

Optimism

Resilience

Balance

Individuality

Synergy

<b>Policy Name:</b>	<b>Healthcare, First Aid and the Administration of Medicines Policy</b>
<b>Policy Type:-</b>	<b>Statutory</b>
<b>Issue Date:</b>	<b>22<sup>nd</sup> February 2024</b>
<b>Review Date:-</b>	<b>22<sup>nd</sup> February 2025</b>
<b>To be Reviewed:-</b>	<b>Annually</b>
<b>Approved By:-</b>	<b>Educational standards committee</b>

## Introduction

This policy on healthcare, including first aid and managing medicines, takes into account guidance, both statutory and non-statutory, outlined in the following:

- Supporting Students at School with Medical Conditions (2015).
- Children's & Families' Act 2014.
- Education Act 2002.
- Children's Act 1989.
- Equality Act 2010.
- Health & Safety at Work Act 1974.
- Misuse of Drugs Regulations (MODR) 2001.
- The School Premises (England) Regulations 2012 (Regulation 5).
- The Family Law Reform Act 1969.
- Guidance on the use of adrenaline auto-injectors in schools, DFE 2017.
- Automated external defibrillators (AED), A guide for schools 2019.

## This policy sets out to ensure that:

- All staff are aware of this policy.
- All staff are clear about what to do in the event of a medical emergency.
- Everyone, including parents/carers, is clear about their respective roles and responsibilities.
- Students with medical conditions receive proper care and support whilst in school (including physical education) and outside of school (on trips, visits and events) so that they have full access to education, can play a full and active role in school life, remain healthy and achieve their academic potential.
- First aid trained staff and equipment are available.
- Medicines are handled responsibly in the school setting.

## Scope

This policy, and its associated procedures, apply to all employees at the school.

## Healthcare Provision

Parents/carers should provide the Admissions Team with full information about their child's medical needs on admission to the school and on an ongoing basis.

This can include:

- Details of their child's condition.
- Special requirements, including details and side-effects, of medicines that their child needs.
- What constitutes an emergency for their child.-
- What to do (and what not to do) in such an emergency.
- Who to contact in the event of an emergency.

The Data and SEND Team will maintain medical records for each student and will pass that information onto staff as appropriate, by putting information on ARBOR noting as follows:

*'The consent of a minor who has attained the age of sixteen years to any surgical, medical or dental treatment which, in the absence of consent, would constitute a trespass to his person, shall be as effective as it would be if he were of full age; and where a minor has by virtue of this section given an effective consent to any treatment it shall not be necessary to obtain any consent for it from his parent or guardian' (FLRA 1969).*

## Responsibilities

Various members of the school community will fulfil responsibilities as follows:

### **The Head teacher will ensure that:**

- The school has sufficient trained first aiders;
- Sufficient staff are trained to support to students with medical conditions, including administering medicines (e.g. epi-pen);
- Facilities are provided to administer medicines in a safe environment.

### **The Educational Health Care Assistant (EHCA) will:**

- Maintain and communicate a list of staff trained and holding appropriate certification;
- Provide appropriate training and guidance to those requiring it;
- Communicate first aid arrangements to all staff;
- Review and respond, as required, to data relating to accidents, incidents, medicines and healthcare plans;

- Ensure that there are suitable cover arrangements, in case of staff absence or staff turnover, to ensure that someone is always available to respond to first aid emergencies;
- Manage and maintain the records of all significant accidents and incidents, both on and off the premises, and the subsequent action taken;
- Maintain and communicate a list of first aid box/bag locations;
- Provide necessary equipment and facilities to respond to first aid emergencies;
- Manage the process and record keeping in relation to the husbandry and administration of medicines in line with agreed extant procedures e.g. inhalers;
- Be appropriately trained and available to respond to accidents, illnesses and emergencies that occur during the course of the school day;
- Manage medicines and maintain the medical boxes/bags situated around the school site;
- Manage and distribute first aid packs for school trips and visits;
- Provide students' medical information for trips and visits.

### **The SENDCO will:**

- Work closely with the EHCA on medical issues relating to students;
- Monitor the process, record keeping and action in relation to Healthcare Plans;
- Liaise with the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to their attention;
- Contact all new parents/carers with children who have a medical condition to ensure a smooth transition to the school.

