



MEDICAL CONDITIONS & FIRST AID POLICY

INTRODUCTION

Thomas's Academy is an inclusive community that welcomes and supports pupils with medical conditions and endeavours to offer them the same opportunities as others in the school. This applies whether the condition is ongoing, or a short-term illness.

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

OBJECTIVES

- To ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure that parents feel confident that the school provides effective support for their pupil's medical condition and that pupils feel safe
- To establish relationships with relevant local health services where appropriate
- To effectively manage and support short-term and frequent absences due to medical treatment, to limit the impact on the pupil's education attainment and emotional and general wellbeing
- To comply with the SEND Code of Practice and our SEND Policy in supporting pupils whose medical conditions require them to have an Educational Health and Care (EHC) Plan
- To provide a physical environment that is accessible to pupils with medical conditions, including school visits and off site educational activities.
- To identify the first aid needs of the School in line with current legislation
- 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.
- To appoint the appropriate number of suitably trained people as 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 ensure that parents are informed of any accidents or injuries to their child whilst in the care of the School together with details of any first aid treatment given
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- To ensure that any notifiable accidents that occur in the Early Years are reported to Ofsted (as soon as practicable but in any case within 14 days) and also to the local child protection agency if required.

ROLES AND RESPONSIBILITIES

Governors

- To ensure that arrangements are in place to support pupils with medical conditions and that they are enabled to access the fullest possible participation in all aspects of school life
- To receive annual updates as to the effective working of the policy and implement changes or recommendations arising from the review
- Governors are responsible for the health and safety of school staff and anyone else on the premises. This includes the Heads and teachers, non-teaching staff, pupils and visitors (including contractors).
- They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Heads

- To be responsible and accountable for fulfilling the schools' statutory duty in meeting the arrangements to support pupils with medical conditions
- To ensure that the policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions
- To ensure health and social care professionals, pupils and parents are consulted to ensure that the needs of pupils with medical conditions are properly understood and effectively supported
- To ensure that staff are properly trained to provide the support that pupils need
- To ensure that the school's arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school.
- To ensure the school staff are properly insured and are aware that they are insured to support pupils in this way.
- To ensure that information held by the school is accurate and up to date and good communication and information sharing systems are in place
- To ensure that all staff who need to know are aware of a pupil's condition
- To ensure that all staff, including supply staff and peripatetic staff are aware of the policy and understand their role in its implementation
- To review this policy regularly, with input from parents, pupils and staff

Special Educational Needs and Disabilities Coordinator (SENDCo)

- To keep an overview of any pupils whose medical needs may impact on their learning and advise staff working directly with them to ensure appropriate strategies are put in place to support them
- To ensure that any pupils whose medical condition that requires them to have an EHCP is acknowledged and recorded appropriately
- To work with the school to provide equal access to the curriculum, as far as possible, so that pupils with medical conditions have the same opportunities as other pupils, including access to school trips and physical education
- To facilitate staff training as appropriate, in liaison with Local Authority staff where necessary, advising on common conditions or providing information about where the school can access more specialist training

Lead First Aider

- To ensure pupils know how to take their medication effectively and offer support to help them self-manage their condition at an age appropriate level

- To support pupils and parents as appropriate
- To ensure all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed
- To contribute to healthcare plans and their review
- Provide information packs/school procedures training for new staff as part of their induction programme
- Maintain a first aid file, notice board and related medical documentation for when needed
- Review basic medical procedures & practices as needed in school, as requested
- Give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook.
- Alert staff during a specific outbreak of illness in school re management & procedures in place
- Provide regular information and updates for parents in regard to any outbreak of illness in school.

First Aiders

- Take charge when someone is injured or becomes ill
- Give immediate help to casualties with common injuries or illnesses
- Look after the first aid equipment eg restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

First Aiders must have completed and updated a training course and hold a valid certificate of competence, issued by an organisation approved by the HSE.

Members of Staff

- To be aware of and understand this Medical Conditions and First Aid Policy
- To be aware of potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- To know which pupils in their care have a medical condition and be familiar with the contents of that pupil's healthcare plan
- To know what to do and respond accordingly when they become aware that a pupil with medical conditions needs help.
- To maintain effective communication with parents, including informing them if their pupil has been unwell at school
- To be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- To ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in, and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this
- To ensure that medical bags for pupils with medical conditions are taken on all off-site activities and returned directly afterwards
- To be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, including help to catch up with work when a pupil has been unwell
- To use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

Pupils

- To treat pupils with and without a medical condition equally
- To tell their parents, teacher or nearest staff member when they are not feeling well
- To tell a member of staff if another pupil is feeling unwell
- To let any pupil take their medication when they need it and ensure a member of staff is called
- To treat all medication with respect
- To know how to gain access to their medication in an emergency
- To take their own medication when needed – if mature and old enough

