



First Aid and Supporting Students with Medical Needs Policy

Approval and review:

This policy is the responsibility of: The Headteacher

This policy was approved by the Local Governing Body on: May 2019

This policy is due for review by: May 2021

Appendix C was updated on 24th August 2020, in response to the COVID-19 pandemic.

Holmleigh Park High School is committed to complying with all relevant legislation in relation to the health and safety of the students in its care, including those with special medical needs.

This policy applies to Holmleigh Park High School and all governors and staff of the school must abide by this policy, which has been adopted in accordance with and pursuant to the Student Welfare Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the Executive Headteacher and/or Board of Trustees.

This policy is subject to the GLT Student Welfare Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Student Welfare Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the Executive Headteacher should be consulted.

Holmleigh Park High School is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634, registered at Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

1. Aims

Holmleigh Park High School aims to:

- Provide adequate first aid provision for students, staff and visitors
- Ensure that students with medical needs are supported and receive the full education they are entitled to

Holmleigh Park High School affirms that:

- students with medical needs have a right to the full education available to other students;
- students with medical needs should be enabled to have full attendance and receive necessary, proper care and support.

2. Responsibility

Ensuring students with medical needs are supported, and that there is adequate First Aid coverage for all, is everyone's responsibility.

2.1 The role of the school

It is expected that the school will:

- ensure adequate care for all students, staff and visitors through the training of staff and arranging appropriate provision for a student to access all aspects of education;
- liaise with parents/carers and health professionals (where appropriate) on the production of a health care plan for the student ensuring it is updated regularly and accessible to the parents/carers;
- provide adequate insurance for the level of risk.

2.2 The role of the parent/carer

It is expected that the parent/carer will:

- keep the school informed about any changes to their child's health;
- complete a parental agreement form to administer medication before bringing medication into school;
- provide the school with the medication their child requires and keeps the medication up to date;
- collect any unused medication at the end of the academic year;
- discuss the medication with their child prior to requesting that a staff member administers the medication;
- where necessary, develop an Individual Healthcare Plan (IHCP) for their child in collaboration with the school and healthcare professionals.

2.3 The role of the student

It is expected that the student will:

- comply with all instructions given for the purpose of promoting students' health and safety
- where competent, be encouraged to take responsibility for managing their own medication and procedures;
- where possible, be allowed to carry their own medication and devices, subject to written consent being given by the parent/carer. If this is not possible, their medication will be located in an easily accessible location.
- take their medication; If he/she refuses, the parent/carer will be contacted and alternative options will be explored.

3. First Aid

The school shall always have at least one First Aider present. Typically, this will be the Welfare Assistant, but can be any member of staff who has undergone training. A list of competent staff will be held by the HR manager.

In the case of an accident, the procedures are as follows:

- The member of staff on duty should call for the First Aider; or if the student can walk, take him/her to the medical room or (another appropriate area if the medical room is unavailable). For minor first aid (e.g. a small scratch), the student can be asked to report to the medical room themselves.
- If the person requiring first aid is a member of staff or a visitor, they should follow the same process.
- The first aider administers first aid and records details, in accordance with section 5 of this policies.
- In more severe cases, the First Aider will also contact home and potentially an ambulance.

4. Supporting Students with Medical Conditions

4.1 Individual Health care plans (IHCPs)

Parents/carers are requested to share with the school any relevant medical information regarding their child on an annual basis. If a student has significant medical needs, a health care plan will be drawn up by the Welfare Assistant in conjunction with the parents/carers, any relevant medical professionals (and, if appropriate, the Assistant Headteacher for Inclusion or the SENCO). The focus of this plan should be on the needs of the individual student and how their medical condition impacts their school life. This plan will be reviewed on an annual basis, or sooner if necessary, and made accessible to parents/carers.

4.2 Staff supporting students with medical conditions

Communication: Communication to staff regarding a student's acute medical condition is done via the Welfare Assistant. Where necessary, a staff briefing with relevant staff is organised and the Welfare Assistant or other medical professionals may attend. Staff will be briefed on the condition, how best to support the student and what to do in an emergency.

Training: The Welfare Assistant will take the lead on training and liaise with Assistant Headteacher for Teaching and Learning on training and induction arrangements for staff. The School Business Manager will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy. Feedback will be sought from staff by the Welfare Assistant to ensure that staff feel supported in carrying out their role.

Staff absence: In the event of a staff absence, the school will allocate a trained member of staff to cover the absence.

