



ESPRIT First Aid and Medical Care Planning Policy

Committee	Trust Board
Approved on:	September 2018
Next Review date	July 2020
Updated/Reviewed on	

Contents

INTRODUCTION AND GENERAL PRINCIPLES.....	3
AIMS	3
RESPONSIBILITIES	3
Academy Staff	4
Lunchtime Staff/Supply	4
Multi Academy Board of Trustees	4
Strategy	4
Training	5
MEDICAL CONDITIONS	10
APPENDIX 1	14
APPENDIX 2	16
APPENDIX 3	17
APPENDIX 4a	18
APPENDIX 6 – RISK ASSESMENT	25
APPENDIX 7	27
APPENDIX 7a	28
APPENDIX 10 - EMERGENCY INHALER CONSENT	32
APPENDIX 14 - EMERGENCY AAI DEVICE CONSENT	36

INTRODUCTION AND GENERAL PRINCIPLES

The staff and trustees of ESPRIT Multi Academy Trust are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions, allowing them full access to education, including academy trips and physical education. This policy is designed to ensure that adequate first aid provision AND medical care provision, including the management of medication, is in place within our academies to support individual pupils and/or staff members with medical needs.

This policy complies with DfE statutory guidance for “Supporting pupils at school with medical conditions” Statutory Guidance for Governing Bodies (December 2015) and guidance provided by The Human Medicines Regulations with regard to emergency inhalers and adrenaline auto-injector devices.

AIMS

To provide a clear policy that is understood and accepted by all staff, parents and children, providing a sound basis for ensuring that children with medical needs receive proper care and support in the academies, and that for such children attendance is as regular as possible. The policy of this Multi Academy Trust is not to administer medication or medical care unless the pupil has a medical condition, which if not managed, could prove detrimental to their health or limit access to education.

The policy includes:

- A clear statement of parental responsibilities in respect of medicines
- Roles and responsibilities of staff administering medicines or first aid
- Identification of areas designated for medical and first aid care
- Procedures for managing prescription medicines which need to be taken in the academy day
- Procedures for managing prescription medicines on outings and trips
- Written permissions from parents for medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training, including the identification of trained staff
- Record keeping
- Safe storage of medicines
- The academies’ emergency procedures
- Risk assessment and management procedures
- Management of medical conditions

RESPONSIBILITIES

Parent and guardians

- Parents or guardians have prime responsibility for their child’s health and should provide the academy with up to date information about their child’s medical conditions, treatment and/or any special care needed. This includes injuries causing broken bones etc where there is a need for reasonable adjustments within school.

- If their child has a more complex medical condition, they should work with the school nurse or other health professionals to develop an individual healthcare plan, which will include an agreement on the role of the academies in managing any medical needs and potential emergencies.
- It is the parent/carers responsibility to make sure that their child is well enough to attend school.

Academy Staff

- Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Although administering medicines is not part of teachers' or support staff professional duties, they should take into account the needs of pupils with medical conditions that they teach/support.
- Academy staff will receive sufficient and suitable training from appropriate external providers, e.g. NHS, St John Ambulance etc. and achieve a necessary level of competency before they take on responsibility to support children with medical conditions.
- Any member of staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Staff members who conduct medical procedures will be fully covered by the academies' public liability insurance document in accordance with "Supporting pupils at school with medical conditions."
- The Executive Principal, Academy Principals and the Board of Trustees will ensure that the policy is developed and effectively implemented with partners, including ensuring staff awareness of the policy and understanding of their roles.
- The Trustees will ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Lunchtime Staff/Supply

- All Lunchtime and supply staff must familiarise themselves with the information held in the medical file of the class that they are supervising.
- All lunchtime staff must report all incidents or accidents to the class teacher and complete appropriate accident records, e.g. slips or forms.

Multi Academy Board of Trustees

- The Trust has a named Governor for safeguarding.
- Trustees must ensure that the policy and training of staff meets the needs of children.
- Trustees are responsible for ensuring that sufficient staff have received suitable training before taking on the responsibility of looking after children with specific medical conditions.
- Trustees ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.

Strategy - Identification & Awareness

- Parents must inform the academy of any medical condition of their child that may be a cause for concern, including injuries or fractured/broken bones where reasonable adjustments are required.
- When the academy receives medical confirmation, from a health professional, regarding the condition, then a meeting will be held with parents/carers and the Medical Lead and/or class teacher/ key worker to develop the health care plan and/or a risk assessment.
- Medical lists will be updated regularly and displayed in the designated medical area.
- Academy staff must be suitably trained in identifying pupils where a medical condition may be developing.
- Academy staff must report any concerns they have on the medical welfare of any pupil and share this information with all relevant parties, including the information in the medical file stored in each classroom.

Training

- All nominated personnel will undertake training in first aid, administration of medicines and awareness of medical problems in pupils.
- A record of trained personnel is kept centrally.

Administration of Medicines

PRESCRIBED MEDICINES

- Prescribed medicines should only be brought into the academies when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the academy day.
- Medicines prescribed 'three times a day' should be administered "before the start of the day, at the end of the day and at night". This academy recognises in extreme cases (as stipulated by a doctor in writing), and agreed by the Academy Principal, that staff may administer medication following completion of a short term Individual Health Care Plan (see Appendix 1), with a supporting letter from the doctor. Without a letter from a doctor, staff will not administer three times a day prescribed medicines. However, parents and carers are all permitted to attend the academy to administer medication if they so desire. Medications prescribed 'four times a day' will be administered by nominated academy staff following the completion of a short term Individual Health Care Plan.
- This Multi Academy Trust will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and are presented in the original container dispensed by a pharmacist and include the pupil's name, prescriber's instructions for administration and dosage. It is not usual policy to administer prescribed Calpol.

