



Kents Hill Park School

First aid and Medical Arrangements



ADOPTION AND AMENDMENTS TO FIRST AID AND MEDICAL ARRANGEMENTS

Written June 2018

| Section | Governors' Meeting or Committee | Page and Year of Minute |
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POLICY FOR FIRST AID

Aim:

The aim of this policy is to clarify how the school will respond to incidents where accidents and injury require the administration of first aid.

Principles:

This policy affirms that:

- The school will ensure that it meets its requirement with regard to the number of appropriately qualified first aiders for the size of the school community.
- An appropriately qualified first aider will accompany trips away from the school site.
- Training will be made available to all those wishing to achieve or update a first aid qualification.
- A member of the support staff will be designated as having responsibility for the management of incidents requiring first aid.
- An accident log, will be kept to record all accidents and the outcomes from these events.
- The accident log will be monitored as a standing agenda item for Governors
- Appropriately equipped first aid boxes will be placed around the school and their status will be monitored and recorded with re-equipping as necessary.
- All staff will be made aware of actions to be taken in the event of an accident which requires first aid.
- A risk assessment will be completed for any staff or pupils that have specific medical needs/conditions.

Responsibilities:

- The Office Manager will be responsible for ensuring that adequate numbers of appropriately qualified first aiders are maintained.
- The Educational Visits Co-ordinator will be responsible for ensuring that trips are always accompanied by an appropriately qualified first aider.
- The Office Manager will ensure that a member of the support staff team is identified as having responsibility for managing incidents which require first aid and logging same.
- The designated member of the support staff will be responsible for identifying and fulfilling training needs with regard to first aid.
- The designated member of the support staff will be responsible for monitoring and maintaining first aid boxes around the school.
- Staff involved will be responsible for the completion of statutory documentation arising out of any incident which requires the administration of first aid.
- Staff will take responsibility for ensuring that any personal medication is kept out of sight and out of reach of all pupils.

Monitoring and Evaluation:

- The Governors will be responsible for monitoring the accident log.
- The Governors will be responsible for monitoring this policy in practice and for undertaking a review at least annually.



FIRST AID AT KENTS HILL PARK SCHOOL - STATEMENT OF PRACTICE

- A fully qualified first aider will be available throughout the school day.
- Students may present themselves because of an incident in school which has resulted in their sustaining an injury.
- Students may present themselves because they are feeling unwell and have sought medical advice/assistance/support. This may happen during or outside lessons.
- Students may be referred by a member of staff who has noticed signs of illness, distress or injury.
- On arrival, student information and the time will be logged together with described or observed symptoms.
- The student's condition will be assessed and judgement made on the appropriate course of action.
- If first aid is required, this will be administered by a qualified member of staff.
- In the event of a situation judged to be sufficiently serious, the emergency services will be promptly called, as will the parents or the nominated emergency contact(s).
- In the event of an accident or incident which results in a significant injury or a medical emergency, staff must suspend any ongoing activity and remove other students to a place of safety so that the victim can be properly dealt with.
- Students displaying extreme or worrying symptoms will be attended until the emergency service and/or parents arrive.
- Students displaying minor or mild symptoms will be given a short period of time in which to recover. Their status will be regularly monitored while they are in the medical room.
- In the case of minor or mild symptoms, and after the period of recuperation has expired, a judgement will be made as to whether the student returns to class or a parent needs to collect them.
- Medical complaints (aches, pains etc) will be recorded in the medical book while injuries arising upon an accident will be recorded in the accident log.
- No medication will be administered under any of the above circumstances.
- A written record of the outcomes of any and all of the above situations will be kept.
- Medical tracker will be used to send out emails and/or text message to parents/carers. Where appropriate, telephone or face-to-face communication will be made.



POLICY FOR MEDICAL ARRANGEMENTS FOR STUDENTS

Aim:

The aim of this policy is to set a framework for the administration of medicines for students at Kents Hill Park School. In practice, this policy should serve to enable regular attendance at school by providing for identified medical needs and for the administration of prescribed medicines.

Principles:

- The key principle underpinning this policy is that medical needs will be dealt with appropriately and with due regard to the health and safety of all parties.
- Prescribed Medicines: are those prescribed by a doctor or other medical professional with clear instructions for dosage and methods of administration.
- Non-Prescribed Medicines: are those proprietary medicines that may be purchased freely over the counter as palliatives for medical conditions that have not been evaluated by a doctor or medical professional.
- Long-Term Medical Needs: are those identified by a doctor or other medical professional and shared with the school by parents/carers as requiring long term treatment and/or special care arrangements.
- First Aid Co-ordinator: is the person trained to be responsible for overseeing day-to-day arrangements for first aid, the administration of medicines, the recording of accidents, liaison with all relevant parties with regard to specific medical or care needs and the communication of relevant information to relevant colleagues in school.

Responsibilities:

Parents and Carers

- It only requires one parent to agree to or request that medicines are administered.
- As the norm, the named first contact will be this person.
- The school will maintain a record of who has parental responsibility for a child and this record will be retained on the schools administration system.
- Parents will be given the opportunity to provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is needed.
- This information will be gathered from the common admissions form and the accompanying sheet which requests specific and detailed medical information. They should jointly, with the Headteacher, reach agreement on the school's role in supporting their child's medical needs.

The Headteacher

- The Headteacher is responsible for putting this policy into practice and for developing detailed procedures.
- The Headteacher has a responsibility to ensure that staff receive appropriate training.
- The Headteacher is responsible for ensuring that all parents and staff are aware of this policy statement and for making sure that appropriate systems for information



sharing are available. It will be made clear that parents should keep children at home when they are acutely unwell.

