

Policy/Procedure/Guideline

Policy/Procedure/Guideline:	Medical Needs Policy
Date of adoption / Local Governing Committee approval:	September 2022
Lead staff member:	Raz Taj
Review date:	September 2024

Summary of values

Every child has the right to access a world-class education. We exist to empower, enable and inspire children to achieve their every potential through exceptional teaching, innovative approaches to learning, and a community-oriented approach to meeting learners' needs

Policy Statement

The Principal and Board of Governors of Casterton Primary Academy accept their responsibility under the Health & safety (First Aid) Regulations 1981 'Approved Code of Practice & Guidance' and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The staff of Casterton Primary Academy recognise their statutory duty to comply with the 'Reporting of Injuries, Diseases & Dangerous Occurrences Regulations' (RIDDOR 2013) and agree to abide by Lancashire County Councils (LCC) procedure for reporting accidents.

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'

(The Joint First Aid manual 8th edition).

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Statement of First Aid Provision

The School's arrangements for providing First Aid will:

- Place a duty on the Principal and Board of Governors to approve, implement and review the First Aid Policy;
- Place individual duties on all employees;
- Report and record accidents using the relevant form to the Trust/LCC where appropriate;
- Record all occasions when First Aid is administered to employees, pupils and visitors using the appropriate method;
- Supply equipment and materials to provide First Aid Treatment;
- Designate an 'Appointed Person'.
- Make arrangements with the School Appointed Person to provide First Aid training to employees, maintain records of training and review annually;

- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the school and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify Parent/carers that First Aid treatment was given to the child.

Arrangements for First Aid

The school will provide materials, equipment and facilities to enable First Aid.

Each First Aid kit will be appropriate to the area in which it is located and will follow LCC guidelines.

Names of First Aiders will be clearly printed on the First Aid posters throughout school.

Grab Bags are available in every classroom & are stocked with a First Aid kit. First Aid kits are available on entry to both the infant & junior yards as well as communal areas throughout the school.

Mrs Rawcliffe will check the contents of the kits on a regular basis.

The school Appointed Person is: Mr R. Taj

The school First Aiders are a variety of Paediatric first aid, first aid, Epi-pen, Asthma and Diabetes trained.

Currently 12 staff. Training needs are reviewed yearly.

Before undertaking any off site activities the level of First Aid provision will be assessed by the Appointed Person/Principal and at least one First Aid kit will be taken along.

Arrangements for First Aid

The Appointed Person/Principal will inform all employees at the school of the following:

- The arrangements for recording and reporting of accidents;
- The arrangements for first Aid
- Those employees who are qualified First Aiders
- The location of the First Aid kits

In addition, the Appointed Person/Principal will ensure that signs are displayed throughout the school providing the following information:

- The names of employees with First Aid qualifications;
- Location of the nearest First Aid boxes/Grab Bags.

All members of staff will be made aware of the school's First Aid policy. Staff are allowed to give minor First Aid (cuts & scrapes/Yellow form) as long as a qualified First Aider then checks the treatment and co-signs the relevant forms. A qualified First Aider must be present when treating a head injury (Red form).

Accidents involving bumps to a Pupil's head

The consequences of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may become noticeable after a period of time.

Where emergency treatment is not required, a 'Head bump' letter (Red form) will be sent home to the Parent/carer. This letter will give NHS guidance & local care information.

For Major accidents/ incidents a further form must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/ incident.). These forms are obtainable from the office and once completed a copy of it must be kept on file. They also need to be signed by the Principal.

Transport to hospital or home

The Principal/Appointed Person will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent/carer will be notified. If hospital treatment is required, then the pupil's

parent/carer will be called for them to take over responsibility. If no contact can be made with parent/carer or other designated emergency contacts then the Principal/Appointed Person may decide to transport the pupil to the hospital.

Where the Principal/Appointed Person makes arrangements for transporting a child, then the following points will be adhered to:

- Only staff cars insured to cover transportation will be used
- No individual member of staff will be alone with the pupil in a vehicle
- A second member of staff will be present to provide supervision of the injured pupil.

Administering medicine in school

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the First Aid grab bags and in the medical file in the office. Children with Medical conditions have to have a care plan provided by the school (checked by the school nurse) and signed by parents/ carers. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored in the medical cupboard (locked – with key in the office), clearly marked with the green cross, right next to the photocopier. Each child's medication is clearly labelled.

All medicines in school are administered following the agreement of a care plan or a completed medicine administration form.

Other Medicines

Short term prescriptions

Medications such as the short term use of antibiotics or painkillers can be administered only if the parent /guardian fill out the 'Parental consent form for administering medicine' form. Parents can obtain the form from the office on the first day of requesting the medicine to be administered at school. The office is to pass the details to the class teacher/TA who will be responsible for the administering/supervision for self-administration of the medicine. The copy of the Administering Medicine at Schools Form must be kept in the Medicine Administering File (in the 1st Aid cupboard with the medication). Medication may be administered in school if it is required to be taken four (4) times a day. Classroom

staff should encourage parents to administer all other medicine at home. All medication administered at school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address. For over the counter medication such as paracetamol/ Calpol or throat soothers etc. parents must still complete the relevant forms. Medications that needs to be kept in the fridge can be stored in the staff fridge in the staffroom.

Note- All medication, whether it is administered or self-administered, must be under the supervision of two adults and the log signed.

Asthma

Children with Asthma do not require a care plan. In order for children's Asthma pumps to be kept in school an 'Asthma Plan' form must be filled out. Parents must complete this and it must remain in the First Aid bag with the child's inhaler. There is also an inhaler usage log which must be completed every time the child requires the use of their inhaler. This is so that staff can monitor the use of the inhaler and notify/ keep parents updated. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly and inform parents, should the pumps expire or run out. There is also a central record of medicine/inhalers expiry date which is checked half-termly to ensure parents are given advance notice to update and medicine/inhalers. Asthma sufferers should not share inhalers.

Generic emergency salbutamol asthma inhalers

In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers', to use in an emergency. These inhalers can be used for pupils who are on the school's Asthma register. The inhalers can be used if pupils' prescribed inhaler is not available (for example, if it is broken or empty). The emergency inhalers are stored in the First Aid cabinet in the photocopying room. The inhalers are clearly labelled. The emergency inhaler (salbutamol) is clearly labelled, inside its original packaging, with instruction on how to use and clean the inhaler.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard text should be sent home with all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be contacted for further advice.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHPs. The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Principal/Appointed Person. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

This policy should be read in conjunction with the Safeguarding and Child Protection policy.