

First Aid and Medical Policy



Fairholme School

Updated: February 2024

Role and responsibility of the Governors

The Board of Governors and the staff of Fairholme School wish to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. We will ensure that such children can access and enjoy the same opportunities at school as any other child.

Role and responsibility of the Headteacher

The Headteacher is ultimately responsible for the implementation of this policy and must ensure all staff are aware of it and understand its implementation. The Headteacher will:

- oversee risk assessments for all school visits and other school activities outside and through the normal school timetable.

Role and responsibility of the School Business Manager

The School Business Manager is responsible for implementing this policy with the support of the Pastoral Support Assistant and all staff. The School Business Manager with:

- ensure all serious injuries are reported online to the local authority.

Role and responsibility of the Pastoral Support Assistant

The Pastoral Support Assistant will:

- ensure that staff are suitably trained.
- keep a record of all staff medical training.
- meet with parents and any relevant health care professionals to discuss and monitor medical health care plans.
- keep the medical register updated.
- makes decisions over whether or not a child's parents should be called, should they need to be sent home.
- ensure all first aid equipment is fully stocked in the Medical Room.
- ensure each class has a green first aid bag.
- ensure each Key Stage has a fully stocked first aid boxes that is used at break and lunchtimes.
- ensure minibuses and trips first aid bags are fully stocked.

Role and responsibility of the First Aid Trained Staff

First Aid trained staff will:

- provide basic first aid as and when required
- ensure children who need to lay down are supervised in the Medical Room, if this is appropriate, by a trained first aider.

Roles and responsibility of staff

- Staff have a duty to ensure that all students are healthy and safe on school premises, as well as during off site educational visits.
- They need to make sure that students with medical needs receive the necessary care at school to enable regular school attendance.
- Staff are responsible for ensuring their classroom first aid pack is fully stocked.
- Staff will ensure all supply teachers have an understanding of the medical needs of children within their class.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- Staff must regularly check that medicine kept in the classroom is in date

Parents' responsibilities in regard to their child's medical needs

- Parents have a responsibility to inform the school of any medical requirements of their child.
- Parents have a responsibility to meet with the school to discuss their child's health care plan, carrying out any action that was agreed as part of its implementation.
- Parents have a responsibility to authorise and supply the appropriate medication with written instructions.
- It is the parents' responsibility to ensure that all medication is within the date for use.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Parents will provide evidence of all medical and hospital appointments in relation to a child's illness.
- Please note that parents should keep their children at home if acutely unwell or infectious.

First Aid Information

First Aid boxes are checked regularly and contain basic items for dealing with injuries for each phase of the school. Each classroom contains one green first aid pack which should be kept within lobbies/classroom cupboards. These should be stored next to all medical information/boxes relating to that class.

There are specific first aid kits assigned for school trips. Additional resources, for any first aid kit, can be collected from the Medical Room. Class teachers and learning supports assistants are responsible for ensuring the first aid packs are updated and fully stocked. Key members of staff are trained in first aid. If there is an incident in which a serious injury occurs, the person dealing with the incident should inform the Pastoral Support Assistant and School Business Manager who will decide if we need to notify the borough.

Student Medical Information

All staff must be aware of existing medical conditions. The school Pastoral Support Assistant is responsible for making sure the medical information is kept up-to-date, as well as informing staff of individual student conditions e.g. diabetes. Any students who have potentially severe conditions will have their photographs posted on the notice board in the staff room and the medical room. All medical conditions are summarised on the medical register. All class medical registers are stored within classroom cupboards or lobby doors (Years 1 and 3) within a plastic wallet. Class medical registers are also kept in key stages on a clipboard in the lunchtime first aid boxes.

Health Care Plans

The Pastoral Support Assistant is responsible for creating a child's health care plan. All health care plans are to be signed by parents, and school nurse or hospital where appropriate. The signed health care plans are stored in the locked medical cupboard in the medical room. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Photographs of children on health care plans are shared with all staff. All health care plans will be reviewed annually.

Administering Medicines

The regulations from the DfE's information pack, "Supporting pupils at schools with medical conditions – September 2014", states: *"...no child under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents... Schools should set out the circumstances in which non-prescription medicines may be administered."*

Issue Date: February 2024

Review Date: February 2025

Prescribed Medicines

Only 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 will be accepted. The only exceptions to this are insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Medication should be given to a student with parental consent. Medication will only be brought into school when absolutely essential. Mostly this will be for a short period only, for example, to complete a course of antibiotics. If a student suffers from pain for example, migraine, the parent/guardian must authorise appropriate medication usage. Aspirin must never be given to children under the age of 16. The adult responsible for administering this will check the maximum dosage and when the previous dosage was given.

