

GMLT

First Aid, Medical and Welfare Policy

For

Parrs Wood High School
(effective from 24th January 2017)

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FIRST AID, MEDICAL & WELFARE POLICY

The Duties Of The Employer

The Health & Safety (First Aid) Regulations 1981 and amendment Regulations place a duty on employers to make adequate First Aid provision for their employees. Although there is no requirement to take account of persons who are not employees, the long-standing practice in schools has been that appropriate First Aid provision should also be made for Students and Visitors. This is consistent with the spirit of the Regulations, guidance from the Health & Safety Executive and the DfES and with schools loco Parentis obligations to children.

Aims

It is the aim of this policy to explain clearly the First Aid and Welfare capability that exists within School and the procedures that will be followed in the event of a Student or member of staff becoming ill or sustaining an injury. Each Student and staff member must be fully conversant with the systems in place and be aware of Health & Safety issues within school and on school educational visits to prevent, where possible, potential dangers or accidents. Each subsequent reference to Students therefore also refers to a member of staff.

First Aid Records

Student health records including details of more serious conditions and allergies, are compiled by the Head of Administration using medical questionnaire/datasheets during the transition process. The documentation is completed and returned by parents and recorded on the Schools Information Management System (SIMS). Whilst they are held securely, the information is readily available to teaching and support staff should an incident occur. In the event of an accident requiring an ambulance, these details will be printed off and passed onto the Paramedics to assist their treatment.

The schools response to any illness or injury will follow the precautionary principle and the School's Administration Team will generally endeavour to contact a Parent or Carer where a Student reports as unwell or has sustained an injury which may need to be treated by a doctor or hospital. It is for this reason that it is imperative we have up to date contact details for a range of Carers for each Student.

Details of all incidents/accidents will be automatically entered onto the Student's medical details held on the School's computer system by the First Aider who treated them. Details will include the date, approximate time, details of the incident, the treatment provided, the name of the First Aider and the outcome (if known).

Medication

Medication cannot be held within school unless a "Request for School to Hold or Administer Prescribed Medication" document has been completed, signed and dated by a Parent/Carer and returned to School prior to commencement of the medication. Medication will then be held securely in a locked cabinet in the Medical Room. Any medication brought into School must be prescribed, in date and in its original packaging.

Logs are kept on the Schools Information Management System (SIMS) for all Students taking medication showing the date and time they came to take their medication.

Under no circumstances will a Student be allowed to keep medication upon their person or to self-medicate in School unless they have a valid reason to do so (ie, if they suffer from severe allergic reactions which may require the use of an EpiPen, they are diabetic or suffer from Asthma). Should this be the case they should also keep spare medication in the Medical Room in case of an emergency. Any medication found to be on a Student's person (other than those stated above) will be confiscated and a Parent/Carer contacted to arrange for that medication to be collected from School.

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It will be entirely the Student's responsibility to come to the Main Office for their prescribed medication at their due time. Main Office staff will not chase Students to take medication but will inform Parents/Carers by phone and a follow-up letter if Students are not taking their medication. It is also the Student's responsibility to collect any medication from the Main Office staff which is required to be taken home at the end of the day.

Designated School staff may hand out prescribed medication to the Student at the Main Office when required and in accordance with the instructions on their prescription, but will not administer the medication, unless in a dire emergency where life is at risk.

Paracetamol, Ibuprofen or any Aspirin based medication cannot be held in School unless it has been specifically prescribed for that Student. To err on the side of caution, if the Paracetamol, Ibuprofen or Aspirin has been prescribed to be taken "as and when required", the Staff will not give that medication until the Student has been in School for at least 4 hours in case a dose has already been taken at home and to prevent overdosing.

A Parent/Carer will be contacted by telephone and follow-up letter in the event that the medication is about to expire and asked that in date replacements are sent into School. A Parent/Carer will be required to collect the expired medication and take to a pharmacy to be disposed of.

Emergency Asthma Inhaler

Following new Government guidance issued in September 2014 and the subsequent amendments to the Human Medicines Regulations Act 2012 allowing the use of emergency Salbutamol inhalers in schools, Parris Wood High School now hold 6 spare Salbutamol 100mcg inhalers for emergency use only.

In order for this to be used in an emergency (where a Student has lost his/her Inhaler or the Inhaler has run out), a Parent/Carer will need to sign the "Request for Permission to use Emergency Salbutamol 100mcg Inhaler" form. If this has not been signed already, another form can be requested from the General Office

First Aid Provision

We have carried out an assessment of First Aid needs appropriate to the circumstances of the School to ensure that adequate First Aid personnel and facilities are available to give prompt assistance in the event of an incident and summon an ambulance or other professional help where necessary.

