



Medical Policy

Including First Aid

Last updated: 1 September 2019

MEDICINE POLICY

Purpose:

To provide guidance to teachers, Governors and Parents in respect of a procedure for dealing with the administration of prescription medicines.

General Principles:

Teachers nor non teaching staff have neither a legal nor contractual duty to administer medicines or provide health treatment.

Legal responsibilities under The Health and Safety at work act remain those of the employer (the L.A.).

Employees have a responsibility to:

1. take reasonable care of their own and others' health and safety
2. cooperate with their employers
3. carry out activities in accordance with training and instructions
4. inform the employer of any perceived risks

Notes for Parents:

The school holds confidential information on pupils' health. This needs to be updated regularly. The provision of this information remains the responsibility of the Parent.

The child's own doctor is the person best placed to advise whether a child should or should not be in school.

The school will consider requests made by Parents in respect of the administration of medicines when:

- A child suffers from chronic long term illnesses/complaints such as asthma, diabetes or epilepsy
- A child is recovering from a short term illness but requires a course of antibiotics, cough medicines etc.
- The school has received a written request from a Parent giving the instructions regarding the required dosage (see request form)
- The request form (attached) must be used whenever a Parent wishes medication to be administered and must be resubmitted termly

The medicine in the smallest practicable amount must be brought to school by the Parent (under no circumstances the child) and must be delivered personally.

Medicines will be either self administered in the presence of designated person or will be

administered by designated person him/herself according to the dosage instruction provided by the Parent.

The school will not be held responsible for failure to administer medication.

All medicines must be clearly labelled with owner's name, dosage and contents.

If the school has concerns about the nature of given medication, it reserves the right to refuse their administration. Parents will be advised of this immediately and will be consulted on alternative arrangements.

FIRST AID PROCEDURE

The **First Aid procedure** at Hazel Wood High School is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of the School community should be aware of the support available and the procedures available to activate this.

NB The term FIRST AIDER refers to those members of the School community who are in possession of a valid First Aid at work certificate or equivalent.

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the School] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the School week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.

- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

THE ASSISTANT HEAD WITH RESPONSIBILITY FOR INCLUSION will:

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Heads of Year.
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to Reception if they are able to walk where a First Aider will see them; this student should be accompanied.
- Send a student who feels generally 'unwell' to their respective Head of School and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

OFFICE STAFF will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student. This should be done by telephone in the case of minor injuries or by a WALKIE TALKIE message in the case of serious injuries, giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send students who simply do not feel well to their respective Head or Assistant Head of School
- **NOT** administer paracetamol or other medications



HEALTH CARE PLAN

STRICTLY PRIVATE & CONFIDENTIAL

NAME	
FORM	
DATE	

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INTRODUCTION

WHO REQUIRES A PERSONAL HEALTH PLAN

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PERSONAL HEALTH PLAN DETAILS

- **Introduction**

Personal Health Plans are designed to ensure that those with additional medical needs, can be met by the school and staff, before entering the school premises.

They fulfil several purposes:

1. They ensure that those who need assistance discuss their specific needs,
2. They ensure that all members of staff involved with the student or member of staff are aware of what needs to happen in a medical emergency/urgent situation.
3. They fulfil the School's legal obligation to conduct and document an assessment of a student or member of staff's medical needs.

Through completing this process those who require assistance, and those who are tasked with giving it, will understand what is required of them and be confident of the procedure to follow in the event a medical emergency or event.

2. Who should require a Personal Health Plan (PHP)?

- - Anyone that suffers from:
 - Asthma
 - Eczema
 - Anaphylaxis
 - Diabetes (a specific Health Plan direct from the NHS Diabetic Team should be filed with the school)
 - Cystic Fibrosis
 - Any other medical condition

- **PHP Formation**

Forming a PHP is a joint effort that may involve the School, the student, parent or carer, designated persons such as First Aiders and relevant medical practitioner.

The attached proforma should be completed for all students that may require medical assistance

Part 1

Part 1 should be completed by the School. This provides information on the location of the student when attending the School

Part 2

Part 2 should be completed with the student. The parent / carer must consent to the plan and give written consent for the administration of any medicine that may be required

- **4. Responsibilities associated with PHP**

When completed, copies of the PHP must be retained by the School.

The School must ensure that the arrangements agreed with the student/parent/carer are implemented during any medical event / emergency. This includes informing members of staff who are responsible for teaching a student or supervising staff, together with members of a trained First Aiders, of the procedures agreed. The School Nurse may also be required in certain cases

The PHP will be approved by **School Nurse**

Copies will then be distributed to reception and retained on School Administration System (SIMS).

- **5. Contacts:**

Fire Safety Adviser	Mr S Jones
Head Teacher	Mr P Greenhalgh
School Nurse	TBC

- Personal Health Plan Part 1: General Information**

 To be completed by the School

NAME OF PUPIL	
SCHOOL	
FORM /YEAR	
DATE OF BIRTH	

REASON FOR PHP	
PHP CREATED ON	
TYPE OF HEALTH PLAN	
REVIEW DATE	
HEALTH PLAN CREATED BY	

1 ST CONTACT INFORMATION	
RELATIONSHIP	
ADDRESS	
PHONE NUMBER	HOME
PHONE NUMBER	MOBILE

2 ND CONTACT INFORMATION	
REALATIONSHIP	
ADDRESS	
PHONE NUMBER	HOME
PHONE NUMBER	MOBILE

CLINICAL CONTACT INFORMATION	
GP	
ADDRESS	
TELEPHONE NUMBER	

Personal Health Plan Part 2: Medical Information

 To be completed with pupil/parents

DESCRIBE CONDITION

DESCRIBE SYMPTOMS

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Actions to take in an Emergency	-
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PERSONAL HEALTH PLAN WILL BE CIRCULATED TO **ALL** STAFF AND FIRST AIDERS THAT TEACH OR SUPPORT THE PUPIL

PARENT	
SCHOOL REPRESENTATIVE	
OTHER	