



POLICY DOCUMENT FRONTPAGE

Medical Care and First Aid Policy

CURRENT POLICY

APPROVED AS A CHAIR OF GOVERNOR'S ACTION

**THIS POLICY IS REGULARLY REVIEWED FOLLOWING
RECOMMENDED GUIDELINES**



MEDICAL CARE AND FIRST AID POLICY

Aims

- 1) To provide a policy which will aim to support students and staff with medical needs in school.
- 2) To continue to improve the quality of the First Aid service in school.
- 3) To provide guidance for all the staff and students in the school regarding the procedure for First Aid care and protocols to follow in the event of an emergency.
- 4) To prevent students and staff from placing themselves at risk.
- 5) To Provide a framework for responding to an incident and recording and reporting the outcomes

Objectives

To achieve these aims, it is the school's intention to: -

- provide support, education and training for all staff requiring such development
- provide regular days for staff to participate in basic First Aid, to be updated every three years
- increase the number of 'Appointed Persons' in the school
- ensure all staff are aware of their roles, accountability, and responsibilities in respect of Health and Safety
- monitor the procedures set out in this document annually
- standardise and check all First Aid boxes regularly
- place notices around the school identifying the nearest First Aid point and naming the First Aiders in the school
- make literature available in the Staff Room on caring for an individual with certain Medical Conditions
- ensure that Tutors should, at the start of each academic year, inform students of how to seek appropriate help in the event of an emergency

Roles and Responsibilities

The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners and stakeholders regarding Medical Care and First Aid.
- Providing support, advice and guidance to schools and their staff
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

Alec Hunter Academy is a member of Saffron Academy Trust (SAT) who have ultimate responsibility for:

- Health and Safety matters in the school but delegates responsibility for the strategic management of such matters to the school's Governing Body.
- The Governing Body delegates operational matters and day-to-day tasks to the Headteacher and staff members

The Governing Body is responsible for:

- The overall implementation of the Medical Care and First Aid Policy and procedures **within** Alec Hunter Academy
- Ensuring that the Medical Care and First Aid Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in Saffron Academy Trust's Complaints Policy which covers all schools within the Trust.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the appropriate authorities is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding Medical Care and First Aid are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual students and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of the child's medical condition.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring that's adequate space is available for catering to the medical needs of students.
- Reporting specific incidents to the HSE when necessary.

The Medical Officer is responsible for:

- Developing and monitoring Individual Healthcare Plans (IHCPs).
- Contacting the school nursing service in the case of any child who has a medical condition.
- The day-to-day implementation and management of the Medical Care and First Aid Policy and procedures of Alec Hunter Academy.
- Administering medication if they have agreed to undertake that responsibility and have had appropriate training.
- Ensuring they follow first aid procedures.
- Completing accident reports for all incident's they attend too.
- Informing the Headteacher or their Line Manager of any specific health conditions or first aid needs.

The Cover Manager is responsible for:

- Briefing supply teachers on students in their classes with medical conditions.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Undertaking training to achieve the necessary competency for Medical Care and First Aid, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they became aware that a pupil with a medical condition needs help.
- Completing risk assessments for school visits, holidays and other school activities outside the normal timetable.

The school nursing service are responsible for:

- Notifying the school when a child has been identified and who is requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.
- Supporting the student as and when required.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's medical needs.
- Completing a parental agreement form for the school to administer medicine before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

Students are responsible for:

- Whenever possible, carrying their own medicines and relevant devices; if this is not possible, they should know how to access their medicines for self-medication.
- Letting staff know promptly if there is an issue relating to their medical condition.
- Being fully involved in discussions about their medical support needs and contribute as much as possible to the development of and comply with, their IHCP.

Staff training and support

- The training needs of staff will be assessed during the development or review of Individual Health Care plans by the Medical Officer; they will organise suitable training with the support of senior staff.
- Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect requirements within Individual Healthcare Plans); a first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

- The Headteacher will ensure that there are suitable arrangements for whole-school awareness training so that all staff are aware of the school's policy and that induction arrangements for new staff will also be included.

Medical information about students

A medical enquiry form is completed before entry to school. A copy of this is kept on the student's file. On admission of the student to the school, all parents/carers will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family GP/Consultants
- special requirements (e.g., dietary, disability)
- permission for administering Paracetamol

At the beginning of each academic year all parents/carers are required to up-date the medical form. Student information forms are completed indicating consent to first aid treatment during school hours, unless otherwise indicated it is assumed parents/carers are happy for their child to receive basic first aid treatment. It is the responsibility of parents/carers to keep the school updated about any changes affecting the students' health.