- Each item of medication must be delivered to the Authorised Person (Pastoral Support Assistant) in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:
 - Pupil's Name
 - Name of medication
 - Dosage
 - Frequency of administration
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date
- The school will not accept items of medication in unlabelled containers.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures and health care plans will be followed.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- The school will not make changes to dosages on parental instructions. Instructions will need to come in written form from the doctor.
- Wherever possible, pupils should be enabled to administer their own medication but under the supervision of a responsible adult. Wherever possible and appropriate, children should be able to carry their own medicines and relevant devices and children should be able to access their medicines for self-medication quickly and easily.
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected in by the Pastoral Support Assistant at the end of each year and where necessary at the end of each term and the expiry date shall be reviewed. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

Non-prescription medicines

The Pastoral Support Assistant will administer a non-prescribed medicine to a child, such as Calpol, paracetamol etc. If the Pastoral Support Assistant is absent, the responsibility will be given to a member of the office team. Medication will only be administered should it be absolutely necessary, with the written consent of the parent and if all medication is labelled with the key information listed above under the heading, 'Prescribed Medicines'. In severe cases of eczema, creams like E45, may be kept by class teachers for children to use themselves.

Medical Conditions/Allergies Anaphylactic Shock

Staff should be made aware of any student likely to suffer a severe reaction. EpiPen's are located in each child's classroom, or in extreme cases, with the child. There are a number of staff across the school that have been trained to administer EpiPen's. School has an additional emergency EpiPen that is stored in the medical room.

Asthma/Diabetes/Epilepsy and other conditions

Parents must inform the school of the above medical conditions. Students who use inhalers should keep them in their classrooms (clearly labelled). Any additional medication required to be issued to students who suffer from these conditions should be given to the Pastoral Support Assistant, clearly labelled and with detailed instructions about administration. The Pastoral Support Assistant will pass on all medicines to the class teacher as quickly as possible as well as the relevant paperwork. A spare inhaler (clearly labelled) may be stored in the medical room for emergencies only.

Storage and Access

Students should know where their medication is stored in case of emergency. However, all controlled/prescribed medication will be stored in a cupboard in the medical room unless it is an asthma pump or EpiPen. Only staff will have access to medication. EpiPen's will be stored during the day in an unlocked container, for emergency use. Where relevant, medication is stored in the fridge/freezer. All other medical and first aid equipment will be stored in the medical room so that all staff can have access to it in case of an emergency.

Medical Emergencies in School

In the event of a medical emergency, the office should be contacted on the extension number 200, 252 or 202. Depending on the severity of the injury, appropriate action will be taken e.g. ambulance, parents contacted. The student will always be accompanied in the ambulance by an adult, if parents are unavailable. All staff will be made aware of the procedures to be followed in the event of an emergency. Please see the appendix for the first aid emergency sheet which is displayed throughout the school. It is vital that an adult, preferably a first aider, stays with the child at all times.

Out of School Trips

Staff members taking visits off site will be provided with a Trip First Aid kit. Lists of students being taken out on visits should be checked for any special medical or dietary conditions. Appropriate medication should be carried by the designated member of staff.

Assisting children with long-term or complex medical needs

For each pupil who has medication in the school with long-term or complex medication needs, the Pastoral Support Assistant will ensure that a health care plan is drawn up, in conjunction with the appropriate health professionals.

Staff training in dealing with medical needs

It is essential that staff who care for pupils by administering medicines, either in an emergency or on a regular basis, have received appropriate training and re-training when necessary. All training will be recorded. Any member of school staff providing support to a pupil with medical needs should have received suitable training.