NON-PRESCRIBED MEDICINES

- Non-prescribed medicines will only be administered with prior written permission from parents in extreme circumstances such as residential trips or day trips, e.g. travel sickness medication.
- Staff will check the medicine has previously been administered without adverse effect and a short term Individual healthcare plan (see Appendix 1) must be completed.
- Staff will never administer medicines containing aspirin unless prescribed by a doctor.
- Staff will never administer medication containing ibuprofen to children who are asthmatic.

ADMINISTERING MEDICINES

- This trust recognises that no child under 16 should be given medicines without their parent's written consent.
- Following written consent using an Individual Healthcare plan, any member of staff administering medicines to a pupil should check:
 - The child's name
 - Name of medication
 - The prescribed dose
 - Expiry date
 - Written instructions provided by the prescriber on the label or container
 - That administering of medicine is witnessed
- If in doubt about any procedure, staff will check with parents or a health professional before taking further action.
- Where staff are administering prescribed medicines they will follow the flow chart detailed in appendix 2.
- A written record must be kept following administration of medicines to pupils, using the medication record form (see appendix 3). This must be countersigned by the staff member witnessing the administering of medication.
- If a child refuses to take a medicine, staff will not force them to do so, but will record this and parents/carers will be notified of the refusal.

LONG-TERM MEDICAL NEEDS

- Where a pupil has a chronic illness, medical or potentially life threatening condition, the academy will initiate a long term health care plan (see appendix 4) to meet individual needs and support the pupil using the flow chart to support (see appendix 5).
- This will be drawn up by health care professionals in consultation with the child's parents or guardians and will contain the following information:
 - Definition and details of the condition
 - Special requirements e.g. dietary needs, pre-activity precautions
 - Treatment and medication
 - What action to take/not to take in an emergency
 - Who to contact in an emergency
 - Staff training where required
 - The role the staff can play
 - Consent and agreement

RECORD KEEPING

- Parents should tell the academy about the medicines their child needs to take and provide details of any changes to the prescription or the support required. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions.
- Medication should be signed into the academy by the Medical Lead or Home School Link Worker (Appendix 2 – Flowchart) using the Weekly Medication Checklist (Appendix 3)
- Requests for staff to administer medication should be written on Individual Healthcare plans. These should include:
 - Name of child
 - Name of medicine
 - Dose
 - Method of administration
 - Time/frequency of medication
 - Possible side effects
 - Expiry date
- Individual Healthcare Plans **MUST BE SIGNED** by all staff who will administer medicine and all members of staff working in the child's base class. It is the responsibility of the Medical Lead to administer medication. Where the Medical lead is unable to administer medication, they will delegate this responsibility to the Home School Link Worker.
Completed forms should be kept in the class medical folder and referred to when administering medication. The 'Daily Record of Medication Administered' (Appendix 3) must be completed by staff following administration; this should also be kept in the class medical folder.
- If a child refuses medication, this must be recorded on the medication record sheet and parents will be notified.
- Requests for updated medical conditions including asthma, are distributed to parents at the beginning of each academic year. These are collated by the Medical Lead and registered and recorded in each class medical folder and in the designated first aid room area. All staff have access to this information and actions to take in an emergency.
- Children with food allergies have their photographs and details displayed in the kitchen to be seen by all catering staff to ensure that food products are safe for children. These are also displayed in the staffroom.
- Updated medical conditions and reviews of policies and practice are monitored and disseminated by the Medical Lead in liaison with the Executive Leadership Team as they are presented.

REPORTING

- Parents are to be informed of all accidents especially head injuries (written form sent home and verbal explanation).
- Any serious injuries, particularly those that require hospital attention, are to be recorded on the Local Authority accident report form, which is available from the academy office and sent to the Local Authority within twenty four hours of the accident.

STORING MEDICINES

- Staff will only store, supervise and administer medicine that has been prescribed for an individual child.

- Medicines must be stored safely in the pharmacist's original container and clearly labelled with the child's name, the dosage and instructions for administration.
- Non-emergency prescribed medication is stored with the short term Individual Healthcare plan in the designated medical space.
- Medication requiring refrigeration is stored in the designated medical space fridge.
- Emergency medications such as Epi-pens and asthma inhalers should be readily available in a clearly labelled container in the class teacher's cupboard.
- Children should know where their medicines are stored; they should not be locked away.
- Parents are ultimately responsible for checking expiry dates on their children's medicines and replacing as necessary. The Medical Lead will also check medication expiry dates half termly.

DISPOSAL OF MEDICINES

- Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each academic year.
- Any medicines that have not been collected should be taken to a local pharmacy for safe disposal by the medical lead.
- Sharps boxes should always be used for the safe disposal of needles. Parents should obtain these from their child's GP and return to a pharmacy for safe disposal or arrangements should be made with the school nursing team in the case of failure to collect.

RISK ASSESSMENTS

- Where an individual risk assessment is deemed necessary for a medical need, e.g. following a broken bone where a child has a cast or epileptic fits these will be developed in collaboration with parents and any other external health agencies by the class teacher and year leader/key stage leader where appropriate.
- A standard risk assessment format will be used by all staff (see Appendix 6)

ACCIDENTS AND EMERGENCY PROCEDURES

- All staff are aware of procedures when dealing with a medical emergency. These should be supervised by a trained First Aider.
- Emergency procedure flowchart to be followed for all accidents and injuries (see Appendix 7, 7a and 7b)
- Where a parent is telephoned to make them aware of an accident (non-emergency) this is to be done by classroom staff.
- All staff are aware of pupils with a health care plan and understand the need to follow agreed emergency support.
- All staff know how to call the emergency services; guidance is displayed on the academy office noticeboard and in the staffroom.

- In the event of an emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. If this is not possible, a member of staff will accompany the child to hospital by ambulance and stay until the parent arrives. Health care professionals are responsible for any decisions on medical treatment when parents are not available.
- Accidents that occur off the school premises will be recorded on the venue accident forms during the visit and on school based records upon return.