### **First Aiders will:**

- At as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment, to advise parent if medical treatment is needed, If ambulance is called or needed, to be and if it is a Health & Safety issue it needs to be reported to Health & Safety Director, and reported to SLT. And/or call an ambulance if needed.
- If injury is very serious to is up to Health & Safety Director to report to RIDDOR.
- Send students home, to recover, when necessary;
- Fill in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template at Appendix 3);
- Keep their contact details up to date.

Our school's First Aiders are listed at Appendix 3. They are trained to carry out the role and their names are, also, displayed prominently around the school.

### **Other adults in the school will:**

- Assist with this provision, as required, including during offsite trips, visits and events;
- When asked, provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so.

Note: Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. School staff should receive suitable training and achieve the necessary level of competency before they take on the responsibility to support students with medical conditions. All members of school staff should know what to do and be able to respond accordingly when they become aware that a student with a medical condition needs help.

### **Parents and carers, who have the prime responsibility for their child's health, will:**

- Ensure that they, or another nominated adult, are contactable at all times;
- Provide the school with sufficient and up-to-date information about their child's medical needs;
- Ensure that they carry out any action that they have agreed to e.g. provide medicines and equipment;
- Complete a Parental Agreement for School to Administer Medicines.

### **Students with medical conditions will:**

- Provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute, as much as possible, to the development of, and comply with, their individual healthcare plan. NB. Students over the age of 16 are able to do this without parental consent.

### **The School Nurse/s will:**

- Liaise with the school to ensure that it has access to school nursing services.

### **Ofsted will:**

- Consider how well a school meets the needs of its full range of students, including those with medical conditions.

**Note:** Key judgements will be informed by the progress and achievement of these students alongside those of students with special educational needs and disabilities and, also, by students' spiritual, moral, social and cultural development.

## **Requirements and Procedures**

Any student who has an Education, Health and Care (EHC) Plan with a specific element relating to a health issue will have a Healthcare Plan agreed with parents/carers and relevant NHS Health Professionals.

### **Secure Medical Area/Safe Storage of Medication**

- The school has secure storage for medication. This area, always, has adult supervision.

- Medication that requires refrigeration is kept in a locked fridge in the medical room.
- Medication (emergency and non-emergency) is kept in a storage cupboard (unless it needs refrigeration) in the Student Reception which is either manned or locked.
- Students who do not carry their own medication are made aware of where it is kept and understand the arrangements for accessing it.
- All students who may need to administer or have access to their medication have a labelled bag in which their medication is kept.
- EpiPens are stored in labelled containers with a photograph, name and DOB of the student. The container, also, contains the protocol for administering the EpiPen.
- When necessary medication is kept refrigerated and locked in the Medical Room.
- The Student Reception Team will keep a record of stored medication and will inform parents/carers when it needs to be replenished or replaced (due to expiry dates). This check is done three times per academic year by the EHCA.

## **Safe Disposal**

- Parents/carers are asked to collect out-of-date medication.
- Where out-of-date medication is not collected, it is taken to a local pharmacy for safe disposal.
- If required, a sharps box is used for the collection of needles. The collection and disposal of sharps boxes is arranged through the LA's environmental services.

## **Record Keeping**

- Enrolment forms for Orbis Education Trust ask that a student's medical/health conditions are recorded.
  - Orbis Education Trust uses Healthcare Plans, drawn up with parents/carers and healthcare professionals, which outline each student's need along with triggers, symptoms and medication.
  - The Student Reception Team keeps a central record of all Healthcare Plans. These plans are kept securely in the Student Reception.
  - When necessary, a Healthcare Plan may be sent with the student to hospital in the event of an emergency.
  - All Healthcare Plans are reviewed annually or as advised by healthcare professionals.
- All accidents and injuries are recorded by the Student Reception Team on an Accident and Illness Report Form and logged onto a spreadsheet on the school's confidential IT system.

### **9. Consent to Administer Prescribed Medicines**

- If a student requires regular prescribed or non-prescribed medication at school, then parents/carers are asked to give consent on the Healthcare Plan.
- If a student is taking a short course of prescribed or non-prescribed medication, then parents/carers will need to complete and sign a 'Parental Agreement for School to Administer Medications' form (see Appendix 1) along with the

medication in its original packaging. A record (at Appendix 2) will be kept of medicines administered.

