

Appendix 2

Information of accident/illness of a child at school Khalsa Secondary Academy

Name	
Date	
Nature of accident/illness	
Circumstances of accident/illness	
Steps taken by school	
Any further comments	
Signed	

Where it is appropriate for the school to communicate directly with the student's parent/carer, a brief description of the incident will be recorded on this notification form and sent home with the student.

Appendix 3

CONTACTING EMERGENCY SERVICES

Request for an ambulance: dial 999, ask for ambulance and be ready with the following information:	
School's telephone number	01753 662009
School location	HollyBush Hill Stoke Poges
School postcode	SL2 4QP
Give the exact location in the school/setting	
Give your name	
Give name of child/adult and a brief description of their symptoms	
Inform ambulance control of the best entrance and state where the crew will be met and taken to	
Date and time of call	

**Speak clearly and slowly and be ready to repeat information if asked
Put a completed copy of this form by the telephone**

APPENDIX 4
PARENT REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

School cannot give your child medicine unless you complete and sign this form **and** the Principal has agreed that school staff can administer the medication.

Personal details

Name of pupil:
Contact telephone number:
Condition or illness:

Medication

Name/type of medication: (as described on the container)
Special storage requirements:
Date dispensed:
How long will your child take this medication?

Full directions for use

Dosage:
Frequency/timing:
Method:
Any particular problems with administration?
Side effects:

Parental declaration

I will ensure that the appropriate staff members are aware when medicine arrives at school. I will complete another form if any of the above information changes.

Signature:

Date:

Relationship to child:

APPENDIX 5
REQUEST TO SELF-ADMINISTER MEDICATION

The school will not give your child permission to self-administer unless you complete and sign this form **and** the Principal has agreed to self-administration.

Personal details

Name of pupil:
Contact telephone number:
Condition or illness:

Medication

Name/type of medication:(as described on the container)
Special storage requirements:
Date dispensed:
For how long will your child administer this medication?

Full directions for use

Dosage:
Frequency/timing:
Method:
Any particular problems with administration?
Side effects:

Parental declaration

I will ensure that the appropriate staff members are aware when medicine arrives at school. I will complete another form if any of the above information changes.

Signature:

Date:

Relationship to child:

APPENDIX 7

HEADTEACHER/HEAD OF SETTING AGREEMENT TO ADMINISTER MEDICATION

Name of school	Khalsa Secondary academy
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It is agreed that	(name of child)
will receive	(quantity and name of medicine)
every school day at	(times medicine to be administered eg lunchtime or afternoon break)

Name of child:	Will be given/supervised while he/she takes their medication by: (member of staff)
This arrangement will continue until	(either end date of course of medicine or until instructed by parents/carers)

Date: _____

Signed: _____

(Headteacher/named member of staff)

Appendix 8

First aiders

Name	Date of training

Khalsa Secondary Academy also has the following trained **emergency aiders**:

Name	Date of training

In the absence of the first aider, emergency aiders who have attended an emergency course in the last three years are nominated to take charge of an emergency first aid situation.

Location of first aid kits:

- Medical room.
- First aid stations.
- PE department.
- Technology department.
- Art department.