First Aid (medical conditions and medicines) policy

Last Reviewed	
Due for Review	

Offwell C of E Primary School

Aims

Offwell C of E Primary School is committed to safeguarding and promoting the welfare of all pupils.
The school aims to:

- Provide effective first aid arrangements for pupils, staff and visitors.
- Support pupils with medical conditions to access education safely and fully.
- Ensure that pupils with medical conditions receive appropriate care and support whilst at school and during school activities.
- Enable pupils with medical conditions to participate fully in all aspects of school life, including educational visits and sporting activities.
- Ensure medicines are managed safely and appropriately.
- Provide staff with appropriate information, training and support.
- Ensure clear procedures are in place for responding to medical emergencies.

Legislation and Guidance

This policy has been developed with regard to:

- Section 100 of the Children and Families Act 2014.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974.
- Health and Safety (First Aid) Regulations 1981.
- Supporting Pupils with Medical Conditions at School.
- First Aid in Schools, Early Years and Further Education.
- Automated External Defibrillators (AEDs) in Schools.

Equality and Inclusion

The school recognises its duties under the Equality Act 2010 and will make reasonable adjustments to ensure that pupils with disabilities arising from medical conditions are not placed at a substantial disadvantage compared with their peers.
No pupil will be denied access to education, educational visits, sporting activities or other aspects of school life because of a medical condition unless there is a clear and evidenced health and safety reason.

Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure arrangements are in place to support pupils with medical conditions.
- Monitor implementation of this policy.
- Ensure appropriate insurance arrangements are in place.
- Ensure sufficient staff training is available.

Headteacher

The Headteacher will:

- Implement this policy.
- Ensure appropriate first aid provision.
- Ensure staff training is maintained.
- Ensure Individual Healthcare Plans are in place where required.
- Ensure appropriate records are maintained.
- Ensure medicines are stored safely.
- Ensure emergency procedures are effective.

Staff

Staff will:

- Follow this policy and associated procedures.
- Attend training as required.
- Take account of Individual Healthcare Plans.
- Respond appropriately to accidents, illness and medical emergencies.
- Administer medicines when authorised and trained to do so.

Parents and Carers

Parents and carers will:

- Provide current medical information.
- Inform the school of changes in medical needs.
- Supply prescribed medicines where required.
- Ensure medicines are correctly labelled and in date.
- Complete relevant consent forms.

Supporting Pupils with Medical Conditions

The school will work in partnership with:

- Parents and carers.
- Healthcare professionals.
- School nursing services.
- The local authority.
- The pupil.

Support may include:

- Administration of medicines.
- Emergency medical procedures.
- Individual Healthcare Plans.
- Reasonable adjustments.
- Additional supervision where necessary.
- Emotional wellbeing support.

Individual Healthcare Plans (IHCPs)

An Individual Healthcare Plan will be developed where a pupil's medical condition requires specific arrangements or support.

Healthcare Plans may include:

- Details of the condition.
- Signs, symptoms and triggers.
- Medication requirements.
- Emergency procedures.
- Staff responsibilities.
- Educational visit requirements.
- Contact information.
- Arrangements for self-management where appropriate.

Plans will be reviewed:

- At least annually.
- Following any significant change in need.
- Following a medical emergency.
- When a pupil joins the school.

Staff Training and First Aid Provision

The Headteacher will ensure adequate numbers of appropriately trained staff are available.

Training may include:

- First Aid at Work.

- Emergency First Aid.
- Paediatric First Aid.
- CPR.
- Use of an Automated External Defibrillator (AED).
- Administration of medicines.
- Use of adrenaline autoinjector eg Epipen
- Asthma awareness.
- Specific condition training where required.

The school will undertake regular First Aid Needs Assessments to determine appropriate staffing, equipment and facilities. This will take account of pupil numbers, site layout, educational visits and identified medical needs.

When undertaking first aid needs assessments, consideration will be given to both physical and mental health needs.

The school will maintain appropriately stocked first aid kits in key locations around the school site.
Portable first aid kits will accompany educational visits, sporting activities and off-site learning.

First aid kits will:

- Be appropriately stocked.
- Be checked regularly.
- Be replaced when items are used or expired.
- No medication will be stored within first aid kits.

The Headteacher will ensure that sufficient numbers of staff are appropriately trained in first aid and that training is renewed as required.

Early Years Foundation Stage (EYFS)
The school will ensure that paediatric first aid requirements for pupils within the Early Years Foundation Stage are met at all times in accordance with statutory requirements.

Communication with Parents
Parents or carers will be informed as soon as reasonably practicable of:

- Significant injuries;
- Head injuries;
- Medical emergencies;
- The administration of emergency medication;
- Situations where emergency medical treatment has been sought; and
- Any circumstances where a child requires collection due to illness or injury.

Accident and Emergency Procedures

In the event of an accident or illness:

1. Assess the situation.
2. Make the area safe.
3. Summon assistance as necessary.
4. Contact a qualified first aider where required.
5. Seek emergency medical assistance if necessary.
6. Inform parents as soon as practicable.
7. Record the incident.

An ambulance will be called immediately where there are concerns regarding serious illness, serious injury or a potentially life-threatening condition.

Where a child requires hospital treatment and a parent cannot attend immediately, a member of staff will accompany the child until a parent arrives.

Where emergency services are required, office staff or designated members of staff will provide clear directions to the school and arrange for emergency responders to be met on arrival.