4.3 Arrangements for students who are competent to manage their own medical needs

The school actively encourages students to manage their own health needs and recognises the importance of supporting this independence.

4.4 Emergencies

Medical emergencies will be dealt with under the school's emergency procedures. Where an Individual Health Care Plan (IHCP) is in place, it should detail:

- what constitutes an emergency
- what to do in an emergency

5. Accident Reporting and Recording

5.1 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

In the case of a notifiable accident, disease, etc., the local authority's Health and Safety Officer should be notified, by telephone immediately or, in the case of accidents necessitating absence from work for more than three days, at the earliest possible moment by the Responsible Person, so that s/he can advise and carry out an investigation if required.

The Health and Safety Executive will be informed by the local authority's Health and Safety Officer of any notifiable accidents. This is a legal requirement and must be done within 10 days of the accident/incident.

Details of notifiable and reportable accidents must be recorded on the official form.

Whenever an accident occurs which requires the completion of a form an investigation will be carried out by the Welfare Assistant.

In the event of an accident or other occurrence (e.g. an epileptic fit) a first aider should be contacted to deal with the situation. The first aider will be responsible for recommending that an ambulance is called. In cases involving students, their parent/carer should be contacted as soon as possible.

The original copy of Accident /Incident Report Form should be retained at the school.

5.2 Non-reportable accidents

All non-reportable accidents, treated with first aid, should be entered in the Accident Record book, kept in the Medical Room. Where relevant, parents/carers should be contacted and advised of the situation and asked if they would like to collect their child or if they are happy for them to remain in school.

In other cases, where no injury is visible, the student will be kept under observation. However, if concerns increase medical attention may need to be obtained but in all cases parents/carers will need to be advised of the incident. In the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.

All incidents where first aid has been administered for either accidents or illness are recorded on the medical database held by the Welfare Assistant.

5.3 Accidents involving blood

Accidents involving blood, e.g. cuts, nose bleeds, etc. carry the danger of Hepatitis B and HIV (AIDS). A record must be made of the incident.

5.4 Infections Diseases

Any suspected infectious disease should be reported to Welfare Assistant who will seek advice on action that maybe required. Further details regarding Infection Contor

7. Administering Medication to Students in school

Students who are fit to attend school may require taking medication during school hours (diabetics, asthmatics, epileptics, etc.). The following are guidelines on administering these medication in schools.

6.1 The School's Responsibility

The school will normally expect the students to be responsible for taking their own medication, but will ensure, where necessary, its safekeeping, refrigeration, etc.

The Welfare Assistant will ensure that where another adult (apart from him/herself) is responsible for the medication, that person is made fully aware of their duties in this respect.

Parents/carers will be required to sign an acknowledgement that they have requested the administration or safe-keeping of their child's medication and that they are satisfied that the designated members of staff are competent to do so. All medication will be in their original containers with the students name and dosage clearly displayed.

A clear written statement of their responsibility will be given to all parents/carers, detailing:

- how to make a request for medication to be given by school staff, i.e. in writing and in person to the Headteacher;
- How medication should be provided to the school, i.e. in the original container from the pharmacy and clearly labeled with :
 1. Student's nameClass
 2. Name of medicine
 3. How much to give (i.e. dose)
 4. When to be given/ taken
 5. Any other instructions, e.g. storage
 6. Emergency contact number
 7. Family GP's telephone number;
- the need for parents/carers to notify the school in writing of any changes in medication;
- the need for parents/carers, in person, to replenish the supply of medication if necessary;
- a recommendation that the school be advised of any significant disease, medical condition or allergy the student may have, subject to confidentiality.

6.2 Medication

Where a student is taking a limited course of medication e.g. antibiotics, it would be expected that the medication will be administered at home. However, if the medication is being taken for reasons which would not put the student or others at risk, for example of infection, arrangements can be made for it to be taken in school.

If a student is taking a non-prescribed medication e.g. cough medicine, this would be expected to be administered at home. Furthermore it is expected that students will not take non-prescribed medication in school unless under controlled conditions.

Where staff agrees to administer medication to a student, the responsible person has to be designated so that the parent / carer and the student know who it is. The medication book has to be signed by the parent/ carer stating the dosage/application and the time(s) to be taken.

6.3 Storage of medication

Medication, when not in use, shall be in the medical room, and locked away (and refrigerated if appropriate). However, medication that may be required in an emergency will always be readily accessible if not kept by the student.

Students will be responsible for their own inhalers, unless there is a specific reason for them not to be.