INITIMATE CARE

In the event of an injury/soreness in an area of the body that could be described as intimate, two or more first aiders must be present for the examination/first aid procedure.

Where intimate care is provided all reasonable steps will be taken to ensure the safety and dignity of the child and the staff member providing the care. All appropriate training will be completed in advance of any care being completed and appropriate care plans and records will be implemented.

EDUCATIONAL VISITS

- This Multi Academy Trust actively encourages children with medical needs to participate in trips and visits.
- Staff will aim to facilitate reasonable adjustments to enable pupils with medical needs to participate fully and safely on visits.
- Risk assessments will be used to highlight any potential difficulties and ensure procedures are in place to support pupils.
- Additional staff/adults will be considered for this purpose.
- Prescribed medication will be administered, providing parents have completed an Individual Healthcare plan.
Accompanying staff will be aware of any medical needs and relevant emergency procedures.
- A copy of health care plans will be taken on all visits as well as emergency medication that may be required.
- Prior to an overnight academy trip, parents must complete an up-to-date medical questionnaire about pupil's current general health and medication.
- Prior to an overnight academy trip parents are invited to provide written consent to enable staff to act 'in loco parentis' and administer Calpol analgesia or paracetamol (for upper KS2) if required. Where this is refused, parents are requested to discuss alternative support measures with staff.

ABSENCE

- Our Multi Academy Trust has a designated person (Medical Lead) responsible for dealing with pupils who are unable to go to school because of medical needs.

- Parents will let the local authority know if your child will be, or is likely to be, away from school for more than 15 working days.
- Academy staff will supply the person who will help provide education for your child with information about their needs, capabilities and a programme of work.
- Provide support to help them reintegrate into the academy after an illness.
- Ensure that they are kept informed about academy social events and extra-curricular clubs.
- Encourage them to stay in contact with other pupils – for example, through visits or video diaries/skype chats.

STAFF TRAINING

- The Multi Academy Trust holds training on common medical conditions in line with the advice in ‘Supporting pupils at school with medical conditions’ (December 2015).
- A log of staff training is kept in each academy and reviewed to ensure that training is current and in date.
- Specialist staff training is provided to support the administration of emergency medications such as Epi-pens or insulin if it is identified during the development of an individual healthcare plan that this is needed. Staff will receive support from medical professionals until they are trained to deal with the medical need.
 - Each academy keeps a register of staff who have undertaken the relevant training.
 - Only staff who have received this training should administer such medication.
- Each academy within the trust has several appointed First Aiders and Paediatric First Aiders, a list of which is kept by the academy office and is displayed in the designated medical area in each academy.
- Training is reviewed regularly and updated as necessary through appropriate external services, e.g. NHS, St John Ambulance etc.

MEDICAL CONDITIONS

ASTHMA

- The trust recognises that asthma is a widespread, potentially serious, but controllable condition and encourages pupils with asthma to achieve their potential in all aspects of academy life.
- Parents have a duty to inform staff if their child is asthmatic and an asthma care plan (see appendix 4b) will be developed with support from health care professionals.
- Preventative inhalers should be provided and labelled with the pupil and class name.
- These should be kept in an assigned container within the teacher’s cupboard and accompany the child if they are educated outside the academy premises.
- Children with asthma must have immediate access to inhalers when they need them and know where they are kept. A spacer device may be required and the pupil may need support to use this.
- Where a child has exercise induced asthma they will take **their reliever inhaler 10 minutes before exercise** and then commence with gentle warm up exercises. The trigger of exercise will be recorded on the asthma care plan.

- A record sheet to record the frequency of an inhaler use can be found in each class medical folder. This will be completed for all pupils (see appendix 8).
- Parents should be notified when a child has used an inhaler using the notification letter. (See appendix 9).
- Pupils with asthma are listed in the Asthma Register, found in class medical folders.
- Leaders of 'extra-curricular clubs' are notified on club registers if a member is asthmatic by the academy office.

In 'severe' cases (as identified on care plan), inhalers should be in the immediate vicinity of the child at all times e.g. dinner hall, playground, assembly hall.

Emergency Salbutamol Inhaler

From 1st October 2014 the Human Medicines Regulations 2014 allows schools/academies to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler will ONLY be used by children, for whom written parental consent for use of the emergency inhaler has been given and who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler will only be used if the pupil's inhaler is not available, for example, because it is empty or broken.

The inhaler and spacers will be clearly labelled and stored in the Medical area along with;

- A list of children with parental consent for emergency inhaler use. (Parental Consent for emergency inhaler (appendix 10) will be stored in the class medical file
- Asthma Emergency Note (appendix 9), which will be sent home in the case of use
- Academy Emergency inhaler usage logbook (appendix 11), kept with the inhaler – Staff must record usage
- Staff must also record the usage in the main asthma register located in the child's base class **stating that it is the academy's emergency inhaler that has been used**

TO AVOID POSSIBLE RISK OF CROSS INFECTION THE PLASTIC SPACER IS NOT TO BE RE-USED AND MUST BE SENT HOME WITH THE CHILD (FOR FUTURE PERSONAL USE)

Asthma Lead is responsible for ensuring that:

- Inhalers are checked half termly, recording this on medical area monitoring
- Replacement inhalers are obtained before the expiry date
- Replacement spacers are re-ordered and replaced after each use
- Overseeing that the emergency inhaler is cleaned
- Empty or out of date Inhalers are disposed of at the local pharmacy

All Staff responsibilities:

- The blue plastic inhaler 'housing' is cleaned, dried and returned to the designated medical area
- Inform the Medical lead when the spacer is used so that a new one can be ordered
- Completing the School Emergency Inhaler Usage Logbook (appendix 11)

- Staff must also record the usage in the Asthma Register located in the child's base class, stating that it is the **academy's emergency inhaler** that has been used
- Taking an emergency inhaler on academy trips if asthmatic children are attending?

