



First Aid and Medicine Policy

Policy Lead:	Assistant Headteacher – SENCO (HH)
Last Review Date:	July 2024
Next Review Date:	July 2025
Approval needed by:	Headteacher

Statement of Intent

The Governors and Headteacher of The Oaks Academy believe that ensuring the health and welfare of staff, pupils and visitors is essential to the success of the Academy.

We are committed to:

- providing adequate provision for First Aid for pupils, staff and visitors.
- ensuring that pupils with medical needs are fully supported at The Oaks Academy.

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 pupils with medical needs in the Academy and advised of any action to be taken. This includes pupils who are not currently attending the Academy, but on roll, and liaise with relevant people to ensure support can be provided as appropriate.

Administration Staff

Administration staff arrange the collection and recording of medical information on SIMS and relevant digital systems, ensuring medication is stored correctly and administered.

Form Tutors

Form Tutors liaise between home and the Academy.

Pastoral Staff

Pastoral staff ensure communication of information to staff as appropriate, and facilitate the effective social and academic progress of pupils with medical needs.

Academy Leadership Team

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

Pupils with medical needs who are attending the Academy will:

- be fully supported in accessing all areas of the curriculum.
- ask to attend the pastoral office or request help via another pupil or member of staff as necessary.

Pupils with medical needs who are NOT attending the Academy

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

- notify the Education Welfare Service if a pupil is, or is likely to be, away from The Oaks Academy 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 pupil who is likely to be at home for more than 15 working days and pupils with chronic illnesses who regularly miss some sessions.
- supply appropriate Local Authority education provider with information about a pupil's capabilities, educational progress and programmes of work
- monitor progress, reintegration into the Academy and liaison with other agencies
- ensure that pupils who are unable to attend The Oaks Academy because of medical needs are kept informed about, and encouraged to participate in, appropriate Academy events.
- attend reviews appropriately.
- liaise with Examinations Officer to ensure access to public examinations.

Medical Issues Procedure

The Oaks Academy endeavours to work with parents/carers and pupils regarding the health of pupils whilst in the Academy's care. 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

The Oaks Academy has no facilities to nurse unwell children. If a pupil shows symptoms of illness, staff must make a judgement about the situation. If symptoms persist and a pupil 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.

Accidents/Injury

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

The injured party should:

- seek help from Academy staff to locate a First Aider
- 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 Boxes/Kits

- First Aid boxes/kits are located in the main office, pastoral office, maintenance office, pupil reception, food technology, science, PE area and FAME suite.
- A defibrillator is located in the internal corridor on the wall next to meeting room 2 and on the second floor in the inclusion office.
- Except in extreme emergencies, First Aid boxes/kits should only be used by qualified First Aiders.
- There are First Aid bags held in the pupil reception for all Academy visits.

Contacting Medical Services

Where an injury is sustained that may need help from a medical practitioner, the First Aider will advise appropriate Academy staff to call for external support and offer treatment that might minimise the consequences of the injury.

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

All accidents necessitating emergency services being called, or where the injured party is absent from the Academy for three days or more will be escalated to RIDDOR. This includes accidents involving pupils, staff and visitors to the Academy.

Residential Trips

Staff supervising residential trips will:

- ensure that parents inform them of any medical condition that might affect the pupils' 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 Academy excursions and, where appropriate, the mobile telephone for emergency use

Administration of Medicines at The Oaks Academy

A few children, whilst fit to attend, may require medication during Academy 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 Academy where it is deemed necessary. Most prescribed medicines should be taken at home, outside of normal hours. Whenever possible, the pupil 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 pupil's name.
- keep a record of each instance/dosage of medication.

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

The Oaks Academy **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 pupil'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, these are kept in the safe in the main reception. Inhalers must be carried by pupils; a spare inhaler may be left with the pupil office and should be clearly marked with the pupil's name. A consent form will need to be completed.

It is the responsibility of the parent/carer to collect any medications either at the end of the academic year or when the pupil 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.

Non-Prescribed Medicines

We do not issue any medication that is not prescribed for that pupil by the hospital or GP. This includes paracetamol or home remedies. If a parent/carer wishes to give this to their child then they are welcome to come to the main reception where the child will be brought the them.

Medical Conditions

Some pupils are regarded as having medical needs. Most pupils with medical needs are able to attend the Academy regularly and, with the support from the Academy, can take part in most activities.

Where a pupil has a known medical condition such as asthma, diabetes, epilepsy and severe allergic reactions, a Health Care Plan will be prepared by the School Nurse and the Primary Care Trust. These will be kept with the medication in an easily accessible place in the pupil offices. These Health Care Plans will be monitored on an annual basis by the School Nurse, who will liaise with the parents/carers, pupils and The Oaks Academy. More regular monitoring will be done when the School Nurse is notified of changes to the pupil's condition or medication. The Oaks Academy uses Health Care Plans to inform staff of pupils in their care who may need emergency help.

Asthma

The Oaks Academy:

- welcomes all pupils with asthma
- encourages and help pupils with asthma to participate fully in all aspects of Academy life
- recognises that asthma is an important condition affecting many Academy children
- **recognises that immediate access to inhalers is vital.**
- does all it can to make sure that the Academy environment is favourable to children with asthma
- ensures 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 pupil having an asthma attack
- works in partnership with parents, Academy governors, health professionals, Academy staff and pupils to ensure the successful implementation of The Oaks Academy asthma policy
- ensures all staff, teaching and non-teaching, are aware of and understand the needs of pupils with asthma
- keeps records of pupil's medical information and medications prescribed
- ensures parents advise us of any changes to dosage and/or medication prescribed
- encourages pupils to take responsibility for their own health and wellbeing and to carry and use their inhalers whenever necessary. If requested to do so the Academy will keep a spare inhaler in an easily accessible place
- endeavours to ensure that the Academy is an asthma-friendly place by:
 - having a no-smoking policy
 - ensuring that, wherever possible, pupils' whose asthma is triggered by pets are not exposed to them
 - ensuring that, in Science, fume cupboards are used; if this is not possible, then pupils will be allowed to leave the room, if necessary
- liaises with parents in order to keep records up to date and to inform parents of any asthma related problems experienced by the pupil while at the Academy.