Staff Accidents and Injuries

The school is committed to ensuring the health, safety and welfare of employees.
Any member of staff who sustains an injury, becomes unwell, or requires first aid whilst at work should report the incident to the Headteacher or another senior member of staff as soon as possible.

First aid will be provided, where appropriate, by a trained first aider.

All staff accidents, injuries, near misses and work-related ill health incidents must be recorded in accordance with the school's health and safety procedures.

Where required, incidents will be reported through the local authority's online reporting system (OSHENS) and, where applicable, to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Headteacher, or designated responsible person, will ensure that appropriate investigations are undertaken and that any necessary actions are implemented to reduce the likelihood of recurrence.
Employees who require medical treatment, occupational health support or reasonable workplace adjustments following an injury or illness will be supported in accordance with relevant local authority and school procedures.

Cardiopulmonary Resuscitation (CPR) and AED

The school maintains an Automated External Defibrillator (AED).
Location: Staff room top shelf
The AED:

- May be used by trained staff.
- May be used by untrained individuals following the device instructions.
- Will be checked and maintained regularly.
- Will, where appropriate, be registered on The Circuit national defibrillator network.
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Where a casualty is unresponsive and not breathing normally:

- 999 will be called immediately.
- CPR will be commenced without delay.
- The AED will be retrieved as soon as possible.
- Instructions given by the emergency operator and AED will be followed.
- CPR will continue until emergency services arrive or recovery occurs.

Staff are expected to act in accordance with their current first aid training and recognised national guidance.

Asthma

The school maintains an emergency salbutamol inhaler in accordance with current guidance.

Pupils with asthma should have immediate access to their prescribed inhalers.

Inhalers should accompany pupils:

- During PE.
- On educational visits.
- During off-site activities.

Where emergency inhalers are used:

- Parents will be informed as soon as possible.
- Appropriate records will be completed.

Further arrangements relating to individual pupils will be detailed within Individual Healthcare Plans where appropriate.

Allergy Management

The detailed arrangements for managing allergies are contained within the school's separate Allergy Safety Policy. Staff are expected to follow the requirements of that policy.
Where appropriate, allergy-related arrangements will also be included within Individual Healthcare Plans.

Administration of Medicines

Medicines will only be administered at school when it is essential for a pupil's health or wellbeing and where appropriate consent has been obtained.
Medicines must:

- Be supplied in the original container.
- Be clearly labelled.
- Show the pupil's name.
- Include dosage instructions.
- Be within expiry dates.

Storage

Medicines will be stored securely and access will be restricted to authorised staff.
Medicines requiring refrigeration will be stored appropriately.
Emergency medicines will be readily accessible.

Administration

A written record will be kept which includes:

- Pupil name.
- Medication administered.
- Date and time.
- Dosage.
- Name of administering adult.

Refusal

Where a child refuses medication:

- Staff will not force administration.
- Parents will be informed.
- Relevant Healthcare Plan procedures will be followed.

Non-prescribed medicines

The administration of non-prescribed medicines (e.g. paracetamol) will be considered on a case-by-case basis and will only occur where appropriate parental consent has been obtained and school procedures have been followed.

Self-Carry and Self-Administration

Where appropriate, pupils may carry and administer their own medication, including inhalers and adrenaline auto-injectors.
Such arrangements will be agreed between the school, parents and, where appropriate, healthcare professionals and will be recorded within the Individual Healthcare Plan.

Educational Visits and Sporting Activities

The school is committed to enabling pupils with medical conditions to participate fully in:

- Educational visits.
- Residential visits.
- Sporting activities.
- Extra-curricular activities.

Visit leaders will ensure:

- Medical needs are considered during planning.
- Risk assessments are completed.
- Necessary medication accompanies pupils.
- Relevant healthcare information is available to staff.
- Appropriate support arrangements are in place.

A qualified first aider and appropriate first aid equipment will accompany educational visits where identified through the visit risk assessment.

Head Injuries

Parents will be informed whenever a child sustains a head injury at school.
Staff will monitor the pupil whilst in school and seek immediate medical assistance if signs of deterioration are observed.
All head injuries will be recorded.

Record Keeping

The school will maintain records of:

- Pupil accidents and injuries;
- Staff accidents and injuries;
- Medical emergencies;
- Head injuries;
- Medication administration;
- Individual Healthcare Plans;
- Staff training;
- Relevant near misses;
- Educational visit medical incidents.

Where necessary, incidents will be reported through appropriate reporting systems, including OSHENS and, where applicable, RIDDOR.
The school will review significant incidents and relevant near misses to identify learning and strengthen procedures.

Unacceptable Practice

The school will not:

- Prevent pupils from accessing medication or support they require.
- Assume all pupils with the same condition require identical support.
- Exclude pupils from activities without a clear and evidence-based risk assessment.
- Send pupils home unnecessarily because of a medical condition.
- Create barriers to attendance where reasonable adjustments can be made.
- Leave a pupil unattended during a medical emergency.

Complaints

Concerns regarding the support provided to pupils with medical conditions should initially be raised with the Headteacher.

Where concerns remain unresolved, parents may make a complaint through the school's Complaints Policy.

Monitoring and Review

This policy will be reviewed every three years or sooner if:

- Legislation changes.
- National guidance changes.
- School procedures require amendment.
- A significant incident identifies the need for review.

The Governing Body and Headteacher will monitor the effectiveness of this policy regularly.

Associated Forms and Records

- Individual Healthcare Plan
- Parental Consent for Medicines
- Record of Medicines Administered
- Accident and Incident Record (including head injuries)
- Medical Conditions Register (including asthma)