

# Cottenham Primary School



Children with Medical Conditions Policy,  
including the Administering of Medicines and First Aid Policy

Dated:	Autumn 2019									
Reviewed by:	Premises, Health and Safety Committee									
Next Review date:	Autumn 1 2020									
Equality Review Checklist	<p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <table border="0"> <tr> <td>Age</td> <td>Disability</td> <td>Religion or belief</td> </tr> <tr> <td>Race</td> <td>Pregnancy and Maternity</td> <td>Sex</td> </tr> <tr> <td>Sexual orientation</td> <td>Gender reassignment</td> <td>Marriage/civil partnerships</td> </tr> </table> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment, tick in the box and circle the characteristics affected: <input type="checkbox"/></p>	Age	Disability	Religion or belief	Race	Pregnancy and Maternity	Sex	Sexual orientation	Gender reassignment	Marriage/civil partnerships
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Children with Medical Conditions Policy,  
including the Administering of Medicines and  
First Aid Policy

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions. This policy is reviewed annually.

**Policy Statement**

Cottenham Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

Cottenham Primary School understands that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

Cottenham Primary School provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

Cottenham Primary School (from here on known as ‘this school’) makes sure all staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with medical conditions will have an Individual Healthcare Plan (IHP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

This school ensures staff receive appropriate first aid training and have easy access to first aid equipment. The main first aid boxes are located in the medical room and in the Y3/4 cupboard in the cloakroom nearest the school field. Basic first aid kits are located in each reception class, and at the swimming pool. Full, portable first aid kits are available and taken on any off site visits.

This school ensures this policy is applied across the curriculum, including PE and Educational Visits. The named member of school staff responsible for this medical conditions policy, including the administering of medicines and first aid and its implementation is:

**The Headteacher, Mr James Kilsby.**

**Policy Framework**

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long term and short term medical conditions and those suffering from unexpected illness or injury at school.

1) This school is an inclusive community that supports and welcomes pupils with medical conditions.

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out of school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of care that meets their needs.
- This school will ensure all pupils joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term.
- Any pupil joining the school mid-term will have arrangements in place within no longer than two weeks.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.
- This school recognises that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions is anticipatory.
- This school understands that some children who have medical conditions may also have disabilities and / or special educational needs and this policy may be read in conjunction with the school's SEND policy and the SEND code of practice.

2) This school's medical conditions policy is drawn up in consultation with local key stakeholders within both the school and health settings.

- Stakeholders should include parents, school nurse, school staff, governors.

3) The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels. The policy will be available on the school's website for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

4) All staff understand and are trained in what to do in an emergency at school.

- All school staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions in the classes they are working in and understand their duty of care to pupils in an emergency.

- All staff receive training for asthma and anaphylaxis and what to do in an emergency and this is refreshed at least once a year.
- All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures.
- Staff have access to protective clothing (gloves) and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.
- All children with a medical condition at this school have an Individual Healthcare Plan (IHP), which explains what help they will need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP with emergency care settings. IHPs should be developed in the context of assessing and managing risks to the pupil's education, health and social wellbeing and to minimise disruption. IHPs should consider;

*The medical condition, its trigger, signs, symptoms and treatment*

*The pupil's resulting needs, including medication (its side-effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues*

*Specific support for the pupil's educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support including counselling*

*The level of support needed, including in emergencies. If a child is self-managing their own medication, this should be clearly stated with arrangements for monitoring*

*Who will provide this support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the pupil's medical needs from a healthcare professional*

*Who in school needs to be aware of the child's condition and the support required*

*Written permission from parents and the head teacher for medication to be administered*

*Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the pupil can participate, e.g. risk assessments*

*Arrangements for travel to and from school and what should be done if an emergency arises*

*Where confidentiality issues are raised by the parent or pupil, the designated individuals to be entrusted with information about the child's condition*

*What to do in an emergency, including who to contact and contingency arrangements*

5) All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly. Training is provided at the start of each academic year, and as required throughout the year, and policies and procedures are discussed with temporary and supply staff. The induction of new staff will include training for supporting pupils with medical needs as appropriate.
- Any member of staff providing support to a pupil with medical needs will have received suitable training.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives, or accompany a child taken to hospital by ambulance.
- A member of staff must not take a pupil to hospital in their own car.

### **Administration of Medication**

6) This school has clear guidance on providing care and support and administering medication and first aid at school.