HEAD INJURIES

- Pupils who sustain a head injury **MUST** be reviewed by a First Aider.
- If a pupil has a visible wound, swelling or adverse reaction, parents will be informed and are welcome to assess their child personally.
- Where there are no residual effects, the pupil can remain in the academy whilst being observed by all supervising/responsible staff
- A head injury advice sheet must be sent home with the routine accident record slip (see appendix 12).

EPILEPSY, ANAPHYLAXIS AND DIABETES

- Parents have a duty and responsibility to notify the academy if their child has any of these conditions and should provide details of any treatment and support they may require during the academy day.
- Relevant health care professionals will liaise between parents/guardians and school personnel to ensure staff are aware of, and trained to provide, any relevant or emergency support or treatment.
- An individual health care plan will usually be compiled, detailing the course of action to be taken (see Appendix 4a – Epilepsy and 4c – Anaphylaxis).

Emergency adrenaline auto-injector devices

From October 2017, the Human Medicines Regulations 2017 allows schools in England to purchase adrenaline auto-injector (AAI) devices without a prescription for use on children who are at risk of anaphylaxis.

An emergency adrenaline auto-injector device will **ONLY** be purchased where there is an identified need, as it is not a requirement in schools. The emergency device will **ONLY** be used by children with a current diagnosis for whom written parental consent for use of the emergency device has been given (see appendix 14) and who have a prescribed device.

The emergency device will only be used if the pupil's own personal device is not available or not working.

The emergency device will be clearly labelled and stored in an emergency anaphylaxis kit, which includes the following:

- 1 or more AAI(s).
- Instructions on how to use the device(s).
- Instructions on storage of the AAI device(s).
- Manufacturers information.
- A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded.

- A note of arrangements for replacing the injectors.
- A list of pupils to whom the AAI can be administered.
- An administration record.

The emergency anaphylaxis kit will not be locked away and will be stored in an appropriate central location dependent on the location of the child within the academy.

Medical Lead is responsible for ensuring that:

- Emergency devices are checked monthly, recording this on medical area monitoring and the checklist that is retained in the emergency kit.
- Dispose of the device after use, following manufacturers guidelines, via a sharps bin or through attending paramedics.
- Replacement devices are obtained before the expiry date and following use of the device.
- To maintain a training log and ensure that all training is renewed prior to expiry.

All trained staff responsibilities:

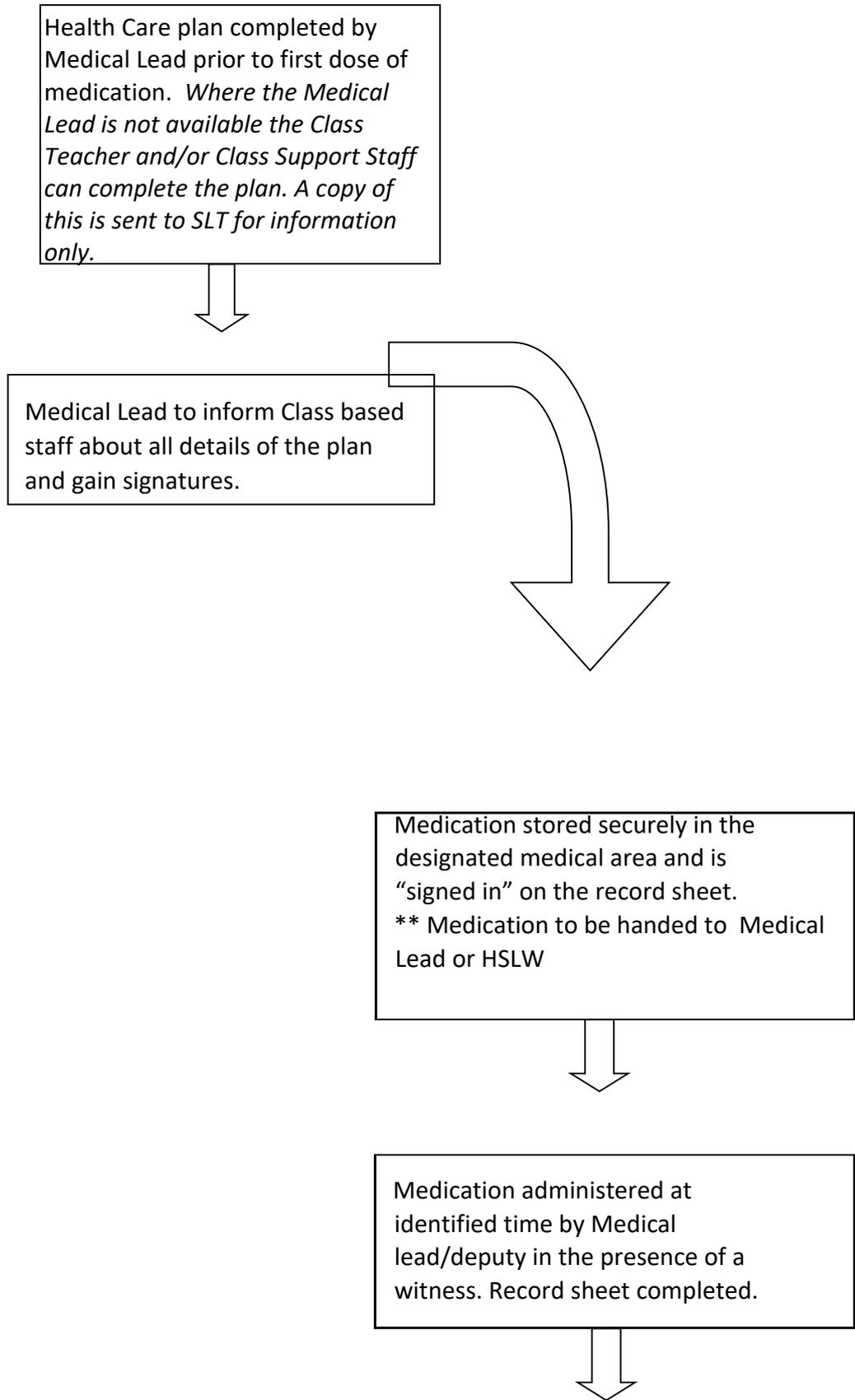
- Training is attained and maintained as current.
- Inform the medical lead if the device has been used or there are any issues with the device/kit.
- Completing the academy emergency AAI device usage logbook
- Staff must also record the usage in the emergency medication log (see appendix 15) and the personal log kept in the class medical file, stating that it is the emergency device that has been used.
- Taking an emergency device on academy trips where identified children are attending.

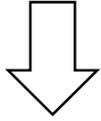
ALLERGIES (FOOD AND OTHER)

- Parents have a duty and responsibility to notify the academy if their child has any allergies and share medical documentation regarding any diagnosis and/or treatment.
- Information will be shared with all staff within the academy to ensure that the child does not come into contact with any triggers.
- An individual health care plan will usually be compiled in any case where medication would be required.

APPENDIX 1

FLOW CHART FOR ADMINISTERING MEDICATION





Medical lead to submit Health Care Plan to SLT for information. Copies To be added to Class Medical File and central file.

Medicine collected from the designated medical area at the end of the day, signed out and returned to parents by Medical lead or HSLW

APPENDIX 2

Weekly Medication Checklist

One per Child

Childs Name

Week Commencing.....

Medication signed In/Out

Please record any medication brought into the academy in the table below.

Medication	Signed In (initial and Date)	Signed Out (initial and date)

Daily record of Medication Administered

Please record when medication is administered in the table below.

Date	Time	Medication	Dosage	Name and Signature	Witnessed by: Name and sign	Information shared with parents

APPENDIX 3

Individual LONG* / SHORT* Term Healthcare Plan (*DELETE ONE)

Name:	Date of birth:
Academy:	Academy Principal:
Parental contact number:	

Medical condition

Symptoms:

Possible triggers:

Usual procedure following symptom:

Prescribed medication:

Expiry date:

Side effects:

Dosage required/timing: _____

Where medication is stored:

Member of staff responsible for replenishment of medication: _____

Staff trained to give medication: i) _____
 ii) _____ iii) _____

Member of staff responsible for Home/School liaison: _____

Emergency procedure if symptoms lasts for more than
minutes.

1. Member of staff to stay with child to ensure safety.
2. Quietly clear the classroom/area of students if you think this is necessary.
3. If needed, telephone 999, ask for Ambulance Service, give name of student, address and phone number of school.
4. Telephone parents.
5. Inform Academy Principal or Assistant/Deputy Principal
6. Stay with child until ambulance arrives.
7. If parents have not arrived by this time a member of staff will accompany CHILD to hospital in the ambulance.

Parent signature _____ Date: _____

Academy signature _____ Date: _____

SLT signature _____ Date: _____

Office signature (sign when on SIMS) _____ Date: _____

APPENDIX 4a

Individual Healthcare Plan Epilepsy

Name: Date of birth:

Academy: Academy Principal:

Parental contact number:

Type of seizure/s experienced: _____

Symptoms:

Possible triggers:

Usual procedure following seizure: _____

Prescribed anti-epileptic medication: _____

Expiry date:

Side effects:

Where medication is stored:

Member of staff responsible for replenishment of medication:

Staff trained to give medication: i)

ii) _____ iii) _____

Member of staff responsible for Home/School liaison: _____

- Emergency procedure if seizure lasts for more than _____ minutes.
1. Member of staff to stay with _____ to ensure safety.
 2. Quietly clear the _____ classroom/area of students if you think this is necessary.
 3. Trained member of staff (see above) to give rectal diazepam/buccal midazolam with witness of same sex present (if possible).
 4. If needed, telephone 999, ask for Ambulance Service, give name of student, address and phone number of school.
 5. Telephone parents.
 6. Inform Academy Principal or Assistant/Deputy Principal
 7. Stay with _____ until ambulance arrives.
 8. If parents have not arrived by this time a member of staff will accompany _____ to the hospital in the ambulance.
 9. Fill in seizure record form for the student file and send copy to parents/GP.

Parent signature _____ Date: _____
 Academy signature _____ Date: _____
 SLT signature _____ Date: _____
 Office signature (sign when on SIMS) _____ Date: _____

APPENDIX 4b **Individual Healthcare Plan**
Asthma

Name: _____ Date of birth: _____
 Academy: _____ Academy Principal: _____
 Parental contact number: _____

<u>Identified Need</u>	<u>Action Plan</u>	<u>Step 1</u>	<u>Date:</u>
<i>To promote optimum health by maintaining good control of Asthma symptoms.</i>	<i>Academy staff are able to identify when reliever inhaler is needed.</i>	<i>Staff Training completed</i>	
		<u>Step 2</u> <i>To ensure appropriate consent forms are signed.</i>	<i>Consent form sent to parents</i>
	<i>Easy access to inhalers whilst in the academy</i>	<u>Step 3</u> <i>Parents to supply inhaler and spacer.</i>	
		<u>Step 4</u> <i>School to check expiry dates and change accordingly in liaison with parents.</i>	<i>Inhaler expiry date:</i>
		<u>Step 5</u> <i>Academy staff should complete audit form and inform parent when reliever inhaler used during school day</i>	

Triggers (if known).....

Parent signature _____ Date: _____
 Class teacher signature _____ Date: _____
 Academy signature _____ Date: _____
 SLT signature _____ Date: _____ Office
 signature (sign when on SIMS) _____ Date: _____ Date:

Asthma Care Plan and Medication: Consent

If your child has been diagnosed with asthma and has been prescribed reliever therapy (Blue inhaler) please complete the first part of this form which gives your consent for academy staff to give this if required.

