

First Aid and Medicines Policy



ST PAUL'S ACADEMY



First Aid and Medicines Policy Statement of Intent

The Governors and Principal of St Pauls Academy believe that ensuring the health and welfare of staff, students and visitors is essential to the success of the school.

We are committed to

- Providing adequate provision for first aid for students, staff and visitors.
- Ensuring that students with medical needs are fully supported at school.
- Ensuring that no student is excluded unreasonably from any school activity because of his/her medical needs.
- Providing specialist training for staff.
- Ensure a student is not denied admission due to their medical need. Or prevented from taking a school place because arrangements for their medical need have not been made.

Procedures for supporting students with medical needs and providing first aid are in place and reviewed regularly.

This document has been written with due regard to the SEND Code of Practice September 2014 and following guidelines of the DfE and Department of Health in their documents /Supporting Students with Medical Needs: A good practice guide/ The Children and Families Act 2014, Supporting pupils with medical conditions at school. This policy should be read alongside SPA Inclusion/SEND policy, Intimate Care Policy, Moving and Handling Policy, Safeguarding Policy, SPA Health and Safety Procedures and Accessibility Plan. And takes into account current UK law surrounding the prescription, issue and facilitation of medication.

Patrick Winston: Executive Principal

Siobhan Malone: Head of School



ST PAUL'S ACADEMY

First Aiders

Premises

- Terry Grant - Ext 345
- Sally Lockhart – Ext 102/3/4
- Sue Cottham – Ext 102/3/4
- Lewis Grant – Ext 102/3/4
- Chris Roberts – Ext 102/3/4

Restaurant

- Lee Knowles – Ext 166
- Mariusz Szuwarski – Ext 166

Creativity & Technology

- Theresa O'Farrell – Ext 121

English & Communication

- Dewi Griffiths – Ext 112/3
- Alicia Cervero Fornes – Ext 112/3
- Veronica martinez Gea – Ext 112/3

Maths & Commerce

- Sean Connaughton – Ext 164/5

Science

- Linda Peace – Ext 169/70

Performing Arts

- Ozan Akif – Ext 234
- Leanne Hatton – Ext 155
- Jason White – Ext 155
- Anton Innocent – Ext 155
- Sam Stone – Ext 155
- Michael Donnelly – Ext 155
- Carol Duffy – Ext 155
- Eadoin Devine – Ext 155
- Hubert Kwabi – Ext 155
- Paul O'Donoghue – Ext 155
- Joel Weston – Ext 155

Religion & Society

- Gordon Davis – Ext 134, 171/2/3 and 197

All first aiders have access to their own first aid box. Additional first aid equipment can be found in the PE Department, Reception area (**Defibrillator**) and Kitchen.

First Aiders lists are available around the Academy, these state when the first aider was defibrillator retrained and their level 3 Award renew date.



ST PAUL'S ACADEMY

St Paul's Academy ensures that arrangements are put in place to support students with medical conditions. In doing so SPA will ensure that such students can access and enjoy the same opportunities as any other student.

It is the responsibility of the Parent/Carer to inform school of any medical condition the student may have.

Student Medication

Medication should only be administered at school when it would be detrimental to the student's health or attendance not to do so. Student's medication is stored in the medicines cupboard in reception and the Ark. Controlled medicines (eg. Buccal Midazolam) are kept in a locked cabinet in reception; the keys are kept with Reception staff, School Nurse, Jo Burridge and Medical Co-ordinator Michelle Nelson.

School staff will not administer medication that is out of date.

Issuing pain relief

The school will provide Paracetamol only after telephone consent has been given by a parent or carer. The dose and time the Paracetamol was taken should be entered in the student's planner by the First Aider.

The First Aider will also record the information in the School Medication Log.

First Aid

In case of a student accident or medical emergency, the procedures are as follows:

- The member of staff with the student calls for a first aider, or if the student can walk, takes him/her to a first aider.
- If the student has had a bump on the head, the parent is always informed and advised to collect student and seek medical advice.
- In the event of a serious accident an ambulance will be called and an Accident Report form will be filled out, a copy will be put into the students file by Lesley Archer (Principal's PA).
- A minor accident will be treated by a First Aider appropriately and recorded in the student's planner.
- For students who require regular medicines administered, parents should be given a Medicines form to complete and return it to school.

- When regular medication is administered the first aider should note the time and sign student's planner to record this.



School Visits

In case of a residential visit, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

In case of Day Visits a trained First Aider will carry a travel kit in case of need.

If a student with medical needs requires specialist support a trained member of staff will accompany the visit, and a risk assessment will be carried out prior to travelling.

If a student with a medical need is involved in a sporting activity off site the teacher in charge should collect medication from reception, and return it on their return to school.

This policy will apply to all off-site visits and is appended to the Educational Visits Policy – Updated 2017.

Administering Medicines in School

Prescribed medicines may be administered in school where it is deemed essential. Most prescribed medicines can be taken outside normal school hours. Wherever possible, the student will administer their own medicine, under the supervision of a member of the first aid team. Only in rare cases where this is not possible, a staff member will administer medicine.

Students who administer medication in school regularly have a care plan to outline their needs. This is agreed in a meeting with parents and school nurse.

A copy of the care plan should be kept in the students school file and will be updated yearly.



Administering Medicines in School continued

If a student refuses to take their medication, staff will accept their decision and inform the parents accordingly.

In all cases, there must be written parental permission outlining the type of medicine, dosage and the time medicine needs to be given. These forms can be found in the Staff Shared Area. Staff will ensure a record is kept of any medication given.

Non-prescribed medicines may not be taken in school with the exception of pain relieving medication.

Provision of Pain Relieving Medication

No pain relieving medication will be given by staff. Students are permitted to take their own pain relieving medication in small quantities and with consent from parents/carers. **Students under 16 must not be given Aspirin.**

St Pauls Academy cannot take responsibility for any pain relieving medicines carried or taken by any student while in school.

Storage/Disposal of Medicines

Medicines must be stored securely either in Reception or the Ark fridge, depending on the storage instructions. They should be kept in a secure and labelled container.

- Each container must be clearly labelled with the following;
 - Name of student
 - Medicine in the original packaging
 - Storage requirements (If relevant)
 - Dosage and frequency
 - Expiry date

It is the responsibility of the parents/carers to collect unused and expired medicines from school and dispose of them accordingly.

Any uncollected and expired medication will be disposed of in the appropriate manner after an interval of three months.



Students with Asthma

Students who use inhalers must be responsible for their own medication. Parents/carers must ensure medication has not expired.

It is recommended Asthmatic students have completed an Asthma Card. These are sent to all Asthma sufferers and the parent/carer is to complete all relevant information and return to school. This will be kept in the students school file.

The local authority has requested that schools do not store Asthma Medication for students any longer. Students must carry their own inhalers at all times.

Accidents/Illnesses requiring hospital treatment

If a student has an incident which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the student to receive urgent medical treatment. When an ambulance has been arranged, parents will be informed and arrangements can be made where they should meet their child. A member of staff should accompany the student to hospital and stay there until a parent/carer arrives. In the case of a non-urgent hospital treatment, parents will be informed immediately and arrangements will be made to collect their child.

It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

Students with Special Medical Needs – Individual Healthcare Plans

Some students have medical conditions that, if not properly managed, could limit their access to education.

These students maybe:

-Epileptic

- Severely Asthmatic
- Have allergies, which may result in Anaphylactic shock
- Diabetic
- Sickle Cell Anaemia



Students with Special Medical Needs – Individual Healthcare Plans continued

Such students are regarded as having Medical Needs. Most students with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may have to take extra care in supervising some activities to make sure these students and others are not put at risk.

Students with a long term illness or medical need will need support during this time. If a student is away from school for a long period of time it is essential that classwork is collected and made available to complete at home. In addition to the educational impacts there are social and emotional implications associated with medical conditions. Students may become self-conscious about their condition or develop emotional disorders. Therefore reintegration back in to school should be properly supported. This could involve a referral to the counsellor, or additional support in lessons.

All staff must frequently make themselves aware of the SEND Medical list; this will provide them with all the necessary information for each child with a medical need.

This can be found in the Staff Shared Area – SEND medical list. Staff may also check individual needs via the Provision Maps.

Healthcare plans are organised by the school nurse in conjunction with the medical co-ordinator. **A Medical Alert Handbook** was introduced Sept 2014, copies of these can be found in the students file and on their SIMs record. An individual healthcare plan can help schools to identify the necessary safety measures to support students with medical needs and ensure that they are not put at risk. Parents/Guardians have prime responsibility for their child's health.

Parents should provide schools with up to date information about their child's medical condition. Parents should give details in conjunction with their child's GP and Paediatrician. A school nurse may also provide additional background information and practical training for school staff.

This information must be updated annually or when there is a change.



St Paul's Academy will ensure the policy is explicit about what practice is not acceptable. Although staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume every student with the same condition requires the same treatment.
- Ignore the views of the student or their parents; or ignore medical evidence or opinion (although this may be challenged)
- Send students with medical conditions home frequently or prevent them from staying for normal activities, including lunch, unless this is specified in their individual healthcare plan.
- If the student becomes ill, send them to reception unaccompanied or with someone unsuitable.
- Penalise students for their attendance record if their absences are related to their medical condition eg hospital appointments;
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent needs to give up working because the school is failing to support their child's needs; or
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, eg by requiring parents to accompany their child.



All staff will receive necessary training in their role as a whole school, this includes Epipen and Buccal midazolam training. Specific training for first aiders is renewed and updated on a regular basis.

It is essential that accurate records are kept of any emergency medicines administered to students.

The following forms will assist you, copies can be found in Reception;

- Accident report form
- Parental agreement to administer medication
- Seizure observation chart
- Record of emergency medication administered to a student
- Asthma cards

Complaints

Should parents, carers or students be dissatisfied with the support provided they should discuss their concerns directly with the school? If for whatever reason this does not resolve the issue, they should make a formal complaint via the schools complaints procedure. A formal complaint to the Department of Education should only occur if it comes within the scope of section 496/497 of the Education act 1996 and after other attempts have been exhausted. In the case of academies, it will be relevant to consider whether there has been a breach in the terms of its Funding Agreement, or failed to comply with any other legal obligation placed on it. Ultimately, parents/carers and students will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

Liability and Indemnity

For information regarding appropriate levels of insurance in place which appropriately reflect the level of risk can be found from Lisa Way.