



Broomwood Primary School
Policy for Managing Medical Needs and First Aid in
School
January 2019

Mission Statement
'Together we believe, together we achieve'

Introduction

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at Broomwood Primary with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine. The prime responsibility for a child's health lies with the parent who is responsible for medication and should supply the school with information.

This Policy will be reviewed regularly and will be readily accessible to Parents/Carers and staff through our school website. It also takes account of

- The Human Medicines (Amendment) (No 2) Regulations 2014 which allow schools to keep emergency kits containing a salbutamol inhaler for use in emergencies, with written Parent/Carer consent.
- The General Data Protection Regulation (GDPR) May 2018, a piece of EU-wide legislation which determines how people's personal data is processed and kept safe, and the legal rights individuals have in relation to their own data.

EQUAL OPPORTUNITIES AND INCLUSION

The School welcomes and values disabled people taking an active part of school life. Broomwood Primary School is keen to make sure that we do not make it difficult for disabled children, young people and adults to be involved in every part of school life. We have a legal duty not to discriminate against disabled people and to comply with the Equalities Act 2010.

Broomwood Primary School recognises that disabled people are very diverse and include people with a physical impairment, visual impairment, hearing impairment, learning difficulty, specific learning difficulty (e.g. dyslexia), mental health issues, people who are deaf, British sign language users and people with long term health conditions.

Aims of the policy:

To ensure that children are:

- Safe
- Included in as many school activities as possible, including those that are extra-curricular
- Nurtured to develop their confidence
- Given consideration appropriate to their condition but not singled out unnecessarily

To ensure that staff:

- Understand their duty of care to children in the event of an emergency
- Feel confident to know what to do in an emergency
- Understand that certain medical conditions are serious and can potentially be life threatening, particularly if ill managed or misunderstood
- Understand the common medical conditions that affect children at this school
- Receive training on the impact medical conditions can have on pupils

Policy Implementation

All schools and academies are expected by Ofsted to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful administering and implementation of this Policy is given to Louise Hossen - Headteacher. She will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site.

Jessica Cunliffe- SENCO will oversee the writing and monitoring of individual health care plans in conjunction with parents and carers and with advice from medical professionals as required. Allison McCarthy Deputy-Headteacher, will be responsible for briefing supply teachers, and Mary Lewis, the School Business manager will ensure that risk assessments for school are in place

All staff will be expected to show a commitment and awareness of children's medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

Definitions of Medical Conditions:

Pupils' medical needs may be broadly summarised as being of two types:

- Short-term affecting their participation in School activities because they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

The Role of Staff at Broomwood Primary

Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEN Code of Practice and the Broomwood Primary School SEN policy.

If a child is deemed to have a long-term medical condition, the school will ensure that arrangements are in place to support them. In doing so, we will ensure that such children can access and enjoy the same opportunities at school as any other child. The School, health professionals, Parents/Carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how children will be reintegrated back into school after long periods of absence.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans). At the school, we recognise that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, who we have regular access to, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

At Broomwood Primary School we currently have three fully qualified first aiders - Anna Solomon, Lisa Powell and Julie Ford In addition we have four members of staff who are paediatric first aid trained - Kirsty Hamm, Sarah Stairmand, Rachel Mealor and Kerry Fowles. As a school we ensure that the majority staff are trained in first aid and this happens every three years. All staff have asthma training annually. The School

Nurse and Community Nursing team who may also provide additional training for staff who support children with more complex health needs as required.

At Broomwood:

- All staff are aware of the most common serious medical conditions at the school and they are made aware of all of the children across the school who are on Individual Health Care Plan's (IHCP's)
- Under the General Data Protection Regulation (GDPR), we have a 'lawful basis' to share IHCP's with all staff in order to safeguard pupils.
- We use IHCP's to inform all staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- In case of emergency, photographs of children who have an IHCP are displayed in key areas around school as a quick guide for all staff. In addition, there are also photographs of children who require emergency asthma inhalers displayed in each classroom.
- Medical data is shared securely to prevent it being seen by the wrong people, but still allow it to be easily accessible for all staff who work at Broomwood Primary School as they need to be aware of medical conditions or access IHCP's in an emergency.
- Paper copies of medical care plans are on display in secure staff areas where students and visitors are not able to enter freely
- Secure staff areas include:
 - The staff room
 - The Medical room
 - The School kitchen
- Although particular members of staff are trained in more depth, all staff at the school understand their duty of care to pupils in the event of an emergency.
- Action for staff to take in an emergency for common serious conditions at the school is displayed in prominent locations around the school- staff room, classrooms, PPA room and the school office.
- If there is an emergency, the IHCP will be sent with the child to the hospital.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and stay with them until their parent arrives.
- Generally staff will not take pupils to hospital in their own car without the permission of the headteacher or deputy headteacher.

First Aiders

The school's current first aider(s) and appointed persons are shown on the first-aid notices located in the front entrance, staffroom and first aid room.

The main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school, and to call an ambulance or other professional help.

An appointed person, in the absence of a first aider, is someone who takes charge when someone is injured or becomes ill and ensures that an ambulance or other professional medical help is summoned. They will deal with routine first aid requirements but should not give first aid treatment for which they have not been trained.

First aiders and appointed persons should be trained in accordance with HSE requirements. The School Business Manager holds a record of first aiders and their certification dates.

First Aiders should be called upon when an accident requires treatment. They are not expected to deal with very minor injuries such as falling over where comfort and reassurance and a wet paper towel would suffice. First Aiders should not be consulted on whether children complaining of being unwell should go home. This decision should rest with the Headteacher or deputy in her absence, in conjunction with the teacher who has been working with the child.

Lunchtimes

First Aid boxes are taken out into the playground each and minor injuries are dealt with there. More serious injuries are referred to the first aider who will be found in the staffroom or first aid room.

Facilities and supplies

The school's first aid room is located past the Head's room, down the left corridor and on the right. The room contains a full stock of first aid supplies. Only cooled boiled water or distilled water may be used for washing and eye irrigation.

Educational visits

The group leader should have a good working knowledge of first aid and ensure that adequate first aid supplies are taken.

On visits that involve adventurous activities, visits abroad or residential visits where the accommodation does not provide 24-hour first aid cover, the party should include a competent person to carry out first aid.

Hygiene/ Infection control

Staff should take precautions to avoid infection and should follow basic hygiene procedures and take appropriate care when dealing with blood or other body fluids.

Other building users

Out of school clubs and catering staff are responsible for their own first aid arrangements.

Contractors and other visitors will be covered by the school's first aid arrangements in accordance with the Departmental Health and Safety Manual (2.1).

Reporting accidents and record keeping

All accidents should be recorded in the school accident report books (Appendix 1) showing the following information:

- Date of accident
- Name of injured person
- Where the accident occurred
- Time
- Reason for the accident
- Any first aid provided
- Other action taken (eg sent home, parents called)

The accident report books make duplicate copies for the school records and the top copy of the accident slip is sent home with the child.

More serious accidents or injuries should be reported in accordance with the Guidance Note 'Accidents – Reporting and Investigation' in the Departmental Health and Safety Manual.

What to do in an emergency:

- Use what you have learnt in your first aid training
- Inform a first aider and a member of SMT. If you are by yourself in the classroom, outside, send the red triangle to the office
- If you need to act in an emergency yourself and phone for an ambulance, phones are in the staffroom, pre-school, nursery, deputy's room, PPA room, Sunshine room, Y2 right hand classroom and the office area.
- Once the emergency has been dealt with, any staff who saw the incident, or staff who were involved in dealing with it must record the event in their own words.
- A first aid report sheet needs completing with the School Business Manager- (Appendix 2)

The school details are:

0161-912-5609

Broomwood Primary School,
Mainwood Road,
Timperley,
Altrincham
WA15 7JU

Managing medicines:

The following are the procedures to be followed for managing medicines:

- Medicines should only be administered at the school when it would be detrimental to a child's health or school attendance not to do so. Medicine will only be given with written consent from parents in advance.
- No child under 16 should be given prescription or non-prescription medicines without their Parents/Carers written consent.
- We will not administer non-prescription medicines to a child, if a Parent/Carer wishes a child to have the non-prescription medicine administered during the school day; they will need to come to the school to administer it to their child.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.
- All medicines will be stored safely in the room near the office. Children should know where their medicines are at all times and be able to access them immediately.
- Three times a year Mary Lewis of the office team will check the expiry dates for all medication stored at school. However, it is the responsibility of children's parents and carers to ensure that sufficient, in date emergency medication is provided to the school.
- If Parents/Carers need the child's medication at home in the evening, at weekends or during holidays, it is their responsibility to collect it from the school.
- Medicines and devices such as asthma inhalers, Buccolam, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away; these will be stored in the classroom where both class teacher and child know how to access them. If a child requires an asthma inhaler it is crucial that there is an inhaler provided by the family in the school at all times.
- During school trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required.

- Written Parent/Carer consent is required before a member of the school team can administer medicine to a pupil. All parents are required to fill in a form for consent which is then also used to record administration of medicine as detailed below. See appendix 3
- Staff administering medicines should do so in accordance with the prescriber's instructions. The school will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the school should be noted. These records offer protection to staff and children and provide evidence that agreed procedures have been followed. These will be kept in the room near the office. See appendix 3
- When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal.
- Collection and disposal of sharp boxes is arranged within the school's sanitary contract.

Asthma:

Within every classroom photographs are up of the children who have asthma we have a 'lawful basis' to display this information under GDPR.

Asthma pumps will be kept in the classroom in a place where the child has access if necessary. Children should have these pumps with them during physical activity and when they are on school trips. If a child is on our system as having asthma, they will not be allowed to go on a school trip unless they have their pump with them or there is a spare one provided by the family. Parents are responsible for checking the use by date and replenishing them. Staff will be aware of any IHCP attached to the children with asthma. Information about how to help support a child in using their inhaler if they are having an asthma attack is displayed in classrooms and communal areas in school.

The school will also have available emergency asthma inhaler kits each with a salbutamol metered dose inhaler and at least two single-use plastic spacers compatible with the inhaler. A register of the children permitted to use the emergency inhaler by written parental consent, will be kept with the emergency asthma kits.

Severe allergic reaction:

Prescribed epi-pens are kept in the cupboard near the school office. Various members of staff will be trained to use the epi-pens in case of an emergency, but instructions how to use them will be placed in classrooms, the staffroom and the school office.

Epilepsy:

Medication for severe epilepsy (Buccolam) is kept with the class teacher. Various members of staff have been trained to administer this; however there is information in classrooms, the staffroom and the school office in how to administer it, if the occasion arose.

Diabetes:

Pupils with diabetes may require prescribed insulin pens to help maintain their blood glucose levels. Administration of such medications will be set out in the child's Individual Health Care Plan.

Individual Health Care Plans (IHCP's)

Individual Health Care Plans will be written and reviewed by Louise Hossen - Headteacher or Jessica Cunliffe- SENCO with the support of health professionals and parents. See Appendix 5. But it will be the responsibility of all members of staff supporting the individual children to ensure that the Plan is followed.

The class teacher will be responsible for the child's development and ensuring that they and their medical conditions are supported at school.

IHCP's will help to ensure that the school effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, health care professional and Parents/Carers should agree, based on evidence, when a Health Care Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher, Louise Hossen, is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided in Appendix 4.

IHCPs will be easily accessible to all who need to refer to them, while adhering to General Data Protection Regulations. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.

IHCP's will be reviewed annually at Broomwood Primary and the review will be overseen by Jessica Cunliffe-SENCO

Appendix 5 provides a template for the Individual Health Care Plan but it is a necessity that each one includes:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded/noisy conditions, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from Parents/Carers and Louise Hossen for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan. The Emergency Health Care Plan will not be the school's responsibility to write or review.

Consent to administer medication

Written Parent/Carer consent is required before a member of the school team can administer medicine to a pupil.

