Wellfield Infant & Nursery School

Supporting Children at School with Medical Conditions and First Aid Policy

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About this Policy

This policy is governed by the statutory guidance and non-statutory advice set out in the document “Supporting Pupils at school with Medical Conditions” DFE September 2014.

The policy also applies to activities taking place off-site as part of normal educational programmes.

The Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting pupils in school with medical conditions.

This policy should also be read in conjunction with our Allergies Policy.

At Wellfield Infant and Nursery School, every effort will be made to ensure that:

- Pupils at school with medical conditions will be fully supported, to ensure that they have full access to education, including school trips and physical education.
- The health of all pupils is monitored through regular appointments and advice given from the medical professionals involved with the child.
- Staff have training in specific health needs including asthma, epilepsy and autism.
- The Governing Body is legally responsible and accountable for ensuring that arrangements are in place in school to support pupils with medical conditions.
- The Governing Body will ensure that school leaders consult with health and social care professionals, pupils and parents / carers to ensure that the needs of children with medical needs are effectively supported.
- The needs of the children include educational impacts, and social & emotional implications associated with medical conditions.
- The Governing Body will ensure that it meets its duty under the Equality Act 2010.
- Pupils who have health conditions all have an Individual Health & Care Plan (IHCP) and in some cases an Education, Health and Care Plan (EHCP) alongside their IHCP and this policy operates in conjunction with the SEND Code of Practice Sep 2014.

The Role of the Governing Body

1. The Governing Body will ensure that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child. In some cases this will require flexibility and support through, for example, strategies to address sensory processing difficulties.

2. In making their arrangements the Governing Body will take into account that the medical conditions that require support at school may affect quality of life and may be life-threatening. Some will be more obvious than others. The Governing Body will therefore ensure that the focus is on the needs of the individual child.

3. The Governing Body will ensure that their arrangements give parents / carers and pupils confidence in the school’s ability to provide effective support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact upon a

child's ability to learn, as well as increase their confidence and promote self-care as appropriate. They will ensure that staff are properly trained to provide the support that pupils need.

4. Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, the Governing Body will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. They therefore do not have to accept a child in school at times when it would be detrimental to the health of that child or others to do so.

5. The Governing Body will ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties. The Governing Body will ensure that this policy is reviewed regularly and is readily accessible to parents / carers and school staff.

Policy Implementation

The Head Teacher in conjunction with the SENDCO are responsible for ensuring that;

- Sufficient staff are suitably trained, including in the case of staff absence or staff turnover.
- All relevant staff, including supply staff are aware of individual children's health conditions.
- Risk assessments for school visits, holidays and other school activities outside of the normal timetable include reference to children's medical needs.
- Individual healthcare plans are kept up to date. Procedure to follow when notification is received that a pupil has a medical condition or that the plan needs updating due to changes in the child's medical needs.
- A school leader will consult with the relevant health & social care professionals, the pupil and parents / carers as soon as notification is received. This may include occupational therapist, physiotherapist, and nursing services. Where a child is changing schools, professionals linked to the previous setting will be consulted.
- Relevant Health & Social Care professionals, the pupil, parent / carers will contribute guidance as appropriate where a pupil is being re-integrated into school or where their needs have changed. This may include decisions about the rate of integration, timetable adaptations, arrangements for staff training & support. Every effort will be made to ensure that arrangements are put into place as soon as practically possible.
- Children with diagnosed medical conditions will have an Individual Healthcare Plan written prior to or when they start at school. Plans will be drawn up in partnership between the school, school nurse, parents / carers, and a relevant healthcare professional who can best advise on the particular needs of the child. For example, NHS dieticians may contribute sections on feeding needs, specialist nurses would give guidance on epilepsy or asthma. Pupils will also be involved wherever appropriate. The IHCP's will be easily accessible to all who need to refer to them, while preserving confidentiality. The level of detail within plans will depend on the complexity of the child's condition and the degree of

support needed. Individual Healthcare Plans (and their review) may be initiated, in consultation with the parent / carer, by a member of school staff or a healthcare professional involved in providing care to the child. The aim will be to capture the steps Wellfield Infant & Nursery School will do to ensure take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

- Plans will be reviewed at least every 6 months, or earlier if evidence is presented that the child's needs have changed. The plans will be developed with the child's best interests in mind and ensure that Wellfield Infant & Nursery School assesses and manages risks to the child's education, health and social well-being and minimises disruption.

