



## King Edward VI School

# First Aid and Medical Conditions Policy

**November 2018**

<b>Version Number:</b>	Version 2
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<b>Reviewed by:</b>	n/a
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<b>Date of next Review:</b>	February 2021

## **Roles and responsibilities**

Staff responsible: Head Teacher in consultation with SENCo and staff members with oversight and support of medical conditions (Heads of College, Pastoral Support Managers and Medical Needs Administrator).

## **Aims and Principles**

- This school is an inclusive community that aims to support and welcome students with medical conditions.
- This school aims to provide all students with all medical conditions the same opportunities as others at school.
- We hope to ensure students can be healthy, stay safe, enjoy and achieve and make a positive contribution to the school.
- The school aims to ensure staff understand their duty of care to children and young people in the event of an emergency.
- The school aims to ensure staff feel confident in knowing what to do in an emergency.
- The school understands the importance of being aware of medical conditions and of medication being taken as prescribed.
- The school aims to ensure staff understand the common medical conditions that affect children at King Edward VI School

## **Approach**

To achieve the above, the school will carry out/adopt the following strategies:

### **A: Emergency Care**

- If a student needs to be taken to hospital, a member of staff will accompany them and stay with them until a parent arrives.

### **B: Medication**

The school has clear guidance on the administration of medication at school

- All students at King Edward VI School with medical conditions have easy access to their emergency medication. All students are encouraged to carry and administer their own emergency medication, unless their parents and health specialists feel they are unable to take responsibility for their condition. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a member of staff at King Edward VI School.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed. The school provides full indemnity.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

- If a student at King Edward VI School refuses their medication, parents are informed as soon as possible.
- All staff attending off-site visits should be aware of any students with medical conditions on the visit. Parents/carers provide information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- All non-emergency medication is kept securely in a lockable cupboard in a cool dry place. All emergency medication is kept in a cupboard in the First Aid Room as per DfE guidelines (December 2015). Students with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed.
- There is an identified member of staff, the Medical Needs Administrator, who ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.
- The parents of students with medical conditions are to ensure that all emergency and non-emergency medication brought in to school for the school to keep is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. The Medical Needs Administrator will check this when the medication is brought into school.
- It is the parent's responsibility to ensure new and in date medication is always available in school
- Parents of students at King Edward VI School are asked to collect out-of-date medication and if not, it is always disposed of safely.

### **Emergency treatment for Anaphylaxis**

Staff should not knowingly provide nuts for use or consumption by students in any area of the curriculum, or for any extra-curricular event. Whilst this does not guarantee a nut free environment as traces of nuts are found in a great deal of foodstuffs, it will certainly reduce the chances of exposure to students with allergies. The treatment for a severe allergic reaction is an injection of adrenaline (also known as epinephrine). Pre-loaded injection devices, known as EpiPens, contain a measured dose of adrenaline. Should a severe reaction occur, the EpiPen should be administered into the muscle of the upper outer thigh. The device is suitable to be used through clothing to avoid the requirement of removing trousers. However instructions are found on the side of each EpiPen and removal of denim jeans might be required, depending on the thickness of the denim. If an EpiPen is administered an ambulance will always be called and the parents/carers of the student notified at once. Once it is safe to do so, an incident form should also be completed and sent to the LA. Students who have severe allergies and have been prescribed the use of an EpiPen must carry their EpiPens in school with them at all times. A spare should be provided to the school and will be kept in the First Aid Room.

### **Emergency treatment for Asthma**

Students with asthma must carry their specific medication on their person, unless agreed as part of a Student Medical Needs Management Plan. It is possible to hold spares on student's behalf if required in the First Aid Room.

## **Treatment for other medical needs**

The school acknowledges that students attend the school with other medical conditions, not identified above. Appropriate planning, risk assessment and training will be undertaken to ensure appropriate emergency treatment and procedures are followed for such students.

## **C: Record Keeping**

### **Enrolment forms**

Parents of students at King Edward VI School are asked to provide information about their child's health conditions or issues on the enrolment form.