The Medical Officer will ensure that SIMS is updated to show all relevant medical information for each student.

Specific medical conditions of students are made known to all staff and Individual Health Care Plans (IHCP) are completed in conjunction with parents/carers and their medical advisors, where applicable. See 'At Risk' students below.

Records are kept for nine years after a student leaves the school.

Staffing

There is normally at least 1 FAW (First Aid at Work) qualified first aider present in school during school hours.

The First Aid Room is situated on the ground floor in 'D' corridor opposite the Technology cookery rooms. The Medical Officer, who is a qualified First Aider, provides day to day first aid and treatment of minor illness and cares for a student before they are sent back to lesson. If a student is taken seriously ill, the Medical Officer will care for them until their parent/carer arrives or will arrange for another member of staff to accompany them to hospital when necessary.

Students needing medical attention

If a student needs to see the Medical Officer, the student should let the teacher who is in charge of the lesson know that they are unwell. The teacher needs to write a note for the student stating the time and date to hand to the Medical Officer or First Aider.

Medication

The school can administer Paracetamol with the written consent of parents/carers. The school expects that, normally, parents/carers will administer medication to their children. It is the parent's/carer's responsibility to ensure all medication is kept up to date.

1. The Medical Officer or appointed person is able to oversee students' medicines, providing that it is clearly labelled, with accompanying parental agreements form from the parent/carer. It is the parent's/carer's responsibility to ensure all medication is kept up to date.
2. Parent/carer/student should collect medicines held at school. In the event that they are not collected, the Medical Officer may dispose of the medication.
3. Inhalers for asthma may be kept on the student's person, and a spare inhaler must be kept and will be clearly labelled and easily accessible in the medical room.
4. EpiPens must be kept on the student's person, and a spare EpiPen must be kept, clearly labelled in the main office.

Administering Paracetamol

1. The Medical Officer, or appointed person, can administer Paracetamol to a student if regarded necessary, once their medical background is discussed, medical history is investigated and written parental consent is on file. The Medical Officer, or appointed person, will call the parent/carer to ensure that administering Paracetamol is the most appropriate course of action as well as the most suitable dosage for the student. This will be recorded on the school's medical database.
2. In the event of a student requiring Paracetamol, in the absence of speaking with the parent/carer, the Medical Officer or appointed person can administer Paracetamol if previous written consent has been supplied. This will be recorded on the school's medical database and in the student's organiser.

Confidentiality

Medical information about students will be treated sensitively. However, in providing medical care for students it is recognised that the information may need to be passed to relevant staff or other professionals, such as the school nurse, if agreed by the parent/carer.

Health and Safety

The school is a low-risk environment but ongoing risk assessments are carried out to consider the first aid needs of specific times, places and activities. In particular:

- off-site P.E.
- school trips
- science/D.T./Art Rooms
- adequate provision in case of absence, (including trips)
- out-of-hours provision, (e.g., clubs/events)

Please refer to the current SAT Health & Safety Policy

Infectious and contagious illnesses

Infectious diseases will occur in students and staff of all ages. They will obviously vary in type from mild, e.g. the common cold, to more severe. It is required of parents/carers that they inform the school as soon as possible of any communicable disease their child may have so that the school may take appropriate action.

The school will take the appropriate action, informing parents/carers, staff and health authorities where necessary, referring to the guidance from The Essex Health Protection Agency www.hpa.org.uk/essex. In

the case of head lice infestations, parents/carers are informed by the Wellbeing and Medical Officer or Student Support Leaders and asked to check and treat their children.

“At Risk” Students

An ‘at risk’ list is compiled, and regularly updated, of students who have serious illnesses or medical conditions which may affect their school activities. All members of staff should regularly remind themselves of these students. Such a list is made available in the staff room.

Individual Healthcare Plans (IHCP) are set up for students with serious illnesses or who are at a risk of serious illness. These include students with allergies, at risk of anaphylaxis, diabetes, epilepsy, asthma, heart disease etc.

The IHCP will specify what constitutes an emergency for that student and clearly explain what to do in such a situation. The Medical Officer will take the lead in writing these and will involve the student, their parents/carers and any other agencies; they will be reviewed on an annual basis.

Parents/carers are expected to regularly update the school with information regarding their child’s condition, what treatment is required and when.

Allergies

Staff are informed of students with allergies as are the catering team so that they may avoid contact with foods to which they are allergic.

There is a list in the staffroom of students who have severe food allergies, accompanied by photographs and instructions on how to respond to the reaction. Peanuts are not given at school mealtimes or break times.

First Aiders receive training on how and when to use an adrenaline auto-injector (‘Epipen.’) Students who may require the use of an ‘Epipen’ for severe allergic reaction are required to keep the medication on their person at all times, in school and off the premises. Parents/carers of students with allergies are expected to keep the school regularly updated as to their condition.

The policy relating to First Aid administration and First Aiders

There are nominated persons to administer First Aid on the school premises. These persons have all undergone first aid training. Human Resources, who line manages the Medical Officer and the Premises Manager hold the list of qualified first aiders in all departments within the school. They will ensure that all first aiders attend refresher courses every 3 years

The principal person to administer first aid on the school premises is the Medical Officer. The main workplace is chiefly the Medical Room which is situated in ‘D’ corridor. If the Medical Officer is not present when a student attends or if the Medical Officer is urgently needed elsewhere, then students or staff should report to the Student Hatch.

When a student is unwell or has an accident

If a student is unwell in class, the teacher in charge will send the student to the Medical Room. The teacher will provide the student with a note stating the date, time and why they are attending the Medical Room.

The Medical Officer or First Aider will assess the student and decide on the course of management. This may include:

- allowing the student to rest for a short time (usually no longer than ½ hour)
- giving some simple treatment, e.g. applying a bandage/plaster.
- administer over the counter medication if necessary.

In the case of an accident, the Medical Officer will attend the site of the incident and deal with the situation appropriately.

In all scenarios, other courses of management will include telephoning for an emergency ambulance if a student is seriously unwell or injured.

The Medical Officer has use of a secure medical database storing details of time of attendance, the name of the student and tutor group, the presenting complaint and how it is managed. Depending on the nature of the injury a student's parent/carer will be contacted by telephone whenever a student attends the Medical Room for anything other than a minor complaint. The Medical Officer or First Aider will convey the nature of the student's illness and its severity to the parent/carer and the Medical Officer or First Aider will ask the parent/carer to collect the student as soon as possible if the situation permit.

Any accidents/injuries, other than minor injury, will be reported to the parent/carer by the Medical Officer or First Aider following an assessment.

The Medical Officer will, if necessary, attend an accident at any location on the school premises and administer first aid if necessary. When necessary, further assistance will be requested from other first aiders.

Accident and emergency policy during school

Following an accident or injury, the following steps should be taken to ensure that the correct help is given as quickly as possible. In the event of an obvious medical emergency, an ambulance should be called immediately by an appointed member of staff under the guidance of the Medical Officer or other First Aider.

1. Ideally the injured person should not be moved if there is any suspicion that doing so could exacerbate their injuries. The decision whether to move the casualty should only be made by the Medical Officer, First Aider or Ambulance personnel. In colder, wet weather, it may be necessary to keep them warm and dry with a blanket or item of clothing.
2. The Medical Officer or First Aider should be called to examine the injured person and give such treatment as is appropriate or possible.
3. If hospital treatment is necessary and an ambulance has not been called for, then this should be done.

In cases where an ambulance has been called, or there has been an injury to the head, the school will contact the parent/carer immediately so the parent/carer can travel with the student to hospital.

Accident Forms

The Medical Officer keeps records according to Health and Safety Regulations. There is a form for recording accidents, or near-miss accidents. This form is to be completed by the Medical Officer and then sent to the Premises Manager. Information will also be provided to a member of the SAT Head of Estates and Health & Safety Team. In addition, if it involves a member of staff, a copy is given to Human Resources.

First Aid for events off school premises

Staff in charge of any outing off the school premises has the responsibility of being acquainted with any specific medical needs of the students in their care. This includes having knowledge of, for example, students with asthma and their need for inhalers; students with allergies; students at risk of anaphylaxis.

Fully completed risk assessments must identify students at risk on each trip. As part of this process, information about the students' medical needs will be included on the school trip form which is populated from SIMS.

Prior to educational trips and visits, parents/carers will be asked to make the school aware of any changes to their child's medical condition in order that our records are up to date. This will be done in the initial letter sent out informing parents/carers of the trip.

If an accident occurs off school premises the member of staff present should complete an Accident Form as soon as possible after returning to school. Completed accident forms are then forwarded to the Medical Officer and Premises Manager for reporting and filing.

Accident and emergency procedures out of school

1. Ideally, the injured person should not be moved if there is any suspicion that doing so could exacerbate their injuries. The decision whether to move the casualty should only be made by qualified First Aider or Ambulance personnel.
2. The member of staff responsible for the activity or an available First Aider should examine the injured person and give such treatment as is appropriate to their training.
3. If hospital treatment is necessary, an ambulance should be called immediately.
4. If it is felt an ambulance is not necessary and the injuries do not require urgent treatment, the injured student's parent/carer should be called to provide transport to hospital.
5. In the event that the family cannot be contacted, one member of staff should accompany the person to hospital.
6. In no circumstances should students be left unattended as a result of a member of staff transporting the injured person to hospital; in this instance, an ambulance should be called.
7. The member of staff present in the event of an injury should take responsibility to fill in the appropriate accident form which should then be sent to the Medical Officer on return to the school.
8. A Critical Incident Action Plan should also be completed and given to the trip organiser who will pass it on the member of LG responsible for trips on return to the school.
9. Details of those accidents and injuries which should be reported to the Health and Safety Executive will be passed on to the Health and Safety Co-ordinator who will report the incidents.

Trips and visits

1. Staff planning educational visits or journeys, should consider the level of First Aid cover that will be required. If necessary, they should arrange for a First Aider to be one of the accompanying staff.

2. Only the First Aid Kits issued by the Medical Officer should be used. In the event of certain educational visits where the risk assessment indicates that extra items/equipment will be required, these items should be carried separately from the First Aid Kit. The trip organiser should keep a complete list of these additional items.
3. No other items may be kept in the First Aid Kit.
4. When educational visits occur in the summer, or involve visiting hot countries, parents/carers will be requested by the trip organiser to provide the appropriate sun screen/block and sun-hat for their child. This should be clearly labelled.
5. First Aid kits should be ordered from the Medical Officer. One week's notice should be given and they must be signed for.
6. First Aid kits must be returned to the Medical Officer directly after the trip together with a record of what has been administered, stating date, time and reason.
7. Parents will be asked to give permission to administer over the counter medicines if required.

First Aid Kits and boxes on school premises

It is the responsibility of the Medical Officer to check the contents of each First Aid Kit, whenever it is brought back from a school trip and before one is issued to a teacher for a school trip.

The contents of First Aid Kits are in accordance with Health and Safety Guidelines. It is the duty of the Medical Officer to make regular checks (at least each half term) of the First Aid boxes situated in the school building.

In the school, First Aid boxes are situated in the Art, Food Technology and Science departments, medical Room, School Office, Prep Rooms and Curriculum Offices and there is one allocated to the PE department. Eye wash stations are located in the Science department and Dark Room.

Storage and administration of medicines

The First Aid Room has a locked cupboard for the storage of medicines. The Medical Officers holds these keys. There is also a refrigerator. Keys for the medicine cupboard are in a secure key coded box located in the medical room.

Normally it is expected that the parent/carer at home would administer medicine e.g., antibiotics. However, where a student is taking a limited course of medication but is nonetheless fit to return to school, they might be allowed to do so by agreement, as long as full written instructions are given to the Medical Officer. If a student requires medication during school hours, they are to bring a note stating what medication they are to have, the reasons why, the dosage and times and any other instructions. The bottle or packet containing medicine is to be clearly labelled with the name of the student, tutor group and the contents and dosage. It is the responsibility of the student to come the Medical Officer to take their medication at the correct time.

Medicines no longer required are returned to the parent/carer for disposal. In the last resort, unwanted medicines are given to the local pharmacist for disposal as required by the Environmental Health Regulations.

Unacceptable practice

It is unacceptable to

- prevent students from easily accessing their inhalers or other medication.
- prevent students from administering their medication when and where necessary

- 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 for reasons associated with their medical condition or prevent them from staying for normal school activities, unless this is specified in their IHCP
- if the child becomes ill, send them to the medical room unaccompanied or with someone unsuitable
- prevent students from drinking , eating or taking toilet or other breaks whenever they need 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

Complaints procedure

If a parent or carer is unhappy with how their child is being supported with their medical condition, they should initially discuss their concerns to the Student Support Leader. If the matter is not resolved to their satisfaction they should then contact the main office.

Where the matter is still not resolved, parents and carers will be directed to use the school's complaints procedure.