Record keeping

- Individual logs: where appropriate children will have individual medical logs where this is relevant due to regular administering. This will be indicated on the health care plan.
- First aid log: all medical injuries where a mark is left on the skin, will be recorded using a first aid log. The paper copy will be sent home with the child. SMSA's for KS1 and Early Years will record all minor bumps in the class communication book, which will be given to the teacher at the end of the lunchtime to allow them to inform parents. This book will then be placed back in the medical box ready for the next day.
- Head injuries: a medical log will be recorded for head injuries and a paper copy shall be sent home to parents informing them of the incident. The child will also be given a head injury sticker. These can be found in each key stage first aid box.
- Training: a log will be kept of all staff that have received any medical training. Copies of all training certificates should be kept on file by the Pastoral Support Assistant which will be stored on the school server.
- Accident Form: all serious child and adult injuries must be logged on an accident form and kept in the school office. A copy should be given to the School Business Manager to report it to the local authority (see appendix).

Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to a child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when necessary;
- assume that every child with the same condition requires the same treatment;
- 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 or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill; send them to the school 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 (However, proof of all appointments must be given to the school and these appointments should relate to their medical condition only).
- 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Complaints

Parents should contact the school office if they wish to make any complaints in relation to the way medical issues have been dealt with. Details may also be found on the school website.

Confidentiality rules

Medical information must, of course, be treated as confidential. Records should be kept securely and information only given to staff who need to know. Please refer to our Safeguarding Policy.

Head lice

What are head lice?

Head lice are a widespread and sometimes unpleasant infection, especially among school-age children. A common misconception is that they are a symptom of poor hair hygiene - this is not true. Lice are equally likely to be found on clean or dirty hair!

Contrary to popular belief, head lice cannot jump, hop or fly, but are spread by sustained, direct, head to head contact. Children often get head lice from close contact when playing together, whispering, hugging or when they are in close contact with an infected adult. The truth is that anyone can get head lice - not just children.

What will Fairholme School do to try and prevent head lice infections?

If a member of staff notices head lice in a child's hair, they will send home a letter informing the parent and asking them to treat the condition as soon as possible. Also, as a preventative measure, all children with hair below their shoulders will have to tie it back in school. We will educate our children to, 'Once a week take a peek' through our PSHCE lessons. We will also aim to run some workshops with our school nurse to different year groups throughout the year where appropriate. All our staff will have the same copy of, 'Fairholme School's Head Lice Procedures', to ensure we are all working to a whole school approach. At Fairholme School we are aware this will not completely stop head lice but will help to manage the situation.

What to do if there is a serious First Aid Incident

Get a **Qualified First Aider** to look at the child's injury **immediately**.



Does an ambulance need to be called?
If **YES** – call one **immediately**. Use the **nearest** phone.



Move other children **away** from the injured child.



Inform the **office** so they can call the child's parents/carers and open the gates for the ambulance.



Inform a **Senior Member of staff** who can come and support the First Aider:

Gemma Harris - Headteacher

Catherine Bridger – Deputy Headteacher

Tanya Spencer – Assistant Headteacher

Ruth Mwangi – Assistant Headteacher

Harry Doyle – SENCO



Write an incident report

Appendices

School Accident / Illness Report Slip		
Report Issued by:	Pupil's Name:	
	Date:	Time: Class:
Location and details of accident/incident/illness		
<div><div><input type="checkbox"/> Head injury <input type="checkbox"/> Asthma <input type="checkbox"/> Bump/Bruise <input type="checkbox"/> Cut/Graze <input type="checkbox"/> Headache/High temperature</div><div><input type="checkbox"/> Vomiting/Nausea <input type="checkbox"/> Sprain/Twist <input type="checkbox"/> Nosebleed <input type="checkbox"/> Stomach pain/Upset tummy <input type="checkbox"/> Mouth injury/Toothache/Loose or missing tooth</div><div><input type="checkbox"/> TLC applied <input type="checkbox"/> Collected from school <input type="checkbox"/> Parent/Carer contacted <input type="checkbox"/> Unable to contact parent <input type="checkbox"/> Well enough to stay in school after first aid</div></div>		
<div><div>Details of treatment and additional comments:</div><div>Authorised signature:</div></div>		

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IMPORTANT: Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.

Appendices



ACCIDENT FORM Fairholme School

This form is to be completed, whenever a person reports a serious medical accident that needs to be reported to the local authority through the online system. This template should be used as guidance for the information required.

Name of injured person:	
Role at Fairholme School:	
DOB:	
Home address:	
Post code:	
Date:	
Time:	
Time of school day e.g. lunch, after school club etc.:	
Primary cause of incident:	
Body parts injured: Explain which area e.g. left ankle swollen and cut.	
Location: Explain where this incident took place in school.	
Describe details of accident:	
Further action or monitoring suggested (only complete if necessary)	