

Tapton SCHOOL

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Tapton School

First Aid Policy

Supporting Pupils with Medical Conditions

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Supporting Pupils with Medical Conditions Policy

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Statement of intent

Tapton School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in December 2015 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

At Tapton School, we aim to 'Value everyone, care for each other and achieve excellence' by:

- Treating pupils with respect as individuals
- Providing for pupil needs where ever possible
- Ensuring every young person feels safe and happy
- Delivering outstanding teaching and learning

Key roles and responsibilities

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Tapton School.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Arranging suitable full-time alternative education for pupils who are unable to attend school because of illness.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring written records are kept of any and all medicines administered to [individual pupils](#) and [across the school population](#).
- Ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Tapton School.
- 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 sure that all relevant staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- 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 pupils in line with this policy.
- Contacting a health care professional in the case of any child who has a medical condition that you require support with.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.

- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Our First Aid Officers, Mrs Jane Woodhouse and Mrs Hannah Coles are responsible for the supervision and administration of medication to students.

Health care professionals are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a [parental agreement for school to administer medicine](#) form 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 Head teacher, other staff members and healthcare professionals. Where possible this should be developed before a child starts at Tapton.

Definitions

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at Tapton School, including teachers.

Training of staff

- Teachers and support staff will receive guidance on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction (accessing medical information and procedures for sending pupils to medical room).
- Teachers and support staff will receive/be offered regular and ongoing training as part of their development (e.g. in house training on epilepsy).
- Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:
 - 1 day or 3 day first aid course
 - 'Ready for anything' training each year
 - Epilepsy training each year
- The lead person for organising training is Jane Woodhouse/Julie Bailey.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- No staff member may administer drugs by injection unless they have received training in this responsibility
- Jane Woodhouse/Julie Bailey will keep a record of training undertaken and a list of teachers and support staff qualified to undertake responsibilities under this policy.
- The Office manager will ensure that cover arrangements are in place if the main post holder is absent.
- Any Cover staff visiting the school are briefed regarding the use of the First Aid room by the Cover Supervisor who books them and meets/ greets them into school.

The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in the first aid room.

- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of the first aid officer/first aider in the first aid room. This will then be recorded in the appropriate book and in the student's planner.

Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, First Aid Officer, Year Manager, Special Educational Needs & Disabilities Coordinator (SENDCO) and medical professionals.
- IHCPs will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.
- Where possible an IHCP will be developed before a child starts at Tapton if required.
- IHCPs will be easily accessible in the First Aid room whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a [parental agreement for a school to administer medicine](#) form.

- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given Ibuprofen or medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled with the child's name, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored in the First Aid room.
- Children will be informed where their medicines are at all times and be able to access them immediately. Where relevant, they will be told who holds the key to the storage facility.
- Any medications left over at the end of the course, the child's parents will be informed and asked to collect.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Tapton School cannot be held responsible for side effects that occur when medication is taken correctly.

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency?
 - What to do in an emergency.

- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Day trips, residential visits and sporting activities

- Pupils with medical conditions will be actively supported to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.
- Lead staff member or first aider will be given a copy of the students IHCP.

Off-site education or work experience

- The school will be responsible for pupils/students with medical needs who are educated off-site.
- The school will conduct risk assessments before off-site education commences.
- The school will be responsible for ensuring that a work place provider has appropriate health and safety and safeguarding policies in place.
- The school will ensure that parents, carers and students give their permission before relevant medical information is shared with the off-site provider.

Avoiding unacceptable practice

- Tapton School understands that the following behaviour is unacceptable:
 - Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
 - Assuming that pupils with the same condition require the same treatment.
 - Ignoring the views of the pupil and/or their parents.
 - Ignoring medical evidence or opinion.
 - Sending pupils home frequently or preventing them from taking part in activities at school
 - Sending the pupil to the First Aid room or school office alone if they become ill.
 - Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
 - Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
 - Creating barriers to children participating in school life, including school trips.

- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

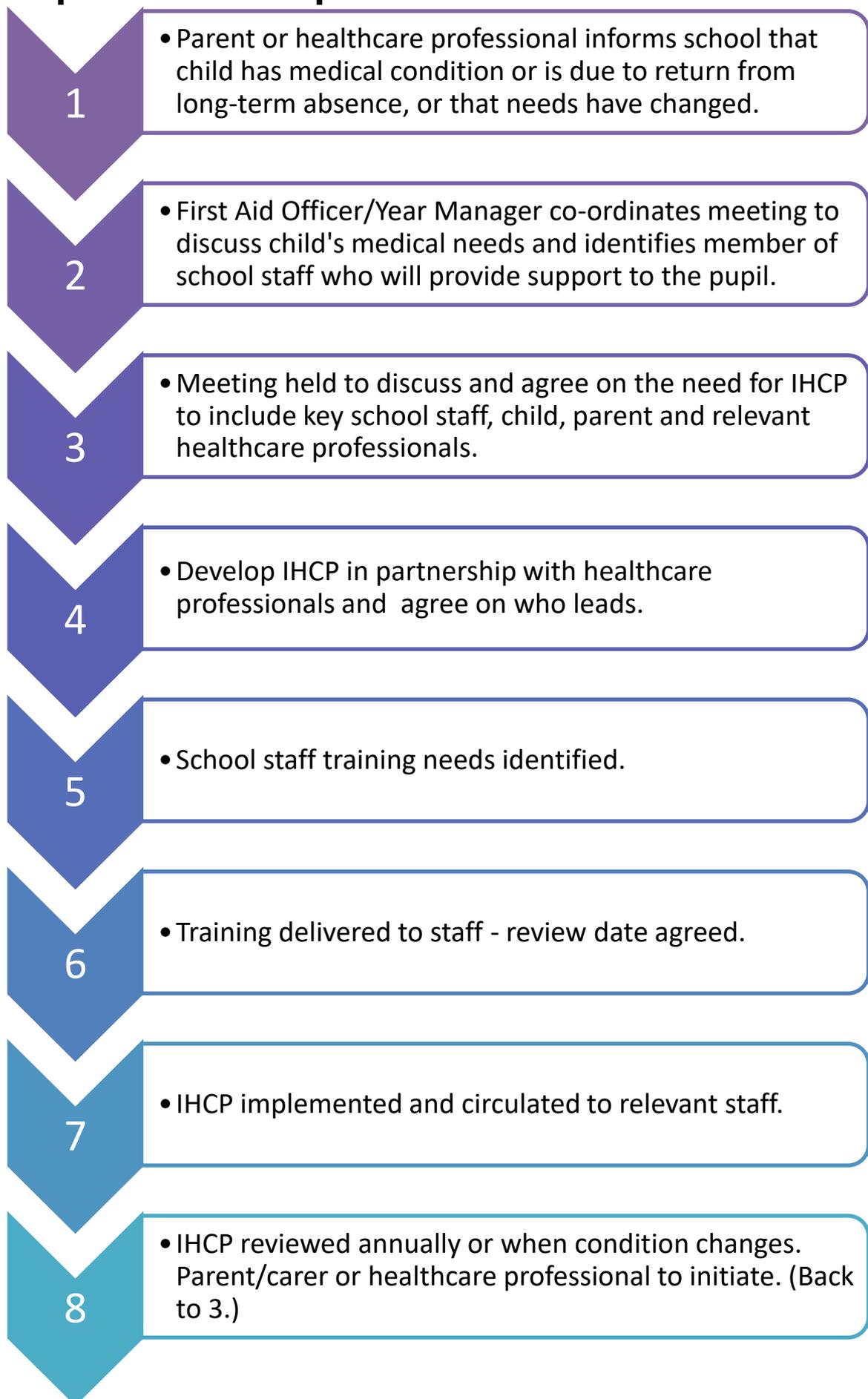
Insurance

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- Details of the insurance arrangements Tapton School has in place to cover staff providing support to pupils with medical conditions can be obtained from the School Business Manager.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the School Business Manager.

Complaints

- The details of how to make a complaint can be found in the school Complaints Procedure.

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual healthcare plan template

Health Care Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review Date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

--

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Clinic/Hospital Contact

--

Name

--

Phone No.

--

G.P.

--

Name

--

Phone No.

--

Describe medical needs and give details of child's symptoms

Daily care requirements (e.g. before sport/at lunchtime)

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

Follow up care

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

Form copied to

Appendix 3 - Parental agreement for a school to administer medicine template

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

Name of school/setting

--

Name of child

--

Date of birth

--

Group/class/form

--

Medical condition or illness

--

Medicine

--

Name/type of medicine (as described on the container)

--

Date dispensed

--

Expiry date

--

Agreed review date to be initiated by [name of member of staff]

--

Dosage and method

--

Timing

--

Special precautions

--

Are there any side effects that the school/setting needs to know about?

--

Self administration

Yes/No (delete as appropriate)

Procedures to take in an emergency

--

Contact details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to [agreed member of staff]

I accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date

Signature(s)

Appendix 4 - Staff training record – administration of medicines

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm that add name of member of staff has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by add name of member of staff.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix 5 - Contacting emergency services

Request a paramedic or ambulance - dial 999, ask for a paramedic or ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – 0114 267 1414
- Your name.
- Your location as follows: Tapton School, Darwin Lane, Sheffield
- The satnav postcode (if different from the postal code.) S10 5RG
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone in the medical room.

First Aid Statement



First Aid

First aid is the initial assistance or treatment given to a casualty who is injured or suddenly taken ill.

First Aider

A first aider is a person who acts while taking care to keep everyone involved safe and to cause no further harm whilst doing so.

All Tapton School first aiders will renew their first aid qualification every three years with yearly updates, if required.

First Aid Room

The First Aid Officer/ first aider will tend to the needs of the student to the best of their ability. The First Aid Officer/ first aider will notify parent/carer if their child is unwell and requires collection from school.