6.4 Administration/ Record

The label on the container containing medication should be checked against the school medication record (completed by parent). Any discrepancy should be queried with the parent before administering medication. A parent should provide proof, in writing from their GP, if their instructions differ from those on the medication container. A record should be kept of doses given, when given, by whom given. The job title is responsible for monitoring and keeping appropriate records.

6.5 Disposal

Medication no longer required should not be allowed to accumulate. It should be returned to the parent in person for disposal. In the last resort, unwanted medication should be given to a local pharmacist for disposal as required by the Environmental Health Regulations.

6.6 Seeking Advice

The Welfare Assistant shall seek advice from the School Nurse or Local Health Authority if relevant information concerning a student's rarer health problems is required.

6.7 Liability of School Staff

Staff designated to administer medication to students will be covered by the school in the event of liability/ negligence claims made against them, as long as they have taken all reasonable steps to follow the procedures and parental instructions contained in these guidelines.

7 Arrangements for school trips and sporting activities

A trained first aider must be present for all trips and sporting activities.

7.1 Students with medical needs attending school trips

The trip leader/sports leader is provided with all the medical details relating to the relevant students and attends a briefing with the Welfare Assistant. A risk assessment is produced for each trip factoring in the risk associated with the medical condition. Students are expected to provide their own medication.

The school ensures that all students, where it is reasonable and despite their medical condition, can attend these events with the consent of their parents/carers. Additional staffing is provided to ensure adequate care.

8. Unacceptable Practice

Holmleigh Park High School understands that the following behaviour is unacceptable:

- assuming students with the same condition require the same treatment;
- ignoring the views of the student and their parents/carers;
- ignoring medical evidence or opinion;
- sending students home frequently or preventing them from taking part in school activities;
- penalising students with medical conditions for their attendance record where the absence relates to the condition;
- making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support;
- creating barriers to children participating in school life, including school trips;
- refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

9. Complaints

Complaints should be dealt with through the school's complaints procedure.

APPENDIX A

Parental Agreement for School to Administer Medication.

The school will not give your child medicine unless you complete and sign this form and the school has a policy that staff can administer medicine.

Holmleigh Park High School/setting	
Date	
Student's name/ tutor group/class	
Name & Strength of medicine	
Expiry date	
How much to give (i.e. dose to be given)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to School /setting	

Note: Medicines must be signed in the original container dispensed by the pharmacy.

Daytime phone no of parent/carer

Name & Number of GP

The above information is, to the best of my knowledge accurate at the time of writing and I give consent to the school staff administering medicine in accordance with the school policy. I will inform the school immediately in writing if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: _____

Date: _____

APPENDIX B

Holmleigh Park High School - Record of Medication administered to all students.

Student's Name Tutor Group/Class	Date	Name of Medication	Dosage given	Time Given	Any Reactions	Parent/Carer Signature	Administered by Staff Signature

APPENDIX C

1 Additional Practices during the COVID-19 Pandemic

Our usual First Aid practices apply, including regarding the use of PPE and dealing with bodily fluids. In addition to the processes outlined for infection control in our Health and Safety Policy, the following practices will be adopted:

2 Use of PPE

The majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

Gloves should be worn for all first aid. A fluid-resistant surgical facemask should be worn by the First Aider if a distance of 2 metres cannot be maintained. If contact with the person receiving first aid is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical facemask should be worn by the supervising adult. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

If the person receiving First Aid needs to be collected, PPE should be worn by staff caring for them while they await collection if a distance of 2 metres cannot be maintained (e.g. for a child with complex needs). Disposable equipment should be put in the clinical waste bin. Reusable equipment must be thoroughly cleaned before use by anyone else.

Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way

3 Coronavirus Symptoms

If anyone becomes unwell with any of the symptoms of COVID-19 (click [here](#) for the most up to date symptoms) they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. Students will be given a leaflet including advice on when to call 999, and Track and Trace will be notified if appropriate.

While they are waiting for collection, they will sit in the designated Medical Room (currently, the theatre) with the door closed. If staff suspect that a student may be symptomatic, they will immediately send the student to a designated Quarantine Room (currently, the music practice rooms). If they need to go to the toilet while waiting to be collected, they will use the Performing Arts toilets. These will only be available to students sent to the Medical Room. The room and toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk.

Students who we believe to be symptomatic will not be allowed to return until they have been tested negative for COVID-19, or until the required days in self-isolation have passed.