

# Medical and First Aid Procedures Policy

Person Responsible:	Director of Inclusion
Last Reviewed:	Autumn 2024
Adopted by Governing Body:	Autumn 2024
Next Review due:	Autumn 2025

## **First Aid Procedures and Medical Needs Arrangements**

### **Supervision of All Staff, Students and Visitors**

Supervision of all staff, students and visitors are to be in accordance with the guidelines indicated in the various sections of the current staff handbook, and in accordance with any other guidelines issued from time to time.

### **First Aid posts**

First Aid can be contacted via reception.

The primary aim of the first aid post are to:

- Give immediate help to any person within school with a common injury arising from a specific hazard during the school day.
- Maintain the care and welfare of both students and staff in school.
- To keep an electronic & paper base, up to date log in secured shared service folder – First Aid detailing all medical conditions, administration of medicines, incident, accident and occurrences where first aid may be required.
- To receive the necessary up to date training and support from other health professionals.
- Create and review the students Health Care Plans and Personal Emergency Evacuation Plans.

### **Students with medical needs**

Most students will have at sometimes short-term medical needs which may need medicine e.g. antibiotics. However, some young people have longer term medical needs and may require medicine on a longer-term basis e.g. diabetes or controlled epilepsy. Others may require medicine in particular circumstances such as a young person with severe allergies who may need an adrenaline injection or an asthmatic needing inhaler during an attack. Most students with medical needs attend school regularly and can take part in normal activities, however sometimes staff need to give extra support in supervising some activities to ensure students are not put at risk.

Parents/Carers will be given the opportunity during the Year 7 Induction programme to provide information about their child's medical needs and if treatment or special care arrangements are needed.

For a young person with medical needs, a support package will be discussed and agreed between the parent/carer and school. For some students this will require an Health Care Plan(HCP - Appendix 1) to be created. The purpose being to help staff identify the necessary safety measures to support the young person, ensure the welfare and safety of the student and give details of the medical requirements and procedures in the event of an emergency which may occur due to the student's specific condition. Sharing information is important so staff can ensure the best care for a young person. Information is shared electronically via the school IT network. This will be reviewed annually or more often if new medical information is brought to the attention of the First Aider (SEN) or other Pastoral/ SEN staff.

### **Access Arrangements**

For any student with medical needs that may impact on their exams, the SENCO will liaise with subject leaders, subject teachers, the exams officer and first aid to ensure all needs are met in line with the Equalities act 2010. For more information please see the schools 'Exams Policy' and 'SEN Policy'.

### **Support for students with medical needs**

Parent/Carers have the prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents/Carers and the student if appropriate should obtain details for their child's General Practitioner (GP), specialist or children's community nurse or paediatrician, if needed to advise on the particular needs of the child. The school nursing service has access to student health records.

There is no legal duty that requires school staff to administer medicines. However, at Thornleigh Salesian College we have developed roles for support staff that build the administration of medicines into their core job description. We have sufficient members of support staff who are appropriately trained to manage medicines as part of their duties.

Some children and young people with medical needs have complex health needs that require more support than regular medicine. The school will seek medical advice so we can meet the individual needs of each young person's individual needs. The school is committed to working co-operatively with the Local Authority, agencies and other healthcare professionals to provide effective support for any child with a medical condition.

**Prescribed medicines** Medicine should only be taken to school when essential, that is, where it would be detrimental to a child's health if the medicine were not administered during the school day. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container, as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. Staff at Thornleigh Salesian College will never accept medicines that have been taken out of the container, as originally dispensed, nor make changes to dosages on parental instructions. The school also does not allow any controlled drugs on the school site.

### **Non-prescription medicine**

Staff will not give a non-prescribed medicine to a young person unless there is specific, prior, written permission from the parent/carer.

### **Short term medical needs**

Many children will need to take medicines during the day at some time during their time in a school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines will only be allowed to be taken to school where it would be detrimental to a child's health if it were not administered during the day.

### **Long term Medical Needs**

Schools need to know about any particular needs before a student is admitted, or when a student first develops a medical need. For young people who attend hospital appointments on a regular basis, special arrangements may also be necessary. If needed, the school completes a written health care plan involving the parents and relevant health professionals.

### **'Request for School to Administer Medication' form**

In order for the school to administer any medication to a student a 'Request for School to Administer Medication' form should be completed by a parent/carer. These forms are stored in a folder in the First Aid (SEN) room.

### **Educational Visits**

Students with medical needs are encouraged to participate in safely managed visits. A Risk Assessment is completed for every trip and visit using the Bolton LA 'EVOLVE' system and for students with medical needs this may need to include further planning arrangements.

All students are encouraged to participate in visits, trips and overseas travel organised by the school. For any student with a medical condition going on an overseas trip, it may be necessary for the Organiser to check that the school travel insurance covers their medical condition, sometimes a note from their doctor or consultation is required before they are allowed to travel. Sometimes additional safety measures may also need to be taken.

### **Off-site education or work experience**

The school has a primary duty of care for students and have a responsibility to assess the general suitability of all off-site provision including college and work placements. It will undertake an overall risk assessment of the whole activity and a person from the school or placement organisers will generally visit the workplace to assess its general suitability. Employers should already be managing risks in their workplace and are best placed to assess whether or not they need to do anything additional for a new young person joining them. We, or any organisation we may engage to organise placements will simply ask sensible questions in proportion to the level of risk to satisfy ourselves that those arrangements are in place. Where students have special medical needs the school will need to ensure that such risk assessments take into account those needs. Parents/carers and students must give their permission before relevant medical information is shared on a confidential basis with employers.