#### 10. **Consent to Administer Medicines on School Trips and Residential Visits**

- Parental/carer permission will be in the form of written consent.
- Where possible, school trips will have a member of staff accompanying the trip who have received, at least, basic first-aid training. Should the student be required to be administered medication then clear instructions will be issued to the 'identified responsible person'. Any self-administered medication will, also, be done under the supervision of the 'identified responsible person'.

#### 11. **Work Experience**

A risk assessment will be carried out before any work experience placements are considered and consent and agreement, of both the students and parents/careers, will be sought.

#### 12. **The Physical Environment**

- Orbis Education Trust buildings complies with the Disability Discrimination Act 2005 and follows recognised guidance such as BS8300. Any necessary alterations to the building will comply with the functional requirements of the Building Regulations.
- All students and staff with mobility issues, either of a temporary nature or resulting from a permanent medical condition, have a lift key to enable access to all floors.
- We provide appropriate technology to cater for those students and members of staff with a hearing impairment.

#### 13. **Social Interactions**

- Orbis Education Trust ensures that the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities including extended school activities.
- All students are encouraged to participate in extracurricular school activities and school clubs.
- The school's PSHEC programme includes raising awareness of medical conditions to help create a positive social environment.

#### 14. **Exercise and Physical Activity**

- The school recognises the importance of all students taking part in sports, games and activities and all appropriate and reasonable provision is made by staff to make physical activity accessible to all students.
- Students with a medical condition, along with their parents/carers, are consulted about any physical activity to determine what is appropriate and safe.
- Staff are informed of any potential triggers for students' medical conditions when they are involved in any sporting activity so that appropriate provision can be made.



Procedures to take in an emergency:

NB: Medicines must be in the original container as dispensed by the pharmacy.

**Contact Details**

Name:

Daytime telephone no:

Relationship to student:

Address:

I understand that I must deliver the medicine personally to:

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

Signature(s): .....

Date: .....

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**Appendix 2: Record of Medicine Administered to an Individual Child**

Name of school:

Name of child:

Date medicine provided by parent/carer:

Tutor Group:

Quantity received:

Name and strength of medicine:

Expiry date:

Quantity returned:

Dose and frequency of medicine:

Staff signature: .....

Signature of parent/carer: .....

Date: .....



Date			
Time given			
Dose given			
Name/type of medicine <i>(as described on the container)</i>			
Medical condition or illness			
Name of member of staff			

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## Appendix 2: Record of Medicine Administered to an Individual Child (Continued)

Date			
Time given			
Dose given			
Name/type of medicine <i>(as described on the container)</i>			
Medical condition or illness			
Name of member of staff			

Date			
Time given			
Dose given			
Name/type of medicine <i>(as described on the container)</i>			
Medical condition or illness			
Name of member of staff			

Date			
Time given			
Dose given			
Name/type of medicine <i>(as described on the container)</i>			
Medical condition or illness			
Name of member of staff			

Date			
Time given			
Dose given			
Name/type of medicine <i>(as described on the container)</i>			
Medical condition or illness			
Name of member of staff			

### Appendix 3: First Aiders at Southfield School

The following staff are qualified and in-date first aiders:

1. Karen Blackshaw
2. Beki Howard
3. Simon Clark
4. Claire Pearce
5. Mark Boulton
6. Holly Cotton
7. Chris Doherty
8. Lisa Hindwood
9. Jane Fluester
10. Cara Pack
11. Chris Meadway
12. Phill Monk
13. Tori King
14. Chris Roberts
15. Steph Roberts
16. David Roe
17. Lyndsay Roe
18. Tom Davis

19. Carolyn Sutch
20. Sophie Kursat
21. Lynda Whale
22. Alice Williams
23. Emma Miller
24. Dan Grimsey
25. Chris Marshall
26. Mark Wilson
27. Jess Tilley
28. Mark Grimsey
29. Karen Mayes
30. Helen Beckingham
31. Erin Scott
32. Josh Coleman
33. Vicky Hughes
34. Hayley Homer
35. Hannah Carr