Parents

- To tell the school if their child has a medical condition
- To ensure the school has a complete and up-to-date healthcare plan for their child
- To inform the school about any medication their child requires during school hours and complete the relevant form (in the appendix)
- To inform the school of any medication their child requires while taking part in visits, outings, field trips or other off-site activities
- To inform the school of changes to their child's condition
- To ensure their child's medication and medical devices are labelled with their child's full name
- To provide the school with appropriate spare medication labelled with their child's name (if appropriate)
- To ensure that their child's medication is within expiry dates
- To keep their child at home if they are not well enough to attend school or they have had a temperature in the last 24 hours
- To keep their child at home if they have been sick or had diarrhea within the last 48 hours
- To ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- To ensure their child has a written care/self-management plan from their doctor or specialist health care professional to help their child manage their condition where appropriate.

PROCEDURES

Notification

When a pupil starts at Thomas's Academy at the usual transition points and has an identified medical condition the school will ensure that arrangements are in place for the start of the relevant school term. In other such cases, such as new diagnoses or pupils moving mid-term arrangements would be expected to be in place within two weeks of notification or admission.

Individual Healthcare plans may be initiated by a member of school staff or a healthcare professional involved with providing care to the pupil. These should include the following:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments – dose, time, facilities, equipment, testing, dietary requirements and environmental issues, eg crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs; including how absences will be managed, support to catch up with work missed, additional time for exams, counselling etc
- Who will provide this support, their training needs and cover arrangements in their absence
- Who in the school needs to be aware of the pupil's condition and the support required
- Written permission for medication to be administered by a member of staff, or self-administered by individual pupils 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 pupil can participate, eg risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements.

Examples of Healthcare plans can be found here: [Health Care Plans](#)

Administration of Medication for short term and long term conditions and injuries

Following Government guidelines the following points should be noted:

- Prescribed medication can only be administered by staff if the parent has filled out and signed a Medication form. This applies to both acute / permanent medication (such as inhalers/adrenaline auto-injectors) (Appendix A - Form 1) and also for a temporary / short course of medication (such as course of antibiotics) (Appendix A - Form 2). Office staff will inform the class teacher.
- Non-prescribed medication should not be administered by staff and medicine can only be given to the pupil for whom it is intended. However, under certain circumstances it may be appropriate to administer certain medicines (e.g. a mild analgesic such as Paracetamol to relieve pain), should this be necessary. In such cases, staff must first obtain permission from the parents to administer medicine then check the time and amount of any medicine previously administered, and inform the parents of the time and amount of any medicine administered in school, to avoid the danger of giving too much. Parents give permission for this eventuality on the Essential Pupil Information Form (EPIF).
- No over the counter creams or lotions should be administered without consent e.g. Arnica cream, Witchhazel. All cuts and bruises should be cleaned with water and/or antiseptic wipe. Individually wrapped sterile adhesive dressings (plasters) are safe to use **provided** that they are **not** used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used, first aiders should establish whether the person requiring treatment has such an allergy. If the person has such an allergy, an alternative dressing is used.
- All adrenaline auto-injectors /inhalers etc. must be kept in a safe, designated place
- All medicines are to be kept in the office in the first aid cupboard to be administered by a suitably qualified member of staff and witnessed by another. However, it is the responsibility of the teacher to ensure that the pupil is in the office at the correct time for administration of medication.
- The school keeps a spare supply of Salbutamol/Ventolin inhalers which can be given in an emergency to a child who is known to suffer from asthma
- The school keeps a spare supply of adrenaline auto-injectors (when available) which can be given in an emergency to a child who is known to suffer from anaphylaxis
- All pupils with medical conditions that may require acute treatment should have medication in a medical bag that should be taken with them whenever they go off site and returned directly afterwards.

PROVISION

How many first aid personnel are required?

The Heads will consider the findings of the risk assessment in deciding on the number of first aid personnel required. School is a low risk environment, but the Heads 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
- DT/Art rooms
- Playground
- 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 First Aiders is available at all times when people are on school premises.

The recommended number of certified first aiders is one per 100 pupils/staff.

Qualifications and Training

In addition to the training for First Aiders, paediatric first aid training sessions are made available to members of staff as appropriate.

