



ST PAUL'S ACADEMY



**First Aid and Medicines Policy**



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### **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.  
These take into account current UK law surrounding the prescription, issue and facilitation of medication.

**Siobhan Malone: Principal**

### **Covid-19 statement**

**Please see SPA Health & Safety full risk assessment on school website (last updated Nov 2020)**

**Staff follow agreed procedures for isolating suspected cases during the Covid 19 pandemic.**

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### **Managing Medical Conditions**

**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

Controlled medicines (eg. Buccal Midazolam) are kept in a locked cabinet in Reception; the keys are held in Reception. Access only permitted to Reception staff 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 students' planner by the First Aider.

### **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 will be completed by the first aider on Behaviour Watch.
- In the event of a serious accident a RIDDOR report will be completed by the first aider.
- Details of injury will be included in weekly Behaviour Watch reports to parents or carers.
- A minor accident will be treated by a first aider appropriately and recorded in the student's planner.
- For those who require regular medicines administered, clear written instructions should be provided by the parent or carer. Medication should be in the original packaging.
- When regular medication is administered the first aider should note the time and sign student's planner to record this.



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### 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. A copy of the school Medical Alert handbook will be taken on these trips. Details should be added to Behaviour Watch by first aider on return to school.

In case of Day Visits a trained first aider will carry a travel kit in case of need. A copy of the Medical Alert Handbook should also be included.

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 offsite the teacher in charge should collect medication from reception, then 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.

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

**Non-prescribed medicines may not be taken in school with the exception of Paracetamol. Accurate records are kept of any emergency medicines administered to students.**

### Provision of Pain Relieving Medication

**Paracetamol may be given to a student after gaining telephone permission from their parent or carer. The amount to be given should be confirmed. A note should be added to their planner of the time and the dose taken.**

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



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### Storage/Disposal of Medicines

Medicines must be stored securely in Reception 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 or 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.

**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 with the permission of the ambulance team or paramedic.

In the case of a non-urgent hospital treatment, parents will be informed immediately and arrangements 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

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.



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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.

**Staff may check individual needs via the Provision Maps and the Medical Alert handbook. These are accessible to all staff.**

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

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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.

### **Staff training**

**All staff will receive necessary training in their role as a whole school, this includes EpiPen and Buccal Midazolam training. Training videos for the administration of these are available to all staff. These should be reviewed annually by all staff.**  
**Specific training for first aiders is renewed and updated on a regular basis.**

### **Complaints**

Should parents, carers or students be dissatisfied with the support provided they should discuss their concerns directly with the students Head of Year or Head of Learning Zone. If for whatever reason this does not resolve the issue, they should make a formal complaint via the schools complaints procedure.



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