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP or permission form.
- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child.
- This school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication to a child without a parent's written consent except in exceptional circumstances. Parents may be permitted to come into school during school hours to administer medication if they prefer or feel it is necessary.
- Medicines will only be administered at school when it would be detrimental to the pupil's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours.
- When administering medication, for example prescribed pain relief or antibiotics, this school will check the maximum dosage and when the previous dose was given.
- Children at this school will be allowed to administer their own medication, if it is the wish of the pupil and their parent. This will be recorded on their IHP or permission form. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised. Whilst pupils will be encouraged to keep themselves healthy, and selfcare is to be promoted, this school recognises that some pupil's needs may be complex and some medical conditions can be fatal if not managed well.
- If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHP. Parents will be informed.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment for the visit.
- Parents at this school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.

7) This school has clear guidance on the storage of medication and equipment at school.

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication / equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.
- Children at this school know to ask any member of staff and that they may have immediate access to their medication when required.
- In this school medications are stored safely in the cupboards in the medical room or the staffroom fridge if required to be stored at a controlled temperature.
- Additional asthma inhalers (and written protocols) are also stored in marked boxes in classrooms for children with written consent
- Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- In exceptional circumstances children may carry and administer their own medication. It is legal for a child who is competent to carry their own controlled drug, but it is an offence for them to pass it to anyone else to use.
- This school will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector), which must still be in date, but will generally be supplied in an injector pen or pump.
- Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional.
- This school will check all medication held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are held securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

8) This school has clear guidance about record keeping

- Parents at this school are asked if their child has any medical conditions on the admissions form.
- This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- This school has a centralised register of IHPs, and an identified member of staff who has responsibility for this register.
- IHPs are reviewed regularly, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate), parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the IHP. Other school staff, are aware and have access to the IHPs for pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing medical information with any other party.
- This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate), and relevant healthcare services prior to any extended day visit to discuss and make a plan for any extra care requirements that may be needed. This

is recorded on the pupil's IHP which will accompany them on the visit.

- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse / school nurse / other suitably qualified healthcare professional and / or the parent. The specialist nurse / school nurse / other suitably qualified healthcare professional will confirm their competence, and this school keeps an up to date record of all training undertaken

9) This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible environment for out of school activities.
- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out of school clubs and team sports.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid / take special precautions during activity, and the potential triggers for a pupil's condition when exercising and how to minimise these.
- This school makes sure that pupils have the appropriate medication / equipment / food available during physical activity.
- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- This school will not penalise pupils for their attendance if their absence relates to their medical condition. Following absence, reintegration back into school will be properly supported so pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed as per the school's attendance policy.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCo who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency.

- This school makes sure that a risk assessment is carried out before any out of school educational visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

10) This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. This school is actively working towards reducing or eliminating these health and safety risks and has a written schedule for reducing specific triggers to support this.

- This school is committed to identifying and reducing triggers both at school and on out of school visits.
- School staff have been given training and written information on medical conditions which includes avoiding / reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing / eliminating these health and safety risks. (eg. This school has a 'no nuts' policy throughout the school.)
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe during the whole school day and on out of school activities. Risk assessments are carried out on all out of school activities, taking into account the needs of pupils with medical conditions.
- This school reviews all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews.

11) Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- The governing body should ensure parents are aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their child.

### **First Aid Policy**

#### **Purpose:**

To ensure that the welfare and wellbeing of pupils is secure.

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

#### **Aims**

To identify the first aid needs of the School in line the Health and Safety at Work etc Act 1974.

To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

#### **Objectives**

To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.

To provide relevant training and ensure monitoring of training needs.

To provide sufficient and appropriate resources and facilities.

To inform staff and parents of the School's First Aid arrangements



To keep accident records and to report the Health and Safety Executive (HSE) under the Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

#### **Who was consulted?**

Staff and Governors have been consulted in the development of this policy.

#### **Relationship to other policies**

This policy should be read in conjunction with the school's policy on Children with Medical conditions, health and safety and the local authority policy relating to educational visits.

#### **Roles and Responsibilities**

The **headteacher** is responsible for implementing the policy, identifying a responsible staff member for managing first aid and the administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. He/She should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

The **staff member/s** responsible must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

**All staff** are responsible for keeping themselves up to date with basic first aid, understanding the importance of risk assessment, and recognising the health needs of pupils for whom they have responsibility.

**Pupils** are responsible for caring for their own welfare and that of other pupils and understanding the importance of risk assessment.