First aid materials, equipment and facilities

First Aid boxes are available in the school office, the kitchen and communal areas around the school site. There are designated members of staff responsible for each area of the school who ensure that First Aid Boxes contain the correct type and number of items, which must be up to date. **COVID UPDATE: First Aid boxes are now class-based to ensure no cross contamination**

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, particularly sharp objects (needles). These will be disposed of in appropriate sealed containers/places

Re-assessment of first aid provision

As part of the School's annual monitoring and evaluation cycle:

- the Heads review the School's first aid needs following any changes to children, staff, building/site, activities, off-site facilities, etc
- the Head of HR monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions

Accident & Sickness Protocols

- Any member of staff can apply First Aid to minor injuries, such as alcohol wipes and a plaster. Please ask any child if their parents use plasters at home first to avoid any possible allergies.
- Ice Packs are for the treatment of raised bumps and swollen sprains only – these should not be used for any other purpose and if required should be administered by a trained first aider.
- Any staff accidents and injuries are entered into the 'Staff/Visitor accident folder' which is located in the main office.
- All accidents (near misses, potential hazards and damage) should be investigated by the Site Manager, who will be responsible for ensuring that corrective action is taken, where appropriate, to prevent recurrence. The results of the investigation are to be reported to the Head as soon as possible after the incident.

Head Injuries

- In the case of a head, or facial injury, a Nominated First Aider should be called, and parents informed by telephone ASAP.
- If after a head injury a child becomes unconscious or fits an ambulance should be called immediately and the parents contacted afterwards.
- If a child suffers from any of the following symptoms medical advice must be sought (by dialling 999) and if advised the child should be taken to see either their GP or to A&E by the parents or by school staff.
 - Loss of consciousness
 - Vomiting
 - Sleepiness
 - Fits or abnormal limb movements
 - Persisting dizziness or difficulty walking
 - Strange behaviour or confused speech

- Children may appear well immediately after sustaining a head injury but show signs of complications later in the day. If a child with a head injury stays in school (as agreed by parent) the Nominated First Aider/other adult should check on the child hourly for the rest of the school day. Class teachers should alert the Nominated First Aider if any of the symptoms above are seen.
- If a child sustains a head injury whilst at school, the RIDDOR approved Accident Form in the school office or Early Years should be completed. A notice of Head Injury advice should be given to the child where necessary (Appendix B) and a copy of the Accident Form.
- If an accident occurs during break or lunchtime the duty staff must ensure that the class teacher is aware of the injury.
- The disposable bin for yellow bags (for the containment of hazardous waste/fluids) is situated in the ground floor toilet.
- Serious accidents are recorded on a RIDDOR Form, which should be sent to Ringwood and to Terry Game who will decide whether to escalate the case to the Health and Safety Executive. A report is made to the governing body whenever a RIDDOR form has been completed and escalated.

Sick Children

- Permission to send sick children home should be sought from the Associate Head or Deputy.
- If a child is vomiting or has diarrhea, parents should be phoned immediately and reminded of the NHS 48 hour policy from the last sickness incident
- Children who are acutely sick e.g. vomiting or in severe pain should be monitored by the class TA or a First Aider until the parent arrives.
- If a child feels unwell, their temperature should be taken.
- Children can be advised of self-care to eliminate symptoms (drink water, eat fruit, go to the toilet) and then be monitored

Reporting Accidents

Any minor incidents should be recorded on the First Aid Log (Appendix C) and the child given a Mr Bump Note. The First Aid Log should be kept in the First Aid Box that has been allocated for each class. This box is kept in the classroom and should be taken to the playground for all breaks. Details of what should be in the box and how injuries should be treated are also in the box.

Head bumps, facial injuries, nose bleeds, substantial cuts and grazes and more serious injuries up to and including broken fingers and or toes should be recorded on the RIDDOR approved Accident Form in the school office. A notice of Head Injury advice should be given to the child where necessary (Appendix C)

All staff injuries should be recorded in the Staff Incidents and Accidents Folder in the school office

More serious injuries should be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.

Follow this link for [online reporting](#)

The Head/Health and Safety Officer, must complete the RIDDOR Form attached to this policy and email a copy to HR at Ringwood and Terry Game (H&S officer). If required, it is then reported to HSE and also to our insurers.

The School 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 Head is responsible for ensuring this happens, but may delegate the duty to a member of the Health and Safety Team.

Record keeping

Statutory accident records: Accident records, written or electronic, are kept for a **minimum of three years**. (see HSE Guidance for Incident reporting in schools 2013)

School's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

The School must keep a record of any first aid treatment given using the appropriate form. 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 the first aider or person dealing with the incident.

The school must have in place procedures for ensuring that parents are informed of significant incidents and the amount and timing of any non-prescribed medicines (e.g. mild analgesic) administered in school.

Monitoring

Accident records can be used to help the Heads and Health and Safety Officers/School Nurses identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Heads should establish a regular review and analysis of accident records.

Covid-specific Protocols

Protocol for Symptomatic Children and Safe Use of PPE.

The main symptoms of COVID-19 are a temperature (37.8°C or chest/back feeling hot to the touch) and/ or new, continuous cough, and/or a loss or change to the sense of smell or taste.

Please remind the children in your pod to let you know if any of them is feeling unwell.

If any child presents with any of these symptoms, please follow the following procedure:

1. Take the child directly to the Isolation Room (Welcome Room) ASAP.
2. One member of staff should stay with the child, while another goes to alert the office - do not take a child with suspected symptoms to the school office.
3. The member of staff who remains with the child should put on PPE as outlined in the video below. A mask should also be given to the child to wear. While waiting for collection, the windows of the isolation room should be opened and the door closed. The member of staff should remain at least 2m away from the child at all times.

4. Office staff should call parents and ask for the child to be collected immediately. Parents will be advised of the following points:
 - To self-isolate and organise a COVID-19 test for their child.
 - Symptomatic individuals should self-isolate for 10 days, or longer if still unwell or feverish
 - Household members should self-isolate for 14 days.
 - If household members develop symptoms, they should isolate for 10 days (or longer if still unwell) from the start of their symptoms.
 - Tests can be organised for children and parents via the 119 service.

5. Office Staff should log the incident in the COVID-19 incident log and report positive cases:
 - DfE Covid 19 Help Line - Phone 0800 046 8687 Option 1 or 2 if you require specific advice on the action to take to respond to a positive case of coronavirus (COVID019) in your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts and will inform you what action is needed based on the latest public health advice.

6. Once the child has been collected, any used PPE should be removed and disposed of into the yellow bin. The supervising staff member and the rest of the pod should wash hands thoroughly but do not need to go home unless they develop symptoms or the child subsequently tests positive.

7. The Isolation Room and any classrooms used that day by a symptomatic child should be cleaned with disinfectant - please contact the cleaner to do this.

8. Unless a negative COVID-19 test result is provided, any child who has been sent home with suspected symptoms will be expected to stay at home for at least 10 days. On receipt of a negative test result, a pupil or staff member may return.

Enhanced first aid boxes have been provided. This contains the PPE that you should wear if a child presents with suspected symptoms. Additional PPE is located in the isolation room. First Aid boxes have been supplied to each class and these should be taken to every break and outside activities.

If a member of staff develops symptoms whilst in school, they should go home as soon as possible and self-isolate for 10 days. Testing is available for any member of staff who becomes symptomatic.

Follow: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> for more details.

If a pupil or a member of staff tests positive for coronavirus, the whole pod will be sent home and advised to self-isolate for 14 days. Public Health England will become involved at this stage and the school will act on any advice provided at the time.

REFERENCES

This policy has been informed by:

DfE Guidance 'First Aid for Schools' (2000)

Management of Health and Safety at Work Regulations 1992 and 1999 (amended 2003 /2006), Health and Safety (First Aid) Regulations 1981 (amended 2013 and 2018) and RIDDOR (2013).

See also: [Health and Safety Policy](#), [Intimate Care Policy](#),

This policy will be reviewed annually			
Created: December 2007	By:	Jill Kelham, Vice Principal	
Latest Review: January 2019	By:	Joanna Copland, Vice Principal, School Nurses	No changes
October 2020	By:	Health and Safety Team	



APPENDIX A (Form 1)

CONSENT FOR SCHOOL TO ADMINISTER ACUTE/LONG TERM PRESCRIBED MEDICINE

A member of Thomas's Academy will not give your child medicine unless you complete and sign this form. Thomas's Academy has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	

Self-administration - y/n

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Procedures to take in an emergency

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

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff to administer 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 stopped.

Signature _____ Date _____



APPENDIX A (Form 2)

CONSENT FOR SHORT TERM DOCTOR PRESCRIBED MEDICATION

CHILD'S NAME	
YEAR	
DRUG TO BE GIVEN	
DOSE/INSTRUCTIONS Eg time	

I consent the member of Thomas's Academy to administer the above mentioned drug to my child. The last dose administered was

at _____.

PARENT NAME _____

DATE

PARENT SIGNATURE



APPENDIX B

How to treat a minor head injury

If you don't need to go to hospital, you can usually look after yourself or your child at home.

It's normal to have symptoms such as a slight headache, or feeling sick or dazed, for up to 2 weeks.

To help recovery:

Do:

- hold an ice pack (or a bag of frozen peas in a tea towel) to the injury regularly for short periods in the first few days to bring down any swelling.
- rest and avoid stress – you or your child don't need to stay awake if you're tired
- take paracetamol to relieve pain or a headache - don't use ibuprofen or aspirin as they could cause the injury to bleed
- make sure an adult stays with you or your child for at least the first 24 hours – call 111 for advice if there's no one who can stay with you

Don't:

- go back to work or school until you're feeling better
- play contact sports for at least 3 weeks - children should avoid rough play for a few days

See a GP if:

- your child's symptoms last more than 2 weeks
- you're not sure if it's safe for your child to return to school



APPENDIX C FIRST AID LOG

DATE 2020/ 21	NAME OF CHILD	BRIEF DESCRIPTION OF WHAT HAPPENED	DETAILS OF FIRST AID	STAFF SIGNATURE	MR BUMP GIVEN