Parent/Carer Responsibilities

It is the parent/carer responsibility to;

1. Decide if their child is well enough to attend school.
2. To ensure the First Aid Officer is made aware of any changes to the student's health e.g. development of an allergy, worsening or no longer having an existing medical condition.
3. **NOT** send their child to school **within 48 hours of the last time their child was sick/ had diarrhoea or both.**
4. Complete an individual health care plan for their child if their child has a medical condition. This can be done in conjunction with Year Leaders, First Aid Officers and specific health care professionals. This will be reviewed yearly by the First Aid Officer and the parent/carer. However, it is the responsibility of the parent/carer to update the school **immediately** of **any** changes.
5. Please reinforce with your child that if they become unwell whilst in school they must inform a member of staff who will send them to the first aid room with a note. **Students are not permitted** to text/ call parents/carers directly during the school day and arrange collection themselves. This causes a safeguarding issue.
6. If your child is injured or unwell outside of the school day it is the parent/carer responsibility to seek appropriate medical assistance. Please do not leave it until the following day. First aiders in school will not diagnose a medical condition.

7. To note expiry dates on long term prescribed medication left in the first aid room. The parent/carer is responsible for the collection, correct disposal and replenishment of all medications kept in the first aid room.

Administering Medication

1. The First Aid Officer will supervise/administer, where necessary, **prescribed medication** for students who have long term medical needs in accordance with their individual health care plan and written, signed parental consent. This includes students with diabetes, asthma, epilepsy and allergies etc.
2. If a student needs to take short term prescribed medication, which will be held in the first aid room, a 'medication consent form' will need to be completed by the parent/carer and handed to the First Aid Officer along with the medication. The form can be obtained from reception.
3. No medication will be administered without the correct details of the student, parent/carer and medication. A signature of parent/carer will also be required to complete the form.
4. All medication brought in to school must be clearly labelled with the student's name, dose, frequency of administration, expiry date clearly marked, advice leaflet and in its original container.
5. All medication will be kept in a secure cupboard in the first aid room.
6. An accurate log will be made in the record book and also in the students' Bromcom records once the medication is given.
7. If a student refuses to take their medication, this will be recorded and parent/carer will be notified immediately.
8. Students **should not** carry large quantities of pain relief whilst in school.
9. All first aiders are given training once a year by a health care professional on how to administer an epipen, epileptic medication and asthma treatment. Yearly updates are also given on diabetes and other conditions where appropriate. This offer of training is open to all school staff.
10. Students with allergies are encouraged to carry their own antihistamine and epipen in a suitable container alongside their treatment plan (given by the allergy clinic) whilst in school. A student's spare epipen can be held in the first aid room if requested.
11. Students with asthma are encouraged to carry their inhalers and treatment plan if possible.

Hot sunny days

1. On hot sunny days we recommend that sun cream (with a factor of at least 30) should be used before the student leaves home.
2. It is advisable that students bring sufficient fluids for the day, however, water fountains are available in school. Also, drinks can be purchased from the canteen at break and lunchtime.
3. Shaded areas within the school grounds can be used at break and lunchtime.

4. Students should be encouraged to wear an appropriate hat (outdoors) and cover up.

School trips/Residential trips /Sports Day

1. It is the parent/carer responsibility to ensure their child has sufficient medication with them to last the whole trip/day e.g. epipen, antihistamine, inhalers etc.
2. The First Aid Officer will ensure that the student's individual care plan is given to the 'team leader' on each trip with the exception of sports day. In this case it will be held by the First Aid Officer.
3. There will be a (emergency at work) first aider in attendance on school trips where possible.

General

1. All first aiders will use latex free gloves.
2. All cuts and grazes will be cleaned with water or an alcohol-free antiseptic wipe and depending on the wound either a plaster or dressing will be applied.
3. Students who sustain a head bump whilst in school will be questioned about the accident and monitored carefully for approximately 20 minutes for any signs of a head injury. A head bump note will then be issued informing staff/parents/carers of any signs and symptoms to look out for over the next 24 hours. In some cases, parents/carers will be contacted.
4. Students are asked to return to the first aid room if they experience any symptoms unusual to them.
5. All students who attend the first aid room from class will be asked to produce a signed note from the teacher. Alternatively, teachers are asked to email the first aid officers with details of their concerns about the child or submit a medical on call if assistance is required in the classroom.
6. Students who attended the first aid room with nausea will be assessed by the first aid officer/first aider and if no further symptoms occur, will be asked to return back to class.
7. If a student attends the first aid room having been observed vomiting, the parent/carer will be contacted and asked to collect their child.
8. If a student attends the first aid room with diarrhoea (more than two loose stools) the parent/carer will be contacted and asked to collect their child.

Emergencies

If an ambulance is required for an injured student, the parent/carer will be contacted after the ambulance has been called.

A member of staff will escort the student to A+E in the ambulance if the parent/carer is unable to make it to school before the ambulance leaves, in which case the parent/carer will then be asked to meet the ambulance at A+E.