**The Appointed Person** need not be a First Aider, but should have undertaken emergency first aid training. He/She:

Takes charge when someone is injured or becomes ill

Ensures that an ambulance or other professional medical help is summoned when appropriate

Ensure that first aid kits and medical equipment is kept up to date and well stocked

**The First Aider** must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post.

He/she:

Gives immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

When necessary, ensures that an ambulance or other professional medical help is called.

In selecting first aiders Heads should consider the person's:

Reliability and communication skills

Aptitude and ability to absorb new knowledge and learn new skills.

Ability to cope with stressful and physically demanding emergency procedures.

Normal duties - first aiders must be able to leave to go immediately to an emergency.

#### **Arrangements for monitoring and evaluation**

The Deputy Headteacher reports to the Premises committee of the governing body about the number of pupils treated for any reportable accidents each term, the programme of staff training and the nature of any complaints received.

#### **Re-assessment of first-aid provision**

As part of the School's annual monitoring

The Head reviews the Schools' first aid needs following any changes to staff, building/site, activities, off-site facilities etc.

The School Business Manager monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions

The School Business Manager also monitors the emergency first aid training received by other staff and organises appropriate training

The first aider checks the contents of the first aid boxes termly.

### **Providing Information**

The Head teacher ensures that all staff are informed about the schools' first aid arrangements.

The First Aider gives all staff information on the location of equipment, facilities and first aid personnel.

This appears in the staff handbook.

## **PROVISION**

### **How many first aid personnel are required?**

The Head will consider the findings of the risk assessment in deciding on the number of first aid personnel required. Schools are low risk environments, but the Head will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

Off-site PE

School trips

Adequate provision in case of absence, including trips

Out of hours provision, eg. Clubs events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on school premises.

### **Qualifications and Training**

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the County Council.

Appointed persons will undertake one-day emergency first aid training.

Specialist training in first aid for children should be arranged in a three year cycle.

### **First Aid materials, equipment and facilities**

The Head must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available.

All first aid containers must be marked with a white cross on a green background

School buses and coaches used for trips must carry a first aid container

First aid containers must accompany teachers off-site

Spare stock should be kept in school.

The First Aider is responsible for checking and restocking of the first aid containers.

### **Accommodation**

The Head must provide a suitable room for medical treatment and care of children during school hours.

This need not be a dedicated area but should be close to a lavatory and contain a wash basin.

### **Hygiene/Infection control**

Basic hygiene procedures must be followed by staff.

Single use disposable gloves must be worn when treatment involves blood or other body fluids.

Care should be taken when disposing of dressings or equipment.

## Reporting accidents

The First Aider must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting, the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE:

Accidents resulting in death or major injury (including as a result of physical violence)

Accidents which prevent the injured person from doing their normal work for more than three days

For definitions, see HSE guidance on RIDDOR 1995 and information on Reporting School Accidents in the DCSF Guidance on First Aid in Schools.

Involving pupils and visitors:

Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work.

ie. if it relates to any school activity, both on or off the premises; the way the school activity has been organised or managed; equipment, machinery or substances; the design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring this happens.

The Appointed Person or First Aider must complete form IRF (96) on-line Reporting Accidents/Incidents form available at [www.cambridgeshire.gov.uk/irf96](http://www.cambridgeshire.gov.uk/irf96)

## Record keeping

Statutory accident records: The First Aider must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of three years**.

The Head must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

The date, time and place of incident

The name (and class) of the injured or ill person

Details of their injury/illness and what first aid was given

What happened to the person immediately afterwards

Name and signature of first aider or person dealing with the incident.

The Head must have in place procedures for ensuring that parents are informed of all head injuries and significant incidents.

## Monitoring

Accident records can be used to help the Head and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

The Headteacher and Premises sub committee of the Governing Body will review all reportable accidents as a rolling agenda item.

## **Addendum in Response to the COVID-19 Pandemic**

**In light of the current situation around COVID-19 the staff has reviewed their current first aid protocols and the following protocols will be followed**

- All classrooms will be provided with a basic first aid kit as well as PPE (gloves and masks) to use when administering first aid or medication.
- All medication will be kept in the classroom.
- As far as possible every bubble will have a first aider- if this is not possible bubble to call on SLT.
- If first aid requires more intervention a call (radio, phone, message to other bubble) will be made to the front office and a member of SLT/office staff will come and support.
- If a child or adult is displaying COVID-19 symptoms- a call will be made to the front office and the bubble TA will remove the child and take them to the music room at the front of the school where they will be isolated until they can be collected from the school. Cleaning of the child's desk will occur and further actions agreed.