### **Healthcare Plans**

This school uses a Healthcare Plan to record important details about individual children's moderate or serious, ongoing and/or complex medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. Staff, parents/carers, the student, and a healthcare professional may all contribute to the plan. Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register at King Edward VI School. S/he will check the plans annually and aim to follow up anything that is unclear or incomplete.

Parents/carers of students at King Edward VI School are expected to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

This school will use information from the Healthcare Plan to support emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day.

### **Consent to administer medicines**

If student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for students taking short courses of medication.

### **Residential visits**

Parents are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health, needs and any medication required. It is the responsibility of one parent/carer to send accurate information and students cannot attend if parents/carers are not prepared for staff to administer medication.

All residential visit forms should be taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the student's Healthcare Plan where relevant.

## **Other record keeping**

This school keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible, if needed.

All personal information is processed in line with our Data Protection Policy.

## **D: School Environment**

King Edward VI School aims to ensure that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

This school ensures the needs of students with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits. However, additional staffing will not usually be provided for these.

Staff use opportunities such as personal, social and health education (PSHE) lessons and assemblies to raise awareness of medical conditions amongst students and to help create a positive social environment.

This school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students, wherever possible. Parents/carers need to ensure teachers are aware of any reason why their child cannot participate in any activity

King Edward VI School aims to ensure that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

Residential visits - awareness of potential risks is considered prior to any out-of-school visit and medical conditions are considered during this process.

Risk assessments are carried out before students start any work experience or off-site educational placement. It is King Edward VI School's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student.

## **E: Preventing problems**

This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

Relevant school staff have training on certain medical conditions as appropriate.

Health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of students with medical conditions.

The school reviews medical emergencies and near-miss incidents and accidents to see how they could have been avoided. Appropriate changes to King Edward VI School's policy and procedures are implemented where relevant.

## Responsibilities

**The employer** has a responsibility to:

- ensure the health and safety of the school's employees and anyone else on the premises or taking part in school activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions
- make sure the First Aid and Medical Conditions policy is effectively monitored and evaluated and regularly updated
- provide indemnity for staff who volunteer to administer medication to students with medical conditions.

**The Headteacher** has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- ensure the policy is put into action, with good communication of the policy to all
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using students' Healthcare Plans
- ensure student confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff are aware of the First Aid and Medical Conditions Policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least every other year taking into account recent national guidance and legislation

**All staff** at King Edward VI School have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's First Aid and Medical Conditions Policy
- know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students to have immediate access to their emergency medication
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- ensure that if a student is unwell the office is notified so that contact can be made with home, if appropriate.
- encourage students who have been unwell catch up on missed school work
- be aware that medical conditions can affect a student's learning and provide extra help when students need it
- inform the Head of College if a child is falling behind with their work because of their condition and set work for poorly students not in school, when requested.

**The Medical Needs Administrator** at King Edward VI School has a responsibility to:

- help provide regular training for school staff in managing the most common medical conditions at school, if asked.
- provide information about where the school can access other specialist training, if needed

**First aiders** at King Edward VI School have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.

**Special Educational Needs Co-ordinator** at King Edward VI School has the responsibility to:

- help update the school's First Aid and Medical Conditions Policy
- know which students have a medical condition and which have special educational needs because of their condition
- work with the Exams Officer to make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

It would be helpful if, individual doctors and specialist healthcare professionals caring for students who attend King Edward VI School, did the following:

- provide information for a student's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the student, try to prescribe medication that can be taken outside of school hours
- ensure the student knows how to take their medication effectively
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the student and their parents).

**The students** are asked to:

- treat other students with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another student is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- know how to take their own medication, where relevant and to take it when they need it
- ensure a member of staff is called in an emergency situation and behave carefully and appropriately.

**The parents/carers** of a child at King Edward VI School have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan and/or information for their child
- inform the school about any medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name

- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- ensure that the school are notified of up to date contact details so that in the event of their child being ill whilst in school they can be easily contacted
- if contacted by the School and informed that a student is unwell, collect the student as soon as possible. The School does not have the facilities to look after students until the end of the day.

### **Review Cycle**

The First Aid and Medical Conditions Policy is reviewed, evaluated and updated every two years.