- If a child has an Education, Health & Care Plan (EHCP) along with an Individual Healthcare Plan, then school will liaise with the relevant health professionals involved and these professionals will be expected to provide up to date information or attend the Annual Reviews of pupil's with EHCP's and in turn contribute towards a review of the Individual Health & Care Plan (IHCP) at the same time.

Contents of Individual Healthcare Plans

These will include as appropriate;

- 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.

- Specific support for the child's educational, social and emotional needs.

- 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 such as the school nurse.

- Arrangements for written permission from parents / carers and the Headteacher 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 who to contact, and contingency arrangements. Where children have an emergency healthcare plan prepared by their lead clinician, this will be used to inform development of their Individual Healthcare Plan

Roles and Responsibilities

Partnership between school staff, healthcare professionals (and where appropriate social care professionals), local authorities, parents / carers and pupils is critical in providing effective support, to ensure that the needs of the pupils with medical conditions are met effectively. Collaborative working arrangements between all those involved, showing how they will work in partnership is set out below.

- The Governing Body – will make arrangements to support pupils with medical conditions in school, including making sure that this policy is developed and implemented. They will ensure that a pupil with medical conditions is supported, to enable to maximum participation in all aspects of school life. The Governing Body will ensure that sufficient staff have received suitable training and are competent, before they take on responsibility to support children with any medical conditions.

- The Headteacher will ensure that this policy is developed effectively and implemented with partners. This includes making sure that staff are aware of the policy and understand their role in its implementation. The Headteacher should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. The Headteacher will also make sure that school staff are appropriately insured.

- The Headteacher, SENDCO and Governing Body will work together to ensure that Individual Healthcare Plans are written to a high quality and reviewed regularly. They will also liaise with external healthcare professionals as appropriate in order to draw up Individual Healthcare Plans. The school nurse is responsible for organising training for school staff, ensuring that training is regularly refreshed, and keeping records of proficiency.

- School staff – any member of the teaching assistant team at Wellfield Infant & Nursery School may be asked to provide support to pupils with medical conditions in line with their job description and SEN pay band, including the administration of medication. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take responsibility for supporting children with medical conditions. Wellfield Infant & Nursery School follows the team ethos, where all teaching assistants within a class team undertake the training required to support the children's medical conditions within their class group to ensure support for each other and cover in the event of absence.

- Other healthcare professionals, including GPs and paediatricians – should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams will be asked to provide support for children with particular conditions (e.g. asthma, diabetes and epilepsy).

- Parents / carers – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify school that their child has a medical condition. Parents / carers are key partners and will be involved in the development and review of their child's individual healthcare plan. They should carry out action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

- Pupils –with medical conditions may be best placed to provide information about how their condition affects them. They will be as involved as possible in discussions about their medical support needs.

- Local authorities – are commissioners of school nurses for maintained schools and academies. Under section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as Governing Bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation. Local authorities should provide support, advice, and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. Local authorities should work with schools to support pupils with medical conditions to attend full time. Where pupils cannot attend school because of their health needs, the local authority will be contacted to fulfil its duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

- Providers of health services, should co-operate with Wellfield Infant & Nursery School in the support of children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as participation in locally developed outreach and training. Good relationships with health services will be fostered and developed as they can provide valuable support, information, advice and guidance to the school, to support children with medical conditions at school. We will ensure that identified staff undertake the training required to support the children's medical conditions within their year group to ensure support for each other and cover in the event of absence.

