



First Aid & Medical Needs Policy

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Dealing with Injuries

Overview for First Aid provision

Objectives

Gunton Primary Academy will ensure that all pupils and staff, also contractors and visitors, have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Aims:

-  To administer first aid to pupil when in need in a competent and timely manner.
-  To communicate pupil's health problems to parents when considered necessary
-  To provide supplies and facilities to cater for the administering of first aid.
-  To maintain a sufficient number of staff members trained with a First Aid at Work, and paediatric First Aid Certificate.
-  To refresh the training on a regular basis.

Implementation

The vast majority of academy-based injuries, such as grazes, require minimal treatment and can be dealt with by most members of staff acting in a sensitive and caring manner. However, staff are not expected to deal with first aid issues if they do not feel confident or competent to do so.

The academy has trained paediatric first aiders in the Early Years Foundation Stage and across the academy. All of our office staff have completed the First Aid at Work training. A significant number of staff have attended First Aid training, which includes training on when and how to use an epi-pen and asthma inhalers. Additional training is given if children with diagnosed medical conditions are admitted and a care plan is formulated and agreed between medical professionals, parents / carers and the academy.

A list of first aiders are displayed in all classrooms, offices and the staffroom.

Mr. Matthew Jordan, Headteacher, is the person responsible for the First Aid provision.

Location & Storage of First Aid Equipment

First aid equipment is stored in the First Aid room. Stock is regularly checked and ordered by the Housekeeper.

Minimal injuries

All first aid administered is recorded in a log held in the medical room. When logging the injury, it is important to log what first aid was administered.

Parents/Carers of all pupils who receive first aid, when considered necessary, will be contacted with the nature of the injury and any treatment given.

Head Injuries

Ice packs are available from the freezer in the staff room. Instant ice packs are available to take on trips. These are kept in the medical room. All head injuries, even minor bumps are recorded in the first aid log. Parents/carers will be informed via text that their child has suffered a head injury. Where staff have concerns about a head injury, parents/ carers will be contacted. Again, all injuries will be logged in first aid book.

Blood Injuries

All staff are aware of the necessity of wearing gloves when dealing with blood. Disposable vinyl gloves are available in the first aid room, along with first aid kits to take out on trips. Injuries which result in blood loss are always covered to avoid infection. There is a disposable yellow bin bag in the first aid room to contain items which have been contaminated by blood.

Asthma

All staff are aware of pupils that have asthma and staff should know where a child's inhaler is at all times. A child should be able to say when they need to take their inhaler. Staff should ensure that a pupil has an inhaler with them whenever they leave the academy i.e. on field trips. Children's inhalers are kept in individual boxes in the medical room, which can then be taken around the school or on trips, as needed by each individual pupil. The parents / carers are responsible for checking inhalers for expiry dates.

Break-time, lunch-time and lesson time

At break and lunch times, all support staff have access to first-aid kits to deal with minor injuries. During lessons, each classroom will have a first-aid kit to access. However, where children require further treatment, children should be sent to the office with a buddy (if needed) where a member of the admin team will deal with the child and record their illness/injury.

Emergency Procedures

Mobile walkie-talkies are used to summon assistance in an emergency. First aid kits are carried on all trips outside school, including swimming lessons. This is recorded on all risk assessments.

If the member of SLT feels that the child should attend hospital then either an ambulance will be called or the child's parents will be asked to collect the child, depending on the severity of the accident.

If an ambulance is required, another member of staff will dial 999 to allow a first aider to remain with the casualty. A copy of the casualty's medical details will be taken from academy files, copied and handed to paramedics when they arrive, to accompany the casualty to hospital. Parents will be called. If the casualty is taken to hospital before parents/ carers can be with the casualty a member of staff will accompany the casualty to hospital. Once the casualty has been assessed by paramedics and either taken to hospital, taken home or deemed fit to stay, the relevant forms (RIDDOR or IDOR) will be completed, photocopy taken and the original will be sent to REACH2 H&S Team.

Training

Qualified professionals are employed to provide training to staff, such as recommended First Aid trainers or the school nurse. All staff are encouraged to participate in the training but are not obligated to administer medication. A record of staff training is held in the school office. There is at least one member of staff qualified in Paediatric First Aid in school at any time.

Medicine and Supporting Pupils at Academy with Medical Conditions

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at the Academy with medical conditions. Pupils with special medical needs have the same right of admission to academy as other children and cannot be refused admission or excluded from academy on medical grounds alone. However, teachers and other academy staff in charge of pupils have a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the academy site. This could extend to a need to administer medicine. The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the academy with information.

Implementation



All schools and academies are expected by DfE to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful administering and implementation of this Policy is given to the Headteacher, who will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site.

The School Business Manager/Senior Leadership Team will be responsible for briefing supply teachers, risk assessments for academy visits and other academy activities outside of the normal timetable and for the monitoring of individual healthcare plans.

