



First Aid Policy

Including

Asthma & Supporting Pupils with Medical Conditions Procedures

Safeguarding Statement

West Heath Primary will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunity to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality or disability. West Heath Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

Owner	Governing Body
Date of review	March 2019
Date of next review	March 2021
Owners signature	

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Audience

All members of West Heath Primary School should read and understand this policy

Aims

The aim of this policy is to provide children and adults in our care good quality first aid, this may involve Treatment of injury or illness in order to prevent a condition from getting worse, promote recovery and ultimately preserve life. This care may extend to the administration of medicines.

Procedure

This policy

- Give clear guidelines to all staff regarding all areas of first aid and medicines.
- Defines the responsibilities of the staff.
- Ensures the safe use and storage of medication on the school site.
- Ensures safe administration of medication on site
- Ensures good first aid cover is available on site and visits.
- Supporting pupils with medical conditions.

Training

West Heath Primary have the following members of staff trained in the following areas

Paediatric First Aid - Nadine Yeoman, Rita Rose, Dean Taylor-Bryant, Sarah Ellis, Louise Baker

First Aid at Work - Kim Hatch & Dean Taylor-Bryant

Basic First Aid – Bev Clarke, Carole Downs, Tracey Reading, Claire Sutton, Helen Field, Anne Marie Durose, Kate Woodcock, Joanne Sullivan, Kim Benton, Lorraine Elms, Jade Westwood, Natalie Bosworth, Vasileios Takis, Emma Johnson, Sophie Holland, Cassie Cornbill, Jonathan Forster, George Cooper & Matt Blackburn.

The school will receive ongoing support from the school nursing team who will help and support with ongoing medical needs. The school nursing team will also carry out training for staff which includes:

- Epi pen
- Epilepsy
- Asthma
- Diabetes awareness

First Aid and Illness

- Children who feel unwell during lessons should be dealt with by the Teaching Assistant in their class. If needed they will then be taken to the medical area/school office. If the class doesn't have a Teaching Assistant, then the child would be taken to the school office for first aid to be administered.
- Monitoring of unwell children will be the responsibility of the Senior Leadership Team (SLT).
- If a child needs to be sent home a member of the SLT will be consulted first.
- Staff will be made aware of any children in their class who have an individual health plan. Care plans are available in the red medical folder in each classroom.
- The head teacher acting on behalf of the Local authority can exclude a child from school with the purpose of separation from other. This could be due to them having a potentially dangerous or infectious disease, thus stopping the infection spreading.
- Every classroom has a basic first aid kit and record book, also emergency sick bowls.
- Full emergency first aid kits are available around school, Medical rooms, School Office and the canteen.
- A first aid kit is always taken with a group off site, also a qualified first aider must always accompany the group.
- At playtimes/lunchtimes, a qualified first aider is always on duty at the KS2 medical room.
- Support staff also carry individual first aid kits to administer minor first aid and are recognised by wearing a Hi Viz jackets. Children on the playground will initially be dealt with by the first aider if further aid is needed they will be taken to the medical room.

Accident Procedure

The injured person will be seen by the first aider on duty. If the first aider requires further assistance they will ask for either a Paediatric or First aid at work trained member of staff to support them depending on the age of the casualty.

- If they believe hospital treatment is required, they will liaise with a member of the SLT who will:
 1. Arrange for emergency services (999) to be called
 2. Arrange Parent /carers to be informed
 3. Arrange child/adult to be transported to the appropriate hospital by car, taking another adult as a driver (insured only).

All accidents must be fully recorded in the Accident/Illness register by the person who dealt with the incident.

Bumped Heads

Any bumped head is to be treated as serious, no matter how minor. All bumped heads are treated with an ice pack. Bumped head notes are sent home, and the child is given a bumped head sticker as

a visual reminder. The class teacher should be informed and a close eye kept on the child. Parents will always be informed by telephone of a head injury.

The first aider may ask the parent to collect their child and seek further medical advice.

Cuts

All open cuts should be covered after they have been treated with a medical wipe. The child must be asked if they can wear plasters before one is applied.

ANYONE TREATING AN OPEN CUT MUST WEAR GLOVES.

All blood waste is disposed of in the appropriate bin (yellow) located in the medical rooms.

Accident Register

The accident registers are located in the medical rooms. If a child is administered first aid they must be given an accident slip to take home to their parents. If a child is taken to hospital after an accident in school, then a form needs to be submitted to the local authority with seven days. The school office will be responsible for managing this task.

All old accident registers will be kept centrally for 25 years.

Medicines in school

At West Heath Primary **Prescription medicines** will only be accepted when this is essential and staff should only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist.

we will only administer prescribed medication, such as antibiotics that need to be administered four or more times a day. A medication administer form MUST be completed by a parent/carer prior to the child being given medication. All medication will be stored in the main office and will be administered by the office staff. This will be overseen by Mr Taylor-Bryant who will check that it is necessary for medication to be administered during school hours, for example because the pupil will otherwise miss school and lose teaching time.

- Ensuring that all medication is provided in its original container with a label, from the pharmacist if the medication is prescribed or the parent if it is over the counter, showing the:
 - Child's name, date of birth;
 - Name and strength of medication;
 - Dose;
 - Any additional requirements, e.g. to take the medication with food etc.;
 - Expiry date; and
 - Dispensing date or date of purchase.

Pain relief / Over the counter medication

If a child requires pain relief consistently throughout the day, the question needs to be asked should they be in school. Pain relief and over the counter medicines will be administered in school if the need arises this will be assessed on a case by case basis.

All medication that is administered will be recorded on the medical form log and filed in to the child's school folder.

Creams and Lotions

Creams and lotions will not be administered in school; however, we will administer creams for skin conditions such as eczