

First Aid and Medicine Policy

Written by:

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Approved by:

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Statement of Intent

The Governors and Headteacher of Sir William Stanier Community School ("Sir William Stanier") believe that ensuring the health and welfare of staff, students and visitors is essential to the success of the school.

We are committed to:

- Providing adequate provision for first aid for students, staff and visitors.
- Ensuring that students with medical needs are fully supported at Sir William Stanier.

Procedures for administering medicines and providing first aid are in place and are reviewed regularly.

Roles and responsibilities

All Staff

All staff need to be aware of students with medical needs in the school and advised of any action to be taken.

Administration Staff

Admin staff will arrange the collection and recording of medical information on the school MIS (Arbor), Also ensuring medication is stored and administered correctly.

Form Tutor

Form Tutor is to liaise between home and the school.

Pastoral Staff

Ensure communication of information to staff as appropriate and facilitate the effective social and academic progress of students with medical needs. This includes our students who are not currently at the school. They will also liaise with relevant people to ensure support can be provided as appropriate.

School Leadership Team

SLT will consider and facilitate any appropriate training that is necessary to support the medical needs of students and staff.

Students with medical needs

Who are attending the school will:

- will be fully supported in accessing all areas of the curriculum.
- Know to attend the pastoral office or how to call for first aid if needed.

Who are NOT attending the school will:

SENDCO/Assistant SENDCo (through liaison with the relevant teachers and Faculties) will:

- notify the Education Welfare Service if a student is, or is likely to be, away from Sir William Stanier due to medical needs for more than 15 working days
- liaise with home and hospital teaching services to enable them to draw up a personal education plan to cover the complete education for a student who is likely to be at home for more than 15 working days and students with chronic illnesses who regularly miss some sessions.
- supply appropriate Local Authority education provider with information about a student's capabilities, educational progress and programs of work
- monitor progress, reintegration into the school and liaison with other agencies
- ensure that students who are unable to attend Sir William Stanier because of medical needs are kept informed about, and encouraged to participate in, appropriate School events.
- attend reviews appropriately.
- liaise with Examinations Officer to ensure access to public examinations.

Medical Issues Procedure

Sir William Stanier endeavors to work with parents/carers and students regarding the health of students whilst in the school's care and the procedure outlined below details how this will be facilitated. It is important that a parent/carer provides an up-to-date record of home, mobile and work contact numbers, where applicable, in case of emergency. Confidential health and welfare information will be shared with appropriate personnel.

Illness

Sir William Stanier has no facilities to nurse unwell children. If a student shows symptoms of illness, staff must make a judgement about the situation. If symptoms persist and a student is in distress and cannot wait until the lesson ends, they should be collected by a member of pastoral staff and taken to the pastoral office where arrangements will be made to send them home. Students are to be sent home at the discretion of the senior leadership team.

Accidents/Injury

If a minor injury is sustained in the school which does not need treatment by a medical practitioner, the school has a number of qualified first aiders who can assist.

The injured party should:

- seek help from school staff to locate a first aider
- if possible, be taken to a suitable location, for appropriate assessment and treatment. If the injured party cannot be moved, first aid will be facilitated at their location

The first aider will:

- treat the injured party as appropriate and seek further support as necessary
- report the injury and any first aid administered through the digital reporting system

First Aid Kit Locations

- G9 – First Aid room
- G26-27-28 – DT Rooms
- F1 – Pastoral Office
- F35-36 – Food Tech Office
- S7 – Science Office
- A3 – PE Office
- A9 Office

There will also be a 2 mobile first aid kits available for the PE team to take out with them.

Defibrillator Locations

- Medical room G9
- First Floor F1
- Second Floor S7
- A block – PE Office A3
- A block Store cupboard A2

Contacting Medical Services

Where an injury is sustained that may need help from a medical practitioner, the first aider will advise appropriate school staff to call for external support and offer treatment that might reduce the consequences of the injury.

The students' parents/guardians will be notified without delay by school staff. If a parent cannot be contacted the Headteacher or her Deputy will ensure a representative from the school will accompany the student to hospital. A member of the school staff will direct the ambulance personnel on arrival to the correct location.

Residential Trips

Staff supervising residential trips will:

- ensure that parents inform them of any medical condition that might affect the students' health
- and safety
- ask parents to sign a consent form to agree that a party leader can sanction any emergency medical treatment a child may need during the visit
- ensure first aid boxes/kits/bags are carried on all school excursions and, where appropriate, the mobile telephone for emergency use

Administration of Medicines at Sir William Stanier

A few children, whilst fit to attend, may require medication during school hours. In addition, it may be necessary for children with long term complaints or chronic illness such as asthma or diabetes to receive medication. The following guidelines are designed to give direction as to the procedures and arrangements which should be observed when dealing with this subject.

Prescribed Medicines

Prescribed medicines may be administered in the school where it is deemed necessary. Most prescribed medicines should be taken at home, outside of normal hours. Whenever possible, the student will administer their own medicine under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine.

In all cases, we must:

- have written permission outlining the type of medicine, dosage and the time the medicine needs to be given
- store medicines appropriately in the original labelled container showing the student's name.
- keep a record of each instance/dosage of medication.

Permission forms are available from the school office, these will be stored securely and reviewed periodically.

Sir William Stanier cannot take responsibility for injections of any type, medication where intimate contact is necessary or where the timing or dose is vital, or where medical expertise is required. The only exception to this is the administration of adrenalin during instances of anaphylactic shock.

There may be other circumstances where a student's medical need is such that emergency medication is required. Parents need to discuss these with the SENCO and each case will be dealt with on its merits.

Medication needed for emergency situations, such as EpiPens, asthma inhalers and glucose tablets, will be readily accessible. Inhalers must be carried by students; a spare inhaler may be left with the student office and should be clearly marked with the student's name. A consent form will need to be completed.

Non-Prescribed Medicines

Non-prescribed medicines such as Paracetamol can only be administered with written parental/carers consent. These medicines will be stored in the main offices, together with the relevant documentation.

It is the responsibility of the parent/carers to collect any medications either at the end of the academic year or when the student no longer needs the medication. Any medication not collected will be destroyed. It is the parents' responsibility to ensure that medication which has an expiry date (e.g. EpiPens, inhalers etc.) is replaced and brought into the building.

Medical Conditions

Some students are regarded as having medical needs. Most students with medical needs can attend the school regularly and, with the support from the school, can take part in most activities.

Where a student has a known medical condition such as asthma, diabetes, epilepsy, or severe allergic reactions, a Health Care Plan will be prepared in consultation with the student's parents/carers, relevant healthcare professionals, and the school. These plans will be kept with the student's medication in an easily accessible location within the main office. Health Care Plans will be reviewed annually, or sooner if the school is notified of any changes to the student's condition or medication. The school uses Health Care Plans to ensure that staff are informed of students in their care who may require emergency assistance.

Asthma

Sir William Stanier:

- welcomes all students with asthma
- will encourage and help students with asthma to participate fully in all aspects of school life
- recognises that asthma is an important condition affecting many schoolchildren
- Recognises that immediate access to inhalers is vital.
- will do all it can to make sure that the school environment is favourable to children with asthma
- will ensure that other children understand asthma via the curriculum so that they can support their friends; and so that children with asthma can avoid the stigma sometimes attached to this chronic condition
- has a clear understanding of what to do in the event of a student having an asthma attack
- will work in partnership with parents, school governors, health professionals, school staff and students to ensure the successful implementation of Sir William Stanier asthma policy
- ensure all staff, teaching and non-teaching, are aware of and understand the needs of students with asthma
- keep records of students' medical information and medications prescribed
- ensure parents advise us of any changes to dosage and/or medication prescribed
- encourage students to take responsibility for their own health and wellbeing and to carry and use their inhalers whenever necessary. If requested to do so the school will keep a spare inhaler in an easily accessible place
- endeavour to ensure that the school is an asthma-friendly place by:
 - having a no-smoking policy
 - ensure that, wherever possible, students' whose asthma is triggered by pets are not exposed to them
 - ensure that, in science, fume cupboards are used
 - if this is not possible, then students will be allowed to leave the room, if necessary
- liaise with parents to keep records up to date and to inform parents of any asthma related problems experienced by the student while at the school.

Documentation

All accidents need to be recorded. At Sir William Stanier we use Smartlog

Any accidents that reach the threshold for RIDDOR will be reported in a timely manner by the School Business Manager.