All staff will be expected to show a commitment and awareness of children's medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

Definitions of Medical Conditions:

Pupils' medical needs may be broadly summarised as being of two types:

-  Short-term affecting their participation in academy activities because they are on a course of medication.
-  Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

The Role of Staff at Phoenix St. Peter Academy

Some children with medical conditions may have a disability. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEN Code of Practice and the academy's SEN information report.

If a child is deemed to have a long-term medical condition, the academy will ensure that arrangements are in place to support them. In doing so, we will ensure that such children can access and enjoy the same opportunities at academy as any other child. The academy, health professionals, Parents/Carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases, this will require flexibility and involve, for example, programmes of study that rely on part time attendance at academy in combination with alternative provision arranged by e.g. the Local Authority and health professionals. Consideration will also be given to how children will be reintegrated back into academy after long periods of absence.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans). At Phoenix, we recognise that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the local school nurse, who we have access to, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Procedures to be followed when Notification is received that a Pupil has a Medical Condition

We will ensure that the correct procedures will be followed whenever we are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change and arrangements for any staff training or support. For children starting at Phoenix, arrangements will be in place in time for the start of the relevant academy term. In other cases, such as a new diagnosis or children moving to the academy mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, the academy will take into account that many of the medical conditions that require support at academy will affect quality of life and may be life threatening. We will also acknowledge that some will be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their academy life. The academy will ensure that arrangements give Parents/Carers and pupils confidence in the academy's ability to provide effective support for medical conditions in academy. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need.

The academy will ensure that arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in academy trips and visits, or in sporting activities, and not prevent them from doing so. The academy will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. The academy will make sure that no child with a medical condition is denied admission or prevented from attending the academy because arrangements for their medical condition have not been made. However, in line with our Safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a child in academy at times where it would be detrimental to the health of that child or others.

The academy does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with Parents/Carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. This will usually be led by the Headteacher. Following the discussions an Individual Health Care Plan will be put in place.

Where a child has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, staff will stay with the child until the Parent/Carer arrives, or accompany a child taken to hospital by ambulance.

Individual Health Care Plans

Individual Health Care Plans will be written and reviewed by the appropriate medical professional, the Headteacher will ensure the plan is accessible and read by all members of staff supporting the individual children to ensure that the Plan is followed. The class teacher will be responsible for the child's development and ensuring that they and their medical conditions are supported at academy.

Individual Healthcare Plans will help to ensure that the Academy effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The academy, health care professional and Parents/Carers should agree, based on evidence, when a Healthcare Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided in [Appendix A](#).

Individual Healthcare Plans will be easily accessible to all who need to refer to them, while preserving confidentiality.

The Parents/Carers will need to ensure that Individual Healthcare Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

The Child's Role in managing their own Medical Needs










If it is deemed, after discussion with the Parents/Carers, that a child is competent to manage their own health needs and medicines, the academy will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Healthcare Plans.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily; these will be stored safely in the medical room to ensure that the safeguarding of other children is not compromised. The academy also recognises that children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If a child is not able to self-medicate then relevant staff should help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but inform Parents/Carers, so that alternative options can be considered.









Managing Medicines on the Academy Site

The following are the procedures to be followed for managing medicines:

-  Medicines should only be administered at the academy when it would be detrimental to a child's health or academy attendance not to do so.
-  Medication will only be given to a child when written permission is given by a Parent/Carer.
-  Prescribed medicines with doses of up to three times a day can be given at home. If a fourth dose is required, Academy staff may administer this, subject to the following conditions.
-  The academy will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.
-  All medicines will be stored safely in the office (unless it is something that requires refrigeration). Children should know where their medicines are at all times and be able to access them immediately.
-  Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children in the school office/medical room and not locked away. If a child requires an asthma inhaler it is crucial that there is an inhaler in the academy at all times. These medicines will be carried by the child to out-of-classroom activities such as PE lessons.
-  During academy trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required. It is likely that a child with a medical need would be placed in a group with a first aider or member of staff in charge of first aid, unless groups were staying together and a first aider was available or present.
-  Staff administering medicines should do so in accordance with the prescriber's instructions. The Academy will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the Academy should be noted. **Appendix B** outlines these procedures. Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed.
-  When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Unacceptable Practice

Although academy staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is not generally acceptable practice to:

-  prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
-  assume that every child with the same condition requires the same treatment;
-  ignore the views of the child or their Parents/Carers; or ignore medical evidence or opinion, (although this may be challenged);
-  send children with medical conditions home frequently or prevent them from staying for normal academy activities, including lunch, unless this is specified in their individual healthcare plans;
-  if the child becomes ill, send them to the academy office or medical room unaccompanied or with someone unsuitable;
-  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/Carers, or otherwise make them feel obliged, to attend the academy to administer medication or provide medical support to their child, including with toileting issues. No Parent/Carer should have to give up working because the academy is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of academy life, including academy trips, e.g. by requiring Parents/Carers to accompany the child.

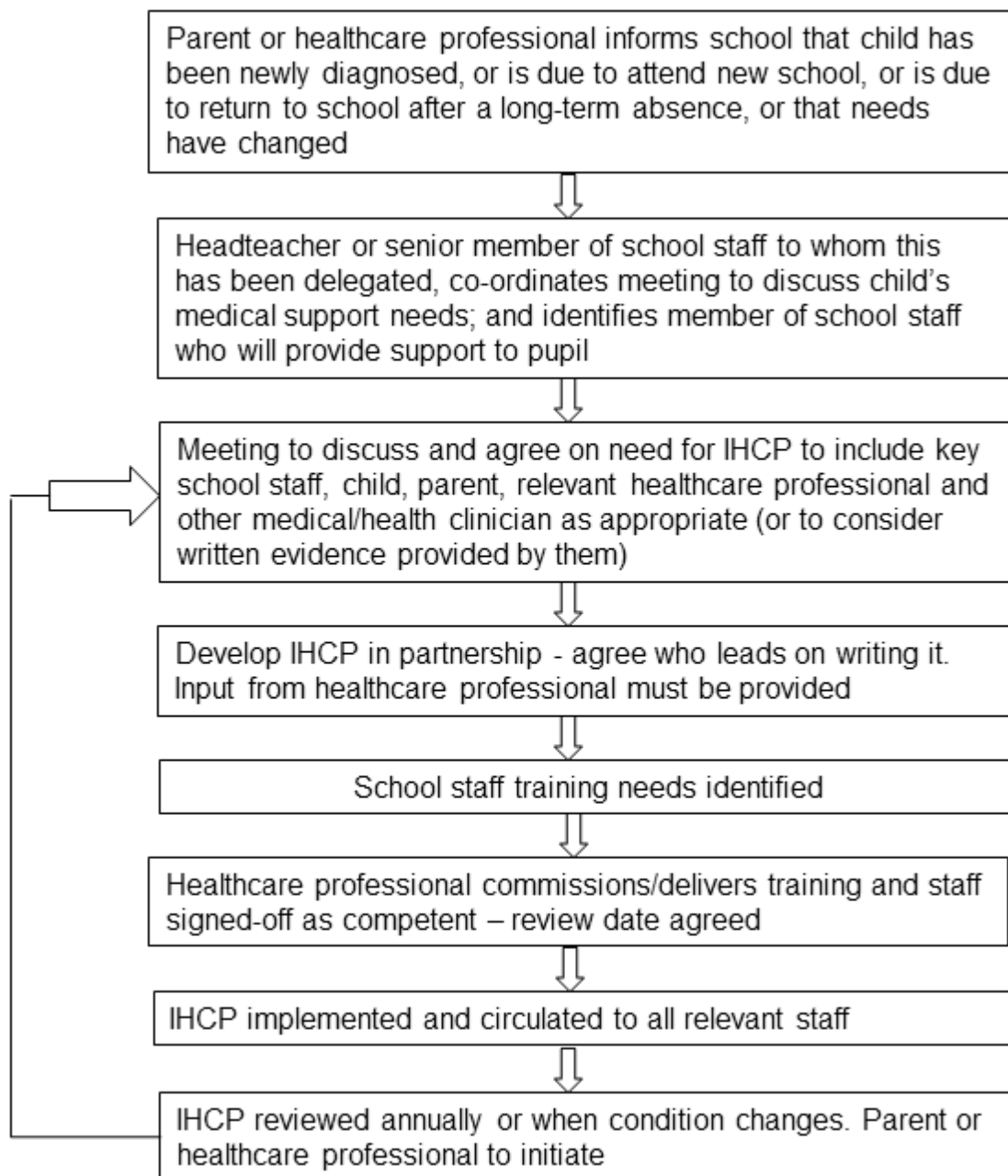
Insurance

Governors ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk. The insurance policy provides liability cover relating to the administration of medication, but individual cover may need to be arranged for any health care procedures. The level and ambit of cover required is ascertained directly from the insurers. Any requirements of the insurance such as the need for staff to be trained should be made clear and complied with. Information on our insurance policy is available through the academy's School Business Manager.

Complaints

Should Parents/Carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the academy. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the Academy's Complaints Policy.

Appendix A



Appendix B

Administration of Medication (Short Term)

This form must be completed when a pupil requires medication to be administered by staff on a short term basis, ie no more than two weeks.

Name of Pupil:

I request and give permission for the Headteacher, or person acting on his authority, to administer:

Name of medicine / drug:

.....

Daily dosage and frequency:

.....

Dates:

From.....to..... /

understand that neither the Headteacher (or the person acting on his authority), nor REAch2, will be liable for any illness or injury to the child arising from the administering of medicine or drug unless it was caused by the negligence of the Headteacher, the person acting on his authority or of REAch2, as the case may be.

Signed: _____ Parent/Carer/Guardian

Date: _____

School Use:

<u>Date</u>	<u>Time Administered</u>	<u>Dose Administered</u>	<u>Any Reactions</u>	<u>Signed</u>	<u>Print Name</u>