

Kingsfield Primary School

A member of the Active Learning Trust



Statement / Policy Summary

The primary objective of this policy is to ensure the safety and well-being of all students while administering first aid

Date created:	Autumn 23
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Date of review:	Autumn 24
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Date of review:	Autumn 25
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Equalities Impact Statement

Has this policy fully considered the school's equality objectives and statement?	Yes
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Is there any impact upon the school's equality objectives?	No
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If 'yes', are these clearly described and their impact assessed?	
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Statement of Intent

Kingsfield Primary School aims to ensure that all pupils in our school are properly supported in school so that they can play a full and active role in school life, remain healthy, make a positive contribution, achieve their academic potential and achieve economic well-being once they have left the school.

Kingsfield Primary School is an inclusive community that will support and welcome pupils with medical conditions. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

1. Introduction

This policy is written in line with the statutory requirements set out in the *Equality Act 2010* and the government's statutory and non-statutory guidance as set out in [Supporting Pupils at School with Medical Conditions](#) released in December 2015.

The policy is also written in compliance with the statutory requirements set out in section 100 of the *Children and Families Act 2014*.

2. Roles and Responsibilities

Governing Body

The Governing Body will ensure that there are adequate provisions for the training needs of all staff in relation to this policy and also to ensure that appropriate levels of insurance and liability cover are in place.

Headteacher

The Headteacher has overall responsibility for all policies and procedures including those relating to supporting pupils in school with medical conditions.

The Headteacher, with the approval of the Governing Body, has appointed a Designated Contact responsible for ensuring support for pupils with medical conditions.

The Headteacher will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

Designated Contact

The Designated Contact is responsible for facilitating communication with all parties and ensuring that the school meets the needs of all those identified.

Areas of general responsibility include:

- Maintaining a list of all pupils with medical conditions;

- Ensuring all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- Notifying all staff who need to know of an individual child's medical condition;
- Ensuring all staff are aware of the up to date medical situation of individual pupils;
- Ensuring there are sufficient trained numbers of staff available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations (*a first aid certificate does **not** constitute appropriate training in supporting children with medical needs*);
- Informing the Headteacher if recruitment of additional and appropriate member(s) of staff is necessary;
- Ensuring that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required;
- Ensuring that any adjustments to accommodation or the curriculum are made;
- Providing ongoing monitoring of the pupil's individual situation and needs whilst in the academy building;
- Developing appropriate individual healthcare plans and emergency plans;
- Ensuring that first aid and medical advice is available in the school;
- Arranging briefing for staff on first aid and medical arrangements;
- Ensuring that prescribed medication is administered appropriately;
- Ensuring that detailed records of medication administered and general record keeping in relation to pupils with medical conditions is strictly kept up-to-date;
- Ensuring that arrangements are in place for safeguarding pupils during off-site activities;
- Ensuring that all parents are aware of the school's policy and procedures for dealing with medical needs; and
- Reporting annually to the Governing Body on the working of the policy.

Kingsfield Primary School will ensure that the Designated Contact receives adequate training in order to deliver this role effectively and safely, including update training of relevant frequency.

School Staff

All staff must understand their duty of care to children and young people and appreciate that pupils who may have serious medical conditions may suffer an adverse effect to their quality of life and their ability to learn.

All staff are aware of the potential social problems that pupils with medical conditions may encounter and use this knowledge together with Kingsfield Primary School's Anti-Bullying Policy to help prevent and deal with any problems.

Kingsfield Primary School makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided. All staff are aware that pupils should not be forced to take part in activities if they are unwell. They

should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these. Staff will ensure that pupils have the appropriate medication/equipment/food with them during physical activity.

No members of staff are obliged to give, or oversee the giving of, medication to pupils. Only authorised school staff who are trained in the giving of medication are authorised to give or oversee the taking of medication.

School staff will only oversee the administration of medicines prescribed by a qualified medical practitioner or nurse consultant. The school will **never** accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

The school arrangements for administering medication are in line with the government guidance in *Supporting Pupils at School with Medical Conditions*.

All staff are responsible for:

- Knowing the arrangements and following the school's procedures;
- Knowing how to call for help in an emergency (this includes temporary and support staff); and
- Reporting any problems to the person appointed to support pupils with medical conditions and oversee the administration of medication.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

School Business Manager (SBM)

The SBM is responsible for:

- Putting appropriate arrangements in place;
- Arranging regular reports from the person appointed to oversee the taking of medication by pupils and/or administration of medicines to pupils;
- Ensuring the suitability of the procedures;
- Ensuring adequate inspection and review of this policy and the procedures is in place, including after any incidents involving pupils with medical conditions or the administration of medicines;
- Implementing a system for keeping staff up to date with information and names of pupils who need access to medication;
- Ensuring annually that all staff know how to call for help in an emergency; and
- Reporting on progress to the Head Teacher.

Parents

Parents/carers/guardians are responsible for making sure that their child is well enough to attend the school.

Normally any prescribed medication should be administered at home. The school accepts, however, that it may be necessary for some medication to be administered during school hours especially where it would be detrimental to a child's health if medicine were not administered during the school 'day'.

Kingsfield Primary School is responsible for requesting information concerning details of all pupils' medical conditions and care, however parents should provide the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school during the school day. Parents/guardians should ensure that these details are kept up to date and inform Kingsfield Primary School immediately if their child's needs change.

Parents are responsible for ensuring that any medicines that need to be administered during the school day are prescribed by a qualified medical practitioner, a doctor, dentist or nurse consultant. The medication must also be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Where appropriate, parents/guardians will be involved in drawing up a healthcare plan for their child.

3. Specific Medical Issues

Kingsfield Primary School welcomes all pupils and encourages them to participate fully in all school activities.

Kingsfield Primary School routinely and regularly advises staff on the practical aspects of the management in school of:

- Asthma attacks;
- Diabetes;
- Epilepsy; and
- An anaphylactic reaction.

The Designated Contact will be responsible for ensuring a record is kept of all pupils who may require such treatment.

Kingsfield Primary School expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the school together with clear guidance from the prescriber on the usage of the medication. The medication **must** be provided in the container as dispensed.

4. Individual Health Care Plan

All children with a medical condition should have an individual healthcare plan (IHP). Parents at this school are asked if their child has any medical conditions on the enrolment form. Kingsfield Primary School uses an IHP to record the support an individual pupil needs

around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

An IHP details exactly what care a child needs in school, where they need it and who is going to give it. It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance. This should be drawn up with input from the child (if appropriate), their parent/carer, relevant school staff and healthcare.

Kingsfield Primary School recognises that common triggers can make common medical conditions worse or can bring on an emergency. This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

Where needed school staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks. The training is regularly updated as the need arises.

The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs. In addition, for any school trip, the Designated Contact will deliver the relevant IHPs to the trip leader and a first aider will travel on the trip (often from the school's Pastoral Staff) who will manage any necessary medication.

A child's IHP should explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings. Some pupils with medical conditions will require a Personal Emergency Evacuation Plan (PEEP) which will name a responsible member of staff to assist the pupil during emergency.

Kingsfield Primary School has a centralised register of IHPs, and the Designated Contact has the responsibility for this register.

IHPs are regularly reviewed, at least every year or whenever the pupil's needs change. The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other academy staff are made aware of and have access to the IHP for pupils in their care.

Kingsfield Primary School makes sure that the pupil's confidentiality is protected. The school seeks permission from parents before sharing any medical information with any other party.

The Designated Contact meets with the pupil (where appropriate), parent, Headteacher (where appropriate), School Business Manager (where appropriate), specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended

day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.

5. Returning to School after

5.1. The school will maintain open lines of communication with healthcare professionals, facilitating a collaborative approach to meeting the medical needs of pupils.

5.2. Protocols will be established for prompt collaborations with emergency services when required, ensuring a swift and coordinated response to medical emergencies.

6. Registers and Roles

6.1. Detailed records of all first aid incidents, medicine administrations, and medical interventions will be maintained in accordance with statutory requirements.

6.2. Designated staff members will be assigned specific roles related to first aid and medical support, with their responsibilities clearly communicated to ensure an efficient and effective response in times of need.

6.3. First aid training is completed and renewed every 3 years, or as and when there is need.

6.4 First aid lists with locations and names of all first aiders can be found throughout the school.

7. Review and Revision

This policy will be reviewed annually to ensure its effectiveness and relevance. Any necessary revisions will be made in consultation with relevant stakeholders, including parents, teachers, and governors.

Adherence to this first aid policy is mandatory for all pupils, teachers, and staff involved in administering first aid. Failure to comply with the established guidelines may result in restricted access to swimming lessons for the individuals involved.