- For a child with medical needs, the Headteacher will be responsible for agreeing with parents exactly what support can be provided. Where parental expectations appear unreasonable, the Headteacher will seek advice from the First Aid Coordinator or doctor, the child's GP or other medical adviser and, if appropriate from the LA.
- In following documented procedures, staff should be fully covered by public liability insurance should a parent make a complaint. The Headteacher will ask MKC to provide written confirmation of the insurance cover for staff who provide medical support.

Teachers and other Staff

- Staff with children with medical needs in their class or group will be informed about the nature of the condition. This information will be provided by the child's parents and relevant health professionals.
- Staff will be made aware of the likelihood of an emergency arising and what action to take if one occurs. All staff likely to be responsible for children will receive this information.

Staff Giving Medicines

- The school will ensure that there are sufficient numbers of staff who are either employed or trained to manage medicines as part of their duties.
- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child will have appropriate training and guidance.

Monitoring and Evaluation:

In practice, medical matters will be dealt with by the First Aid Co-ordinator whose performance will be overseen by the Office Manager. Special care needs will be monitored by the Special Needs Co-ordinator who will also be responsible for the communication of these needs to all relevant staff. The maintenance of accurate student data relating to medical needs will be the responsibility of the First Aid Co-ordinator.

MEDICAL ARRANGEMENTS FOR STUDENTS

STATEMENT OF PRACTICE

The aim of this statement is to provide a clear understanding and acceptance by staff, parents/ carers and students of the ways in which the school will manage medical needs in order to provide appropriate and proper care.

Further, the objective will be to enable regular attendance through formal systems and procedures in respect of administering medicines, developed in partnership with parents/carers and staff.

- It is expected that parents/carers will provide accurate and current information about their child's medical needs. This will be achieved using the common admissions form, the separate form requesting detailed medical information and be complemented by other relevant information provided by parents/carers and/or health professionals.



- In all circumstances, the school will comply with MKC policy relating to First Aid at Work. Governors will ensure that sufficient numbers of staff are trained and qualified, given the size of the organisation, to undertake first aid and/or to administer emergency aid in school.

Prescribed Medicines:

- Medicines will only be taken in school when essential, i.e. where it would be detrimental to a child's health if the medicine were not administered during the school day.
- The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Such medicines must always be provided in their original container as dispensed by a pharmacist and must include the pharmacist's instructions for administration. All prescribed medicines must be issued in English.
- Prescribed medicines will be stored under lock and key in the medical room in the care of the appointed First Aid Co-ordinator.
- The school WILL NOT accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- Parents will be encouraged to ask prescribers to enable dose frequencies which can be accommodated outside the school day.
- The administration of prescribed medicines will be formally recorded to include details of date, time, dosage, the name of the student and the name of the person who administers the medicine.

Controlled Drugs:

- Some medicines are controlled by the Misuse of Drugs Act ('controlled' drugs) and there may be occasions when such a drug is prescribed as medication for use by children.
- Only suitably authorised staff may administer a controlled drug to the child for whom it has been prescribed BUT staff doing so must comply with the prescriber's instructions.
- A child who has been prescribed a controlled drug may legally have it in their possession. If required, the school will look after a controlled drug if there is agreement that it will be administered to the child for whom it has been prescribed.
- Where storage is required, this will be in a locked, non-portable container to which only named staff have access.
- A controlled drug will be returned to the parent when it is no longer required and the parent will be responsible for its safe disposal.
- Misuse of a controlled drug will be an offence and will be dealt with under the terms of the school's drugs policy.

Non-Prescription Medicines:

- No students will be given non-prescription medicines of any sort.

Long-Term Medical Needs:



- The school expects parents'/carers will provide sufficient information about the medical condition of any child with long term medical needs.
- The school will need to know about any particular needs before a child is admitted or when a child first develops a medical need.

Administering Medicines:

- As part of the admission procedure, parents will be required to furnish details of medical needs on a standard pro-forma. These will be held on file and accessed via SIMS.
- NO student will be given medicines without their parent's/carer's written consent.
- Where consent is in place, the member of staff involved will check the child's name, the prescribed dose, the expiry date and the written instructions provided by the prescriber on the label or container.
- All prescribed medicines will be administered by a member of staff trained in first aid and under supervision with a record kept in the medical book.
- If there is any element of doubt, staff will not administer the medicines but check with parents or a health professional before taking further action.
- Medicines which are left in storage after they are needed and not collected by parents and those which have reached their expiry date will be safely disposed of by the First Aid Co-ordinator.

Self-Management:

- It is good practice to support and encourage students, who are able, to take responsibility to manage their own medicines.
- If a student is able to take their medicine themselves, staff may only need to supervise. Where this is the case, the medicine will be stored safely and parental consent will be sought. Medicines should not be carried around school.

Refusing Medicines:

- If a child refuses to take medicine, they will not be forced to do so. The situation must be placed on record and parents informed immediately.
- If the refusal results in an emergency, then appropriate emergency help will be sought from health professionals or the emergency services.

Record Keeping:

- Parents will be expected to inform the school about medicines that their child needs to take and to provide details of any changes to the prescription.
- Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. There will be a check that written details include: the child's name, the name of the medicine, the dose, the method of administration, any side effects and the expiry date. All information must be provided in English.
- A record will be kept of the medicines given to students and the staff involved.