- Other healthcare professionals, including GPs and paediatricians – should notify the school when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams will be asked to provide support for children with particular conditions (e.g. asthma, severe allergies and epilepsy).

- Parents / carers – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify school that their child has a medical condition. Parents / carers are key partners and will be involved in the development and review of their child's individual healthcare plan. They should carry out action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

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within individual healthcare plans can be delivered effectively. Local authorities should work with schools to support pupils with medical conditions to attend fulltime. Where pupils would not receive a suitable education at Wellfield Infant & Nursery School because of their health needs, the local authority will be contacted to fulfil its duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

- Providers of health services – should co-operate with Wellfield Infant & Nursery School in the support of children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as participation in locally developed outreach and training. Good relationships with health services will be fostered and developed as they can provide valuable support, information, advice and guidance to the school, to support children with medical conditions at school.

- Ofsted – their inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEND, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Wellfield Infant & Nursery School will make this policy available and be able to demonstrate that this is implemented effectively.

Staff Training and Support

Any member of staff providing support to a pupil with medical needs will have received suitable training. This will have been identified during the development or review of individual healthcare plans. Where staff already have some knowledge of the specific support needed by a child with a medical condition, extensive training may not be required.

The relevant healthcare professional will normally lead on identifying and agreeing with Wellfield Infant & Nursery School, they type and level of training required, and how this can be obtained.

Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. This will include an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. Prescription medicines should be clearly dated and have the child's details on, without this staff cannot administer the medication in school.

Healthcare professionals including the community nurses or school nurse will provide confirmation of the proficiency of staff, in a medical procedure, or in providing medication.

All staff will be made aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. Induction arrangements for new staff will include reference to this policy.

The child's role in managing their own medical needs

Children who take their medicines themselves or manage their own procedures will have an appropriate level of adult supervision. If it is not appropriate for children to self-manage, then relevant staff will help to administer medicines and manage procedures for them, outlined in their Individual Healthcare Plan.

Managing and Administering Medications on School Premises

- Medicines will only be administered at school when it would be detrimental to a child's health or attendance not to do so.

- A parent or carer's written and signed consent must always be obtained prior to administering medicines.

- Medication such as pain relief will never be administered without checking maximum dosages and when the previous dose was given. A parent / carer will be informed.

- Where clinically possible, Wellfield Infant & Nursery School will ask for medicines to be prescribed in dose frequencies which enable them to be taken outside school hours.

- Wellfield Infant & Nursery School will only accept prescribed medicines that are in-date, labelled with the child's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

- All medicines must be stored safely in a locked cabinet in the classroom or in the school office. Children should know where their medicines are as appropriate. Medicines and devices such as asthma inhalers and adrenaline pens will always be readily available to children in a safe place within the child's classroom.

- Wellfield Infant & Nursery School will keep controlled drugs securely stored in locked medical cabinets either within the classroom or school office. Controlled drugs will be easily accessible in an emergency and if a child has emergency medication this will be stored in a locked cupboard in the child's classroom. A record will be kept of any doses used.

- School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions. Wellfield Infant & Nursery School will keep a record of all medicines administered to individual children, stating what and how much was administered, when and by whom. Any side effects of the medication administered at school will be noted.

- When no longer required, medicines will be returned to the parent / carer to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

- The Governing Body is responsible for ensuring that written records are kept of all medicines administered to children. On a day-to-day basis, staff administering medication will keep written records of all medicines given, and sign to confirm the details. Parents / carer will be informed if their child has been unwell at school, either by home-school book, email, phone call or in person as appropriate.

Emergency Procedures

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Where appropriate, other pupils in school will be briefed on what to do in general terms, such as informing a member of staff immediately if they think help is needed.

If a child is taken to hospital, staff will stay with the child until the parent / carer arrives, or accompany a child taken to hospital by ambulance.

Day Trips, Residential Visits and Sporting Activities.