I hereby give my consent for academy staff to give my child reliever therapy for the treatment of an asthma attack/prior to PE if required. I understand that I will be informed when treatment has been given other than for routine treatment by my request.

Name of child:

Date of birth:

Academy:

Name of Inhaler: Number of Puffs:

Signed Parent/Guardian _____ Date _____

If your child has an asthma attack the academies' emergency procedure will followed.

A copy of your child's academy asthma care plan will be sent to you.

Please ensure that your child has a **SPARE reliever inhaler** and **spacer** kept in the academy and that your child's inhaler is within its **expiry date**.

If your child experiences breathing problems, especially at night or after exercise, or when laughing or crying, or he/she suffers from repeated chest infections please contact your School Nurse

APPENDIX 4c Individual Healthcare Plan
Anaphylaxis

Name: _____ Date of birth: _____

Academy: _____

Academy Principal: _____

Allergies/Triggers: _____

Possible early signs/symptoms: _____

Usual procedure following reaction: _____

Prescribed medication: _____

Expiry date: _____ Side effects: _____

Where medication is stored: _____

Member of staff responsible for replenishment of medication: _____

Staff trained to give medication: i) _____
ii) _____ iii) _____

Member of staff responsible for Home/School liaison: _____

Emergency procedure.

1. Member of staff to stay with _____ to ensure safety.
2. Quietly clear the classroom/area of students if you think this is necessary.
3. Trained member of staff (see above) to give adrenaline auto-injector.
4. Telephone 999, ask for Ambulance Service, give name of student, address and phone number of school.
5. Telephone parents.
6. Inform Academy Principal or Assistant/Deputy Principal
7. Stay with _____ until ambulance arrives.
8. If parents have not arrived by this time a member of staff will accompany _____
_____ to the hospital in the ambulance.

Parental contact number: _____

Parent signature _____ Date: _____
Academy signature _____ Date: _____
SLT signature _____ Date: _____
Office signature (sign when on SIMS) _____ Date: _____

APPENDIX 5

Flow chart for developing Individual Healthcare plans

Parent or healthcare professional informs the academy that a child has been newly diagnosed or is due to return to academy after a long term absence, or that needs to be changed.



Medical Lead co-ordinates meeting to discuss child's medical support needs; and identifies member of academy staff who will provide support to pupil



Meeting to discuss and agree on need for IHCP to include key academy staff, child, parent, relevant healthcare professionals and other medical/health clinicians as appropriate (or to consider written evidence provided by them)



Develop IHCP in partnership – agree who leads on writing it with input from healthcare professionals.



Academy staff training needs identified



Healthcare professional commissions/delivers training and staff signed off as competent – review date agreed



IHCP implemented and circulated to all relevant staff



IHCP reviewed annually or when condition changes.

APPENDIX 6 – RISK ASSESMENT

Directorate & Team: Northwood Broom /Hamilton Federation						Completed By: S Qayum			Date: Review Date:	
Activity Workplace: Broken hand - LC				Manager: S Moran						
Hazard		Initial risk			What controls are already in place	Action plan			Residual risk	
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M /H		Further action required	By whom	By when	Likelihood	Consequence
Injury caused by Slip, trip or fall	LC	2	3	med	<ul style="list-style-type: none"> CHILD to abstain from PE for the remainder of the half term CHILD to be able to go outside under adult supervision and with a Y1 buddy CHILD to abstain from using equipment such as the slide and the tyres. 	SM to speak to midday supervisors to alert them to CHILD's condition and share RA. CHILD's mum will be taking CHILD to the Hand clinic on 25.11.14 – further info to follow.				
Injury caused to another child through accidental contact with the cast	All children	2	2	low	<ul style="list-style-type: none"> CHILD to have safety talk – no running around, keeping his arms low etc. CHILD to be able to go outside under adult supervision and with a Y1 buddy CHILD to abstain from using equipment such as the slide and the tyres. CHILD to abstain from PE for the remainder of the half term 	SM to speak to midday supervisors to alert them to CHILD's condition and share RA. CHILD's mum will be taking CHILD to the Hand clinic on 25.11.14 – further info to follow.				
Inability to eat due to positioning of cast	LC	5	2	high	<ul style="list-style-type: none"> Lunchtime staff to assist with cutting up food and putting food on cutlery of needed. CHILD to be encouraged to use his hands when appropriate (sandwiches/pizza etc.) 	SM to speak to midday supervisors to alert them to CHILD's condition and share RA.				

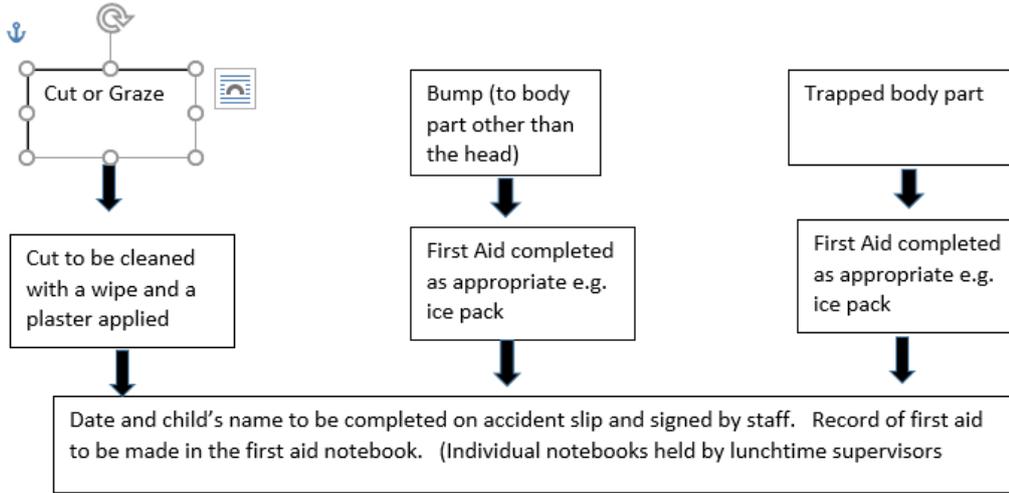


Inability to wash hands properly	LC	5	2	high	<ul style="list-style-type: none"> ▫ CHILD to be supported when washing hands to ensure that he can wash his fingers. ▫ CHILD to use wipes if appropriate. 	Sm to ensure CHILD has a buddy					
----------------------------------	----	---	---	------	--	--------------------------------	--	--	--	--	--