### **Sporting Activities**

Most students with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all students to follow in ways appropriate to their own abilities. Any restrictions on a student's ability to participate in PE should be recorded in their individual health care plan. Some young people may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities will consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

### **Administration of medicines and storage guidance.**

All medication, medicines and products required by students are stored in either in the safe, store cupboard or fridge, as per instruction on the medication. The only exception are epi-pens which need to be easily accessed. A medication log is recorded for the administration of medication to students and staff, and a signature must be obtained on each visit.

It only requires one parent to agree to or request that medicines are administered to their child but this can only be by written consent. Telephone authorisation from a parent is not a legal consent. In certain circumstances some students may be issued with a 'MEDICAL EMERGENCY CARD'. This is issued by the First Aider to those students who may require specialised emergency medication or equipment and/or in the event of an emergency when an ambulance is required. Copies of the notification of these cards and which students carry them are listed on staff notice boards and in some instances in the student's class register.

### **Disposal of Medicines**

Staff should not dispose of medicines but pass them to the School Nursing Service for safe disposal. Sharps boxes should always be used for the disposal of needles. Collection and disposal of the boxes are arranged through a contract with a hygiene company.

### **Hygiene Control**

Staff should follow normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

First aid boxes are provided in the main school office, student services, finance department, laboratory prep rooms, gymnasium, sports hall and the creative studies building. Sixth form have two boxes located at the main office and staff room. The school minibuses also have kits supplied. Each box contains first aid requisites, a guidance card and list of contents. It is the responsibility of the Principal First Aider to maintain the contents of all first aid boxes. A list of the locations of all boxes and first aid supplies are on main staff boards.

## **Illness or Accident**

The school advises that if a student is acutely unwell the parent/carers should allow them to remain at home. The school does not have a school nurse and so in the event of a student feeling acutely unwell in school it will be the Lead Learning Mentor / Student Progress Coordinator who will make the decision to contact a young person's parent/carer and send them home. This will also depend on the symptoms and severity of the illness. No medicines are administered in school without written consent from the parent/carer. In the case of accidents, First aid should be rendered, but only as far as knowledge and skill allows. If circumstances necessitate, a First Aider should be summoned immediately to the patient. For minor injuries the patient should be taken, or sent, to the Head of Year office, where they will decide upon appropriate treatment and further action if necessary.

## **Transport to hospital,**

If an ambulance is required the emergency "999" service will be used and if the patient is a student then the parent/carer will be informed immediately. It may be appropriate to transport a student to A & E department without using the ambulance service but it should be noted that this will always be on a voluntary basis, and consent from an absent parent/carer will be sought before taking any student out of school. No student will be allowed to travel to the hospital unaccompanied under any circumstances. If the injury is not an emergency, but is likely to need treatment by a doctor or hospital, parent/carer will be contacted with a view to them collecting their child from school.

**An Emergency planning procedure** is in place and available at reception, student services and in the Year Tutors' offices. The instruction guidance sheet is to assist in the correct procedure when an ambulance is required to take a casualty to hospital.

## **Accident Forms.**

An accident form must be completed for all accidents involving employees, students and members of the Public. An entry is made on an accident form. As soon the incident / accident occurs, no matter how minor, it must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses. Accident forms are available from First Aid posts. Completed forms are to be copied and the master passed, as soon as possible, preferably the same day, to the Director of Business Services who, when appropriate, is to investigate the accident and report to the Head. The Head teacher signs all accident forms and these are sent to the Health & Safety Unit in Bolton Council. In the case of a very serious accident Bolton Council will inform the HSE who may decide to do an investigation.

**The Head teacher** is responsible for investigating all accidents and near misses, keeping records of all accidents requiring attention and for maintaining a register of young person with specific medical needs.

**The Head teacher** is also responsible for reporting any notifiable accidents, diseases or dangerous occurrences to the relevant authorities as required under the Reporting of Injuries - 'Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR).

The names of First Aiders and location of first aid equipment are displayed on notices throughout the school.

All First Aiders must complete appropriate training courses approved by the HSE.

## **Identification and Reporting of Hazards**

All staff must report all immediate or potential hazards they discover to the Director of Business Services without delay, and or Health and Safety Representative. The Director of Business Services is responsible for causing the hazard to be removed or for suspending activity in the vicinity of a hazard until remedial action has been taken.

### **Review of Emergency Procedures**

The provision of first aid in the school and the emergency procedures are to be kept under constant review by the Director of Business Services and, where necessary, recommendations are to be made to the Head for improving the procedures currently in place.

### **Policies, procedure and guidance references:**

- Thornleigh Salesian College Health and Safety policy and arrangements
- Control of Communicable diseases in school – from School Nursing Service
- Managing Medicines in Schools and Early Settings
- Health & Safety Executive Work Experience guidance

### **Monitor and Review**

The Governors of the Care, Guidance and Support Committee is primarily responsible for monitoring the implementation of this policy.

### **Governor Approval and Review dates**

This policy was approved by the governing body in October 2024 and will be reviewed annually.