We have sufficient staff to cover the whole School who have received their First Aid at Work or Emergency First Aid qualification or who are Paediatric First Aid trained. A number of staff are also trained to administer an EpiPen in an emergency situation. All First Aiders are also trained to use the on-site Defibrillator in an emergency.

The main points of contact, in the event of an incident, will be the School's qualified First Aiders. Lists of names, locations and extension numbers have been posted around School in areas well used by students and staff alike.

The practical subjects within School such as Science and Technology each have their own designated First Aiders.

Each First Aider is responsible for holding and re-stocking their own First Aid kits, with these being checked termly for completeness by the Head of Administration. These kits will be held in set locations around the School and smaller kits containing plasters, wipes etc are permanently located at the Main Office and in the School's mini-bus.

The First Aiders' primary objective is to treat a casualty to the best of their ability and in the safest way possible.

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If a Student is feeling generally unwell and feels unable to remain in School, they will be assessed by a first aider. If deemed necessary, a member of the administration team will contact home and request permission for that Student to leave the premises. The Student will then be signed out of School.

In the event of a minor accident:-

- A First Aider will assess the Student's condition and appropriate treatment will be offered. If the Student is well enough to do so, they will then be returned to class.
- If the injury does not require an ambulance but may need further treatment, then a Parent/Carer will be contacted to transfer their child for further treatment.
- In either event, details of the incident and who dealt with it will be recorded on the School's computer system. If necessary, the Student will then be signed out of School.

In the event of a major accident, injury or illness that gives cause for concern:-

- Appropriate symptomatic treatment will be offered and an ambulance called for to enable further assessment and/or treatment. If a member of staff is required to travel with the Student, a Parent or Carer will be requested to attend A&E to meet the Student with the expectation that the Parent or Carer will be in attendance within a hour of notification, at which time the member of staff (if they are in attendance) will hand over responsibility for the Student to his/her Parent or Carer who will then be responsible for liaising with hospital staff. Where a Parent/Carer cannot be contacted, members of staff will not be able to give permission for any medical procedures to be carried out.
- The Student should then be signed out of School.
- Details of the incident and who dealt with it will be recorded on SIMS.

Follow-Up Procedures

- In the case of vomiting and/or diarrhoea, Students may not return to School until 48 hours after all symptoms have ceased.
- It is imperative that all Students and School staff are fully aware of good hygiene practice and should always thoroughly wash their hands before and after eating and after using the toilet to prevent the spread of germs and infection.
- Hand sanitizer dispensers are located at points around School for everyone's use and should be used liberally.
- If a Student contracts a "notifiable disease", Parents must inform the School immediately and the Student may not return to School without specific written permission from the School (please see the Health Protection Agency website for details of these diseases http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374 or contact School should you require a paper version).
- Parents/Carers are asked to keep the School informed of the outcome of any injury sustained in School that required medical treatment in order for their details to be updated.
- The School will make reasonable adjustments to accommodate Students who are temporarily incapacitated due to an injury, eg, plastercast, crutches etc. Parents/Carers should note that due to the nature of the School building, access to higher levels are limited and Students who have a physical impairment due to injury may find it difficult to move around School. In this case, the Student may find it easier to do their schooling within a ground floor environment. A Risk Assessment will be completed where a Student's mobility is impaired and a decision made as to their movement around School.
- The School will, within reason, attempt to continue to support learning if a Student is likely to be absent for a protracted period of recuperation. Work for each Student will be sent home for completion (where appropriate to do so).

Health Care Plans

Parents/Carers who have indicated that their son/daughter has a medical condition which could potentially be life threatening or may need intervention by School staff, will be asked to

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attend a short meeting in order to complete a Health Care Plan with the School's representative. It is anticipated that in this meeting full details will be obtained about their condition and how best to deal with it within School. Once the document is complete, the Parent/Carer will be asked to sign and date the document, which will be attached to SIMS by the School's representative and stored securely within the Key Stage Offices. It may be required that all the First Aiders and a small number of staff will have to be advised of the document's content in order that the Student can be cared for appropriately.