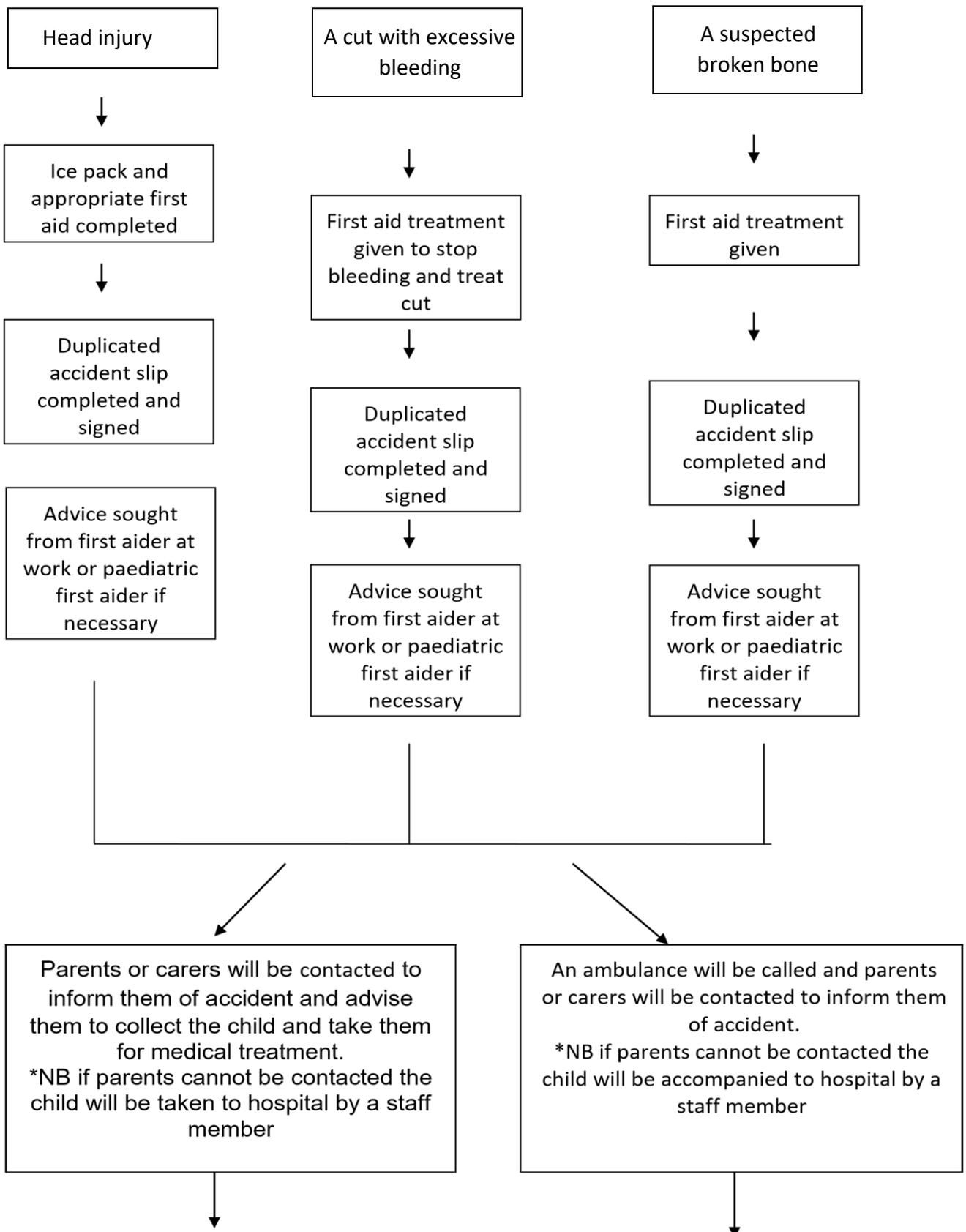
APPENDIX 7

APPENDIX 7

Emergency procedure flowchart



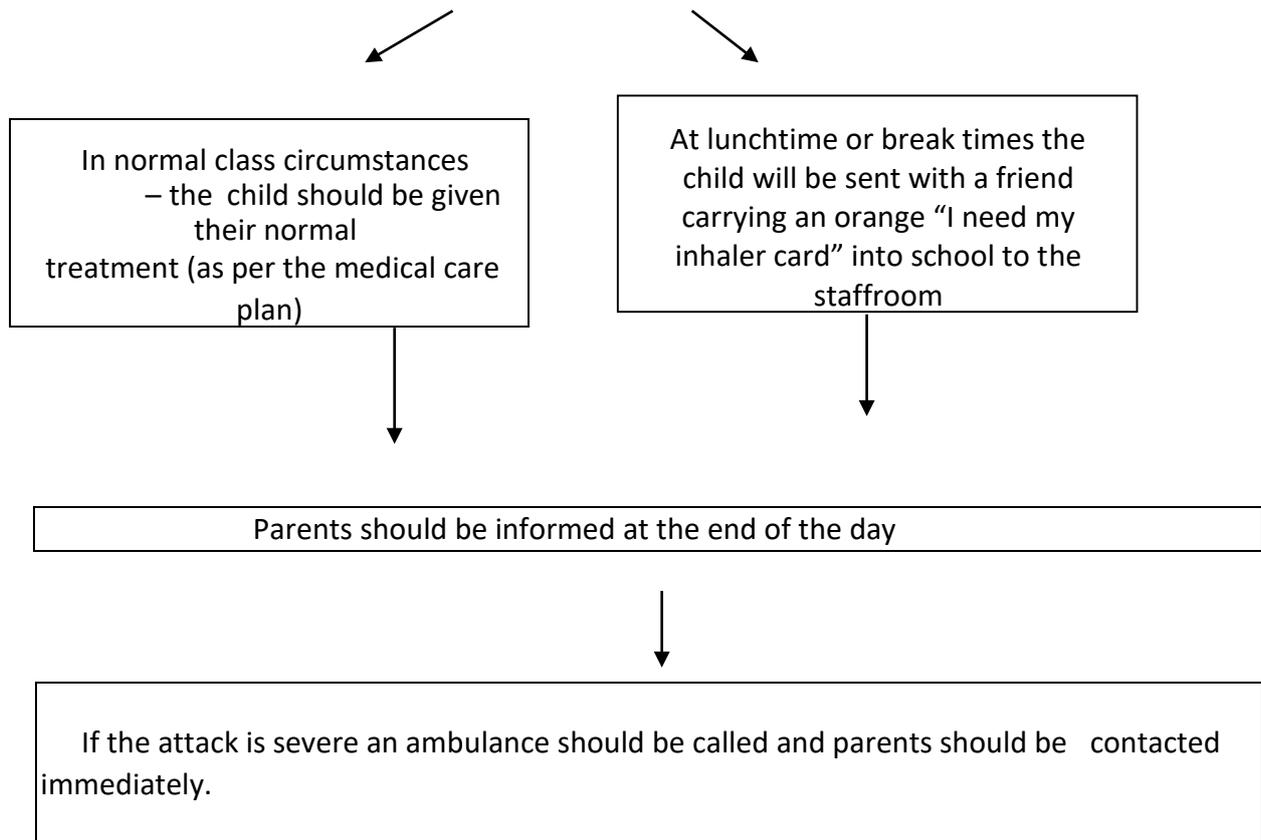
APPENDIX 7a



An accident/near miss form should be completed by staff members if the child is taken for or advised to go for further medical treatment

APPENDIX 7b

Asthma attack



Date

Dear parent/guardian of:

Your child has had problems with his/her breathing today which has required the use of their **own inhaler/academies' emergency inhaler**. (delete as appropriate)

Since this may indicate your child's asthma is not well controlled at this time you are strongly advised to see your own doctor or practice nurse as soon as possible. If your child needs to use their reliever medication 3 times a week or more, seek a medical review.

Date	Time	Number of puffs	Where/Activity (e.g. classroom/PE)	Given By

Yours sincerely

If your child needed to use the school emergency inhaler would you please ensure they have their own labelled inhaler and spacer in the academy.

If your child is needing to use their reliever inhaler more than 4 hourly please seek an urgent medical review.

APPENDIX 10 - EMERGENCY INHALER CONSENT

Use of emergency Salbutamol inhaler at

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to academy every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, **I consent** for my child to receive salbutamol from an emergency inhaler held by the academy for such emergencies.

Child's name:

Class:

Parent/Carer with parental responsibility

Name (PRINT):

Signed: Date:

Parent's address:

.....

Contact Telephone number:

Please return the completed form to your child's class teacher

APPENDIX 12
HEAD INJURY GUIDANCE FOR PARENTS



Head injury observation instructions for parents and guardians

Following a head injury, you should keep your child under adult supervision for the next 24 hours. If any concern arises that he/she is developing a problem, please seek advice from your GP or the Emergency Department.

The signs that you should look out for are:

- If your child becomes unusually sleepy or is hard to wake up
- Headache all the time, despite painkillers.
- Repeated vomiting
- Weakness of arms or legs, e.g. unable to hold things
- Difficulty in seeing, walking, or acts clumsy and uncoordinated.
- Confusion (not knowing where he/she is, getting things muddled up).
- Fluid or blood coming from ear or nose.
- Fits (convulsions or seizures)
- Any other abnormal behaviour.

Your child should be allowed to sleep as normal. We would encourage you to arrange to observe him/her on a couple of occasions overnight to check:

- Does he/she appear to be breathing normally?
- Is he/she sleeping in a normal posture?
- Does he/she make the expected response when you rouse him/her gently? (e.g. pulling up sheets, cuddling teddy-bear)
- If you cannot satisfy yourself that your child is sleeping normally, he/she should be wakened fully to be checked.

If you are concerned about any of the above or have any other worries please contact UHNS Emergency Department

--	--	--	--	--	--	--

APPENDIX 14

- EMERGENCY AAI DEVICE CONSENT

Use of emergency adrenaline auto-injector device at

Child showing symptoms of anaphylaxis

4. I can confirm that my child has been diagnosed with anaphylaxis and has been prescribed an adrenaline auto-injector (AAI) device.
5. My child has a working, in-date AAI device, clearly labelled with their name, which will be kept in the academy.
6. In the event of my child displaying symptoms of anaphylaxis, and if their AAI device is not available or is unusable, **I consent** for my child to receive the academy adrenaline auto-injector (AAI) device held by the academy for such emergencies.

Child's name:

Class:

Parent/Carer with parental responsibility

Name (PRINT):

Signed: Date:

Parent's address:

.....

Contact Telephone number:

Academy emergency adrenaline auto-injector device usage log

<u>Child's name</u>	<u>Date</u>	<u>Serial number</u>	<u>Letter home</u>	<u>First Aider's Name and witness</u>	<u>Class Medical File Completed</u>