The environment

Physical environment:

- This school is committed to providing a physical environment that is accessible to all pupils with medical conditions
- The physical environment includes out of schools visits. The school recognises that additional staff may be required to support trips

Social interactions:

- This school ensures that the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including breaks and before and after school
- This school ensures that the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as: school discos, breakfast club, school productions, residential trips, etc.
- All staff at the school are aware of the potential social problems that children with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's behaviour policy.
- Staff use opportunities such as PSHCE lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and Physical activity:

- This school understands the importance of all pupils taking part in sports, games and activities
- This school ensures that we make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils
- We ensure that pupils are not forced to take part in an activity if they feel unwell
- Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities
- We ensure that pupils have appropriate medication or food with them during physical activity and that pupils take them when needed.
- We ensure that all pupils with medical conditions are actively encouraged to take part in out of school clubs and team sports.

Education and learning:

- We ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and we ensure that appropriate adjustments and extra support are provided
- If a pupil has limited concentration or they are frequently tired, all teachers at the school understand that this may be due to the medical condition.
- If a pupil has a lot of time off due to illness, the school will provide work up to a point and will work in conjunction with the authority to provide appropriate education off site if necessary as it may be appropriate for the pupil to have a one-to-one tutor at home.

Out of school visits:

Risk assessments are carried out prior to any out of school visit and medical conditions are considered during this process. We will consider: how all pupils will be able to access the activities proposed; how

routine and emergency medication will be stored and administered and where to obtain help in an emergency.

Complaints

Should Parents/Carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the school's Complaints Policy.

Approved By Governing Body _____

Date _____

Reviewed January 2019 by SENCO.

Appendix 1

Broomwood Primary School Tel: 0161 912 5609		ACCIDENT / INCIDENT / ILLNESS REPORT SLIP		Date
		Pupil's Name		Time
				Class
Location and details of accident/ incident / illness				
Head Injury	Sprains / Twists	Stomach Pains / Upset Tummy		
Asthma	Nosebleed	Mouth Injury / Tooth Ache / Loose or Missing Tooth		
Bump/Bruise	Parent / Carer Contacted	TLC Applied		
Cut/Graze	Unable to contact Parent	IMPORTANT Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.		
Headache / High Temperature	Well enough to remain in school after First Aid			
Vomiting /Nausea	Collected from school	Authorised Signature		
Details of Treatment and Additional Comments				

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Broomwood Primary School Tel: 0161 912 5609		ACCIDENT / INCIDENT / ILLNESS REPORT SLIP		Date
		Pupil's Name		Time
				Class
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Headache / High Temperature	Well enough to remain in school after First Aid			
Vomiting /Nausea	Collected from school	Authorised Signature		
Details of Treatment and Additional Comments				

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**Broomwood Primary School
First Aid Report Sheet**

Reported by: _____
Name of Child _____
Class _____
Date and Time of Injury _____
Where it occurred _____

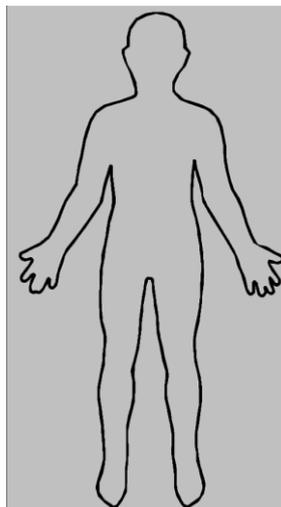
Details of incident _____

Witnessed by _____

Treatment given _____

Parent informed at _____ please indicate exact time
Child collected at _____ please indicate exact time

Please show rough area of injury on diagram below



Signed _____ **Print Name** _____
Date _____

Record of medicine administered to an individual child

The school will not give your child medicine unless you complete and sign this form. Administration of prescription medicines is covered by our **Policy for Managing Medical Needs and First Aid in School**.