A Tiering system is also used to show the severity of a Student's condition. As such, the Student's profile will be amended to show which Tier their condition falls into. This indicates to all staff the extent of the condition without giving them direct information. The Tiers are as follows:

Tier 1 - Serious medical cases/life threatening illnesses including severe allergies, Diabetes and Asthma (for which we hold medication and the Student has previously been hospitalised). Also includes Students medicated for ADHD, for Health & Safety reasons
Tier 2 - Allergies/impeding medical conditions Tier 3 - Asthma (milder cases)
Tier 4 - Any other conditions

Medical & Toilet Passes

Where a Student has a medical condition and they need to take medication during lesson time, or may require regular use of the toilet throughout the day, information will be requested from a doctor or hospital regarding the condition (via a Parent/Carer) after which a Medical or Toilet Pass will be provided by the Safeguarding Manager to the Student concerned which will enable them to be allowed out of class when required without prompting further questions.

If the condition is likely to become prolonged and where it might affect any upcoming exams, details may be forwarded by the Inclusion Office to the School's Exams Officer in order for the Exam Boards to be informed.

SIMS will be updated to show such information.

Risk Assessments

Risk Assessments may need to be completed by the relevant Head of Learning or Safeguarding Officer (depending on the nature of the injury) for each Student returning to School after injury or illness, particularly where mobility around School is an issue or where crutches are required. Students will be individually assessed as to their particular requirements and parents will be requested to sign the risk assessment showing their agreement to what has been discussed. The risk assessment will be attached to SIMS and stored securely within the Key Stage Offices.

In certain cases, it may be deemed necessary for a Student to work in the Inclusion Classroom until their injury recovers sufficiently enough for them to return to normal lessons. In this case, teachers will be requested to send work down for the Student to complete whilst out of normal lessons.

Food Allergies & Intolerances

For severe allergies and intolerances, a Health Care Plan will be completed which will be attached to SIMS and stored securely within the Key Stage Offices.

There are notices in the canteen advising students to notify Catering staff of any food allergies. Catering staff will then be able to advise students on appropriate foods to eat based on their knowledge of the ingredients used in its preparation. All packaged food has clear labels on regarding ingredients.

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Medical Appointments

Where a Student needs to sign out for a medical appointment, a valid appointment card must be provided at the time of signing out. Where one cannot be provided, this may delay the signing out process until the appointment can be confirmed and may also be marked as an unauthorised absence on the register.

Educational Visits

Portable First Aid kits are taken on each vehicle when Students are out on a School trip or sporting function.

A written Risk Assessment will be carried out prior to all trips to ensure the safety of all Students and staff. Medical information, dietary requirements and emergency contacts are requested from a Parent/Carer for Students on the Trip Parental Consent Form and the School will take this opportunity to cross-reference this information to SIMS records and update where necessary.

Where Students are to go out on a rural field trip or abroad, it may be deemed appropriate for a First Aider to be in attendance, though this is at the discretion of the Headteacher.

Students are requested to take all medication required along with them on any School trip or sporting function. If any medication is forgotten and spares are not kept in School, a Parent/Carer will be required to bring in the medication prior to the trip commencing. If this is not possible, the Student will be excluded from the trip for Health and Safety reasons.

During the length of the School trip, a First Aider or member of staff will be responsible for all medication and will keep it on their person rather than with the Student; save for any emergency Asthma, Diabetes or allergy medication. Any medication required to be taken for the duration of the trip will be recorded on a "Medication Administered on School Trips" form for each Student, showing the date and time the medication was taken, the amount given, the amount remaining and will be signed by the First Aider/member of staff responsible as well as the Student. Forms will then be returned to Student Services, where it will be securely held.

Where possible, the School's spare Emergency Asthma Inhaler will be taken on School trips. In order for this to be used in an Emergency (where a Student has lost his/her Inhaler or the Inhaler has run out), a Parent/Carer will need to sign the "Request for Permission to use Emergency Salbutamol 100mcg Inhaler" form before the Emergency Inhaler can be used.

Immunisations

Immunisations are organised in conjunction with the School Nurse. Parents will receive a letter prior to the first vaccination informing them of the upcoming immunisations and will be requested to sign and date the letter giving their consent. If a Student forgets to return their letter, it is usual for the School Nurses to contact a Parent/Carer by telephone on the day of the immunisations to seek permission for the injection.

General Information

The School complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2012 and will report deaths, major injuries, work related diseases and dangerous occurrences to the Health & Safety Executive.

Conclusion

Members of staff are committed to the well-being of Students and staff members and will make reasonable endeavours to ensure their safety. However, it must be recognised that accidents can and do happen. We hope that Parents/Carers will work with the School to safeguard all Students and to minimise the impact of any illness or injuries that may occur for the good of the wider School body.