Pupils with medical conditions will be actively supported to participate in schools trips and visits, so that their condition does not prevent them from doing so. Teacher's will be aware of how a child's medical condition will impact on their participation, but be flexible enough to enable all children to participate according to their own abilities and with any reasonable adjustments.

Wellfield Infant & Nursery School will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

Wellfield Infant & Nursery School staff will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. The lead member of staff will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This may require consultation with parents / carers, pupils and advice from the Health Professionals or the school nurse.

Administering First Aid to pupils and staff

The school will provide materials, equipment and facilities as set out in DEE 'Guidance on First Aid for schools.'

The location of First Aid Kits in school are: All Classrooms, main hall, school office. Contents of the kits will be checked on a regular basis by Karen Evans (Named First Aider).

Training on First Aid will be undertaken every three years by nominated staff.

Off Site activities

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication including for example inhalers, epi-pens. A person who has been trained in first aid will accompany all off site visits, where deemed necessary.

The Headteacher will inform all employees at the school of the following:-

• The arrangements for recording and reporting accidents.

• The arrangements for First Aid

• Those employees with qualifications in first Aid

• The location of First Aid kits

- All members of staff will be made aware of the school's First Aid Policy.

Accident Reporting

If there has been an accident in school involving a child, the parents/guardians will be informed via an accident form sent home with the child. Depending on the nature of the injury, a phone call home may also be necessary.

Where an accident/injury occurred at lunchtime, lunchtime assistants to inform staff in class of any First Aid given to the children that day and complete a First Aid slip to send home.

The Governing body will implement the LA's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression

The Governing body is aware of its Statutory Duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees;

- An accident that involves an employee being incapacitated from work for more than three consecutive days
- An accident which requires admittance to hospital for in excess of 24 hours
- Death of an employee
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee of spine

For non-employees and pupils an accident will only be reported under RIDDOR;

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or:
- It is an accident in school which requires immediate emergency treatment at hospital. In each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Accidents involving pupil's heads

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

If a significant head injury, staff will always ring 999 and request an ambulance. Staff will support pupils to hospital in the ambulance and parents informed immediately of which hospital they are being taken to.

Where emergency treatment is not required, parents or guardians will be informed immediately via telephone calls & advised if they need to have the child checked out and an accident report form will be sent home. If a child stays in school following an accident to the head, staff will monitor the child closely and inform parents or guardians if they feel that there are any changes than those first reported or if serious concerns will ring an ambulance.

Transport to hospital

The Headteacher/Deputy Headteacher/ other members of the Senior Leadership Team (SLT) will determine what is a reasonable action to take in each case;

• Where the injury is an emergency, an ambulance will be called, following which, the parent/guardian will be called. A member of staff will accompany the ambulance team to hospital with the child.

• Where hospital treatment is required but it is not an emergency, a First Aider will contact the parents for them to take over responsibility for the child.

If the parents cannot be contacted then the Headteacher/ Deputy Headteacher/ other members of SLT may decide for a member of staff to accompany the pupil to hospital.

Where the Headteacher/Deputy Headteacher/member of SLT makes arrangements for transporting a child then the following points will be observed:

• Only staff cars insured to cover such transportation will be used

• No individual member of staff should be alone with a pupil in a vehicle

• The second member of staff will be present to provide supervision for the injured pupil.

Statutory Guidance Requirements for Early Years Foundation Stage.

In line with the current guidance Wellfield Infant & Nursery School ensures that;

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings.