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Signature of parent _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is

Staff signature _____

Record of medicine administered to an individual child

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
Any reactions			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
Any reactions			

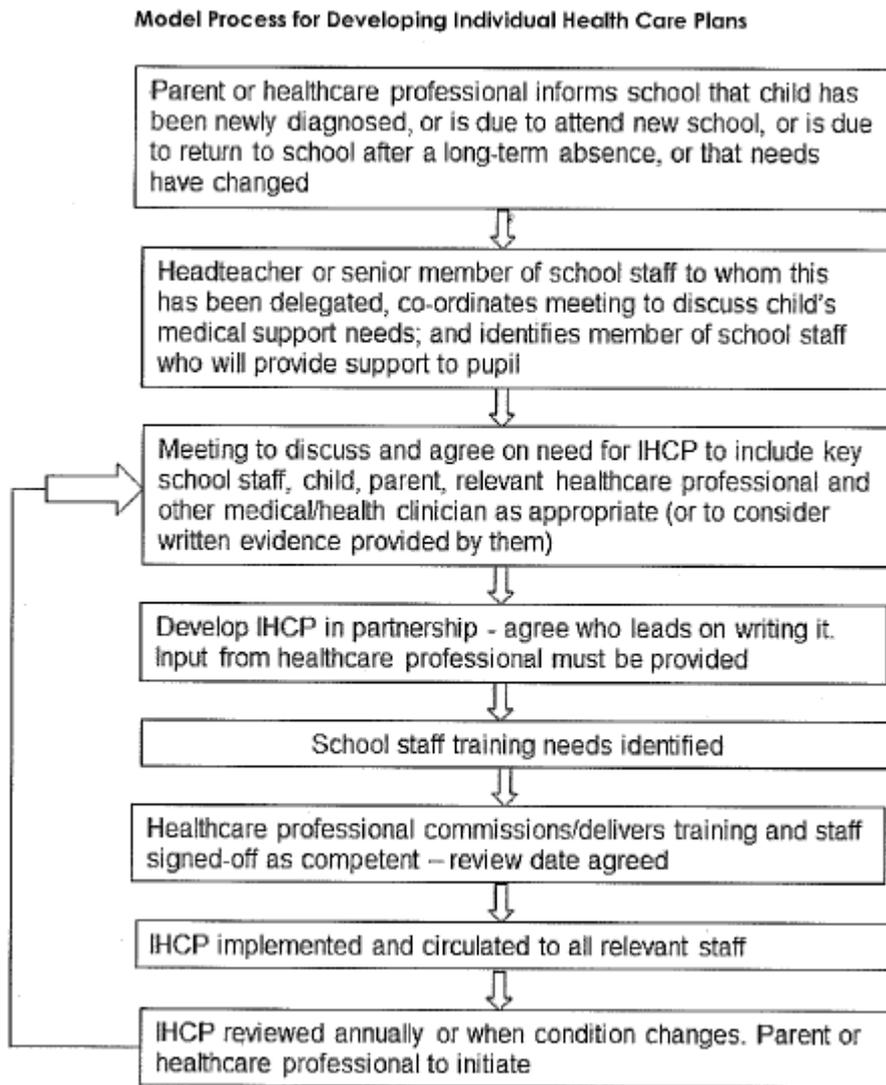
Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
Any reactions			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
Any reactions			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
Any reactions			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
Any reactions			

Appendix 4 – Flowchart for creation of an individual healthcare plan



Appendix 5 **Individual healthcare plan**

BROOMWOOD PRIMARY SCHOOL

HEALTH CARE PLAN

Child's name:	
Class:	
Date of birth:	
Child's address:	
Medical diagnosis or condition:	
Date:	
Review date:	
Family contact information:	
Name:	
Phone no (mobile):	
Phone no (home):	
Phone no (work):	
Name:	
Relationship to child:	
Phone no (mobile):	
Phone no (home):	
Phone no (work):	
Clinic/hospital contact:	
Name:	
Phone no:	
GP	
Name:	
Phone no:	
Who is responsible for providing support in school	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.:	

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision:
Daily care requirements (e.g. before sport/at lunchtime)
Specific support for the pupil's educational, social and emotional needs
Arrangements for school visits/trips etc
Other information
Describe what constitutes an emergency for the child, and the action to take if this occurs
Who is responsible in an emergency (state if different for off-site activities)
Plan developed with
Staff training needed/undertaken - who, what, when
Form copied to

