

## **Policy for Supporting Pupils with Medical Needs and providing First Aid – Jan 2019**

### **Philosophy:**

The Governors and Staff of Sacred Heart School are committed to the care and development of all the children belonging to the school.

They are concerned to make suitable provision which enables children with medical needs to access the curriculum and be included in all aspects of school life.

They will also ensure that trained staff are available to administer First Aid during the school day.

### **Policy Statement:**

This policy seeks to clarify the role of the school in supporting pupils with both short and long term medical needs. It also seeks to clarify the roles and responsibilities of staff including those who have agreed to administer First Aid and medicines.

In agreeing this policy, governors make it clear that they accept overall responsibility for the implementation of the policy and any consequences which may arise from this.

Governors acknowledge that no member of staff is obliged to administer medicines or first aid. Staff who agree to administer medicines or first aid will be properly trained including refresher courses as recommended.

Governors are covered for liability by the insurance protection taken by the Bishop Wheeler Trust.

### **Short Term Medical Needs:**

- Children may be fit to attend school but may have to take medication to enable them to fully recover.
- Medicines should only be taken at school when absolutely essential and to avoid unnecessary absence.
- Only prescribed medication may be administered by a trained member of the First Aid team.
- Wherever possible, pupils will administer their own medication. Where this is not possible, a trained First Aider will administer it.
- If a pupil refuses to take the medication, the First Aider will accept their decision and inform the parent/carer.
- In all cases, **NO medication will be administered without written parental permission detailing the type of medication, dosage and the time/frequency it is to be given.** Permission forms are available from the school office.
- Parents/carers must hand in all medication to staff in the school office together with signed permission and instructions for administration.
- Medicines can only be administered by First Aid staff at break or lunchtime except in special circumstances.
- Office staff will ensure that all medication is handed to a member of the First Aid team.

- Parents/carers must not send children to school with any medicines. If children travel on a school bus, then parents must make an arrangement for an adult to bring the medication and form to school. It must be collected by a named adult at the end of the school day. Where possible, send only the dose for the day to save having to collect.
- **Children must not bring 'soothers' or cough sweets into school.**
- A parent/carer may administer a lunchtime dose themselves by arrangement with the head teacher.
- Self administration of certain prescribed medication such as inhalers for asthma and glucose and insulin for diabetes is actively encouraged if the children are confident about what to do and are properly supervised.
- Inhalers will usually be kept in the First Aid cupboard except for children who need them regularly. They will keep an inhaler, labelled in their classroom for self administration with a register to record use.
- Any medication which requires training to do so properly will only be administered by trained staff.

### **Long Term Medical Needs:**

The school will ensure that full background information is provided by parents/carers of children with long term medical needs. These children will be provided with a **written care plan** following consultation with the school nurse and parents.

The plan must be agreed by all parties who will all have a signed copy.

The plan will include:

- Details of the child's condition.
- Any special requirements.
- Medication required and any side effects.
- What to do and who to contact in case of an emergency.
- Who is trained and able to administer medication?
- How and where medication is to be stored and made available.
- All care plans are kept in the file in the First Aid cupboard.
- All teachers have a copy of any care plan for a pupil in their class.
- The head teacher has a list of all pupils with care plans.
- Pupils with particular needs have their photographs displayed in a discreet area of the staffroom and school kitchen so that all staff recognise who they are and are therefore able to act speedily in an emergency and call a First Aider.

### **Administering First Aid:**

- Lead First Aider – Mrs A Horsfall
- All staff may use the First Aid equipment in the classroom to deal with minor cuts and grazes. Do not send for a First Aider for children with minor grazes or who are feeling a little unwell.
- This equipment includes plastic gloves which **MUST** be worn when dealing with wounds.
- The First Aid box in each classroom also has the names of any children who may be allergic to plasters.

- Most children can wash a minor graze and apply a plaster themselves with appropriate adult supervision.
- All waste resulting from the treatment of wounds must be tied in a plastic bag and removed to the staffroom where it can be placed next to the waste bin for removal by the caretaker.
- First Aid staff have placed buckets near to each classroom containing everything needed to support a child who feels/is sick. Teachers and Teaching Assistants must know where these are located so access can be speedy. Once used, they must be brought to the ladies toilets to be cleaned and disinfected before use.

#### **Trained First Aid Staff:**

- Trained First Aid staff deal with more serious cuts, bumps, falls and other injuries.
- They will be brought to the First Aid station near the office or in the KS2 area.
- When the injury is serious or the child is distressed, parents/carers will be contacted and asked to collect the child.
- It is the parent's responsibility to decide whether to take the child to the doctor or hospital.
- When parents/carers cannot be contacted, the child will be taken to hospital by a member of staff if the injury is considered to be serious. Parental permission is sought at the beginning of each school year to enable staff to do this. *Only staff with 'used for Business purposes' stated on their car insurance will undertake this duty.* Parents will be contacted as soon as possible.
- Any injury and treatment given is entered into the Medicines/First Aid book with the date, time and name of the person who gave the First Aid/medication.
- If a child has sustained a blow/bump to the head, the First Aider will give the child a note to give to parents as soon as they arrive home.

#### **Children who are ill during the school day:**

- If a child complains of feeling unwell, the teacher/TA will try to support the child suggesting a range of remedies (a drink of water, cooling down sitting near the open window or going to the toilet).
- The teacher/TA should give these remedies time to work and then re-assess the child's condition.
- If the child is clearly unwell and unable to cope with school, the TA should discuss the matter with a First Aider and ask the Office Staff to contact the child's parents and arrange for the child to be collected. The Teaching Assistant should then ensure the child has all necessary possessions and is ready to go home. A member of staff will brief the parents about the circumstances of the illness when parents/carers arrive and the child is handed over.
- Parents/carers **must not** send children to school if they are **unfit particularly with stomach complaints, diarrhoea and vomiting. There should be a 48 hour clear period before a child returns to school.**

- First Aid staff need to be aware of any personal circumstances of children which could influence how they are treated when ill.

**Main First Aid trained staff:**

- Mrs Allanson – Paediatric First Aid
- Mrs Beckwith - Paediatric First Aid
- Mrs Carslaw – Paediatric First Aid
- Mrs Horsfall – Emergency First Aid at Work / Paediatric First Aid
- Mrs Cheetham – Emergency First Aid at Work
- Mrs Robertson – Emergency First Aid at Work

**Basic First Aid Trained staff (training updated 16.5.18):**

- Mrs Eccles
- Mr Gilhooly
- Mrs Hogan
- Ms La Via
- Mrs Lees
- Mrs Lubomski
- Mrs Gilhooly
- Mrs Robinson
- Mr Snelson

**Copies of certificates/ dates of training are kept in the First Aid File in the First Aid store.**

The policy will be reviewed every 2 years.

Signed *A. Lubomski*  
Headteacher

Date: 24.1.19

Signed *E Jones*  
Chair of the Academy Council

24.1.19