Named Full First Aid / Paediatric First Aid Trained Staff

Lisa Robertson (Teaching Assistant)

Angela De Fouw (Teaching Assistant)

Amanda Whelan (Teaching Assistant)

Karen Evans (Teaching Assistant-HLTA)

Stephanie Jones (Teaching Assistant)

Jackie Butt (Teaching Assistant)

Katie Shrimpton (Teaching Assistant)

Julie Keaveney (Midday Assistant)

Caroline Burt (Teaching Assistant)

Lorraine Marsh (Teaching Assistant-HLTA)

Emma Taylor (Teaching Assistant)

Charlotte Ellis (Teaching Assistant)

Kim Gresty (Midday Assistant)

Nicola Young (Wishing Well Club Manager)

Meena Gorania (Wishing Well Club Deputy Manager)

Maxine Littler (Wishing Well Staff)

Stella Dawson (Midday Assistant/ Wishing Well Staff

Sharon Alderson (Wishing Well Staff)

Joan Staff (Wishing Well staff)

Other Issues

Defibrillators – in the event of a sudden cardiac arrest, quick action (in the form of early CPR and defibrillation) can help save lives. Modern defibrillators are easy to use, inexpensive and safe. Wellfield Infant & Nursery School has two defibrillator's: one is located in the Nursery building and one is located in the Year One classroom. The majority of staff have been trained in their use on a rolling programme of Emergency First Aid at Work training provided to all staff.

We also have 3 Life Vacs in school, these are devices for any choking incidents that may occur and staff have had training how to use them in school with a child or adult if an incident were to arise.

Liability and Indemnity

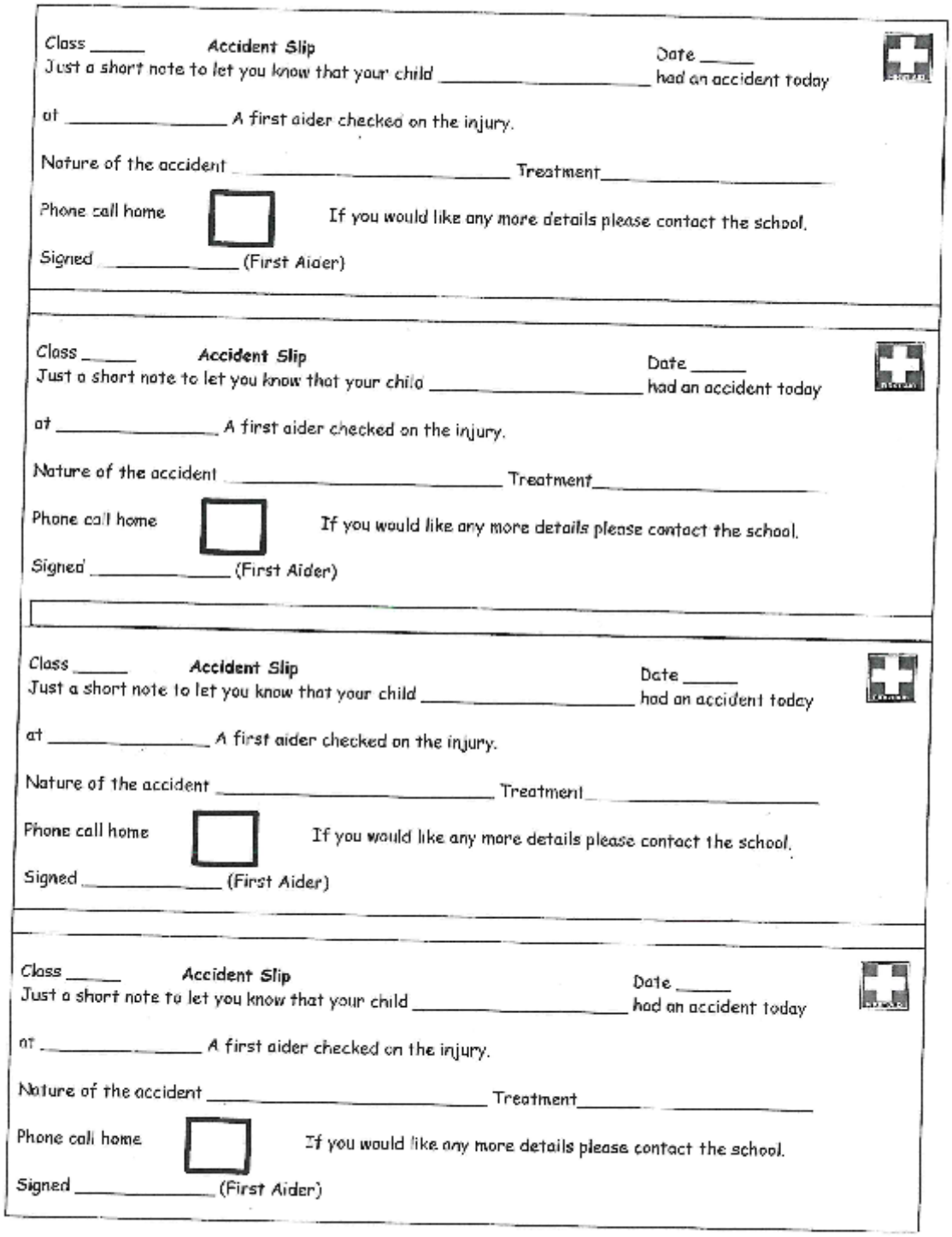
Governing Bodies must ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk. The school's insurance arrangements cover staff providing support to pupils with medical conditions. These insurance policies will provide liability cover relating to the administration of medication and specific healthcare procedures. It is noted that in the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

Complaints

The procedure for making a complaint is set out in the Wellfield Infant & Nursery School Complaints Policy which is available to parents / carers on the school website. Wellfield Infant & Nursery School hopes that should parents be dissatisfied with the support provided, they will discuss their concerns directly with the school first. If for whatever reason this does not resolve the issue, they can make a formal complaint via the complaint procedure.

Appendices

Accident slip sent home with child



Class _____ **Accident Slip** Date _____

Just a short note to let you know that your child _____ had an accident today

at _____ A first aider checked on the injury.

Nature of the accident _____ Treatment_____

Phone call home ☐ If you would like any more details please contact the school.

Signed _____ (First Aider)

Class _____ **Accident Slip** Date _____

Just a short note to let you know that your child _____ had an accident today

at _____ A first aider checked on the injury.

Nature of the accident _____ Treatment_____

Phone call home ☐ If you would like any more details please contact the school.

Signed _____ (First Aider)

Class _____ **Accident Slip** Date _____

Just a short note to let you know that your child _____ had an accident today

at _____ A first aider checked on the injury.

Nature of the accident _____ Treatment_____

Phone call home ☐ If you would like any more details please contact the school.

Signed _____ (First Aider)

Class _____ **Accident Slip** Date _____

Just a short note to let you know that your child _____ had an accident today

at _____ A first aider checked on the injury.

Nature of the accident _____ Treatment_____

Phone call home ☐ If you would like any more details please contact the school.

Signed _____ (First Aider)

First Aid Log

All accidents involving children to be entered on this form.

Year Group _____

Date	Time	Child's Name	Place of Accident	Cause of Accident	Injury	Treatment	Staff Initials

RECORD OF MEDICATION ADMINISTERED AT WELLFIELD

Date	Child's Name	Time	Medication Details	Dosage	Any Reaction	Staff Name	Signed

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medication unless prescribed by a doctor and you have completed and signed this form.

DETAILS OF PUPIL

Surname _____

Forenames _____

Address _____

DOB _____

Teacher _____

Condition or _____

Illness

MEDICATION

Name of prescribed medicine: _____

How your child will take

the medication: _____

Times to be given the medication: _____

Dosage: _____

Days/dates to be administered

In school hours : _____

_____

Procedures to be taken in an _____

Emergency:

CONTACT DETAILS

Name: _____

Tel no: _____

Relationship _____

to pupil

I understand that I must deliver the medicine personally to the school office.

Signed _____ parent / guardian Date_____

PLEASE NOTE:

At the end of the school day, the medicine must be collected from the school office

If your child is going to Wishing Well, arrangements must be made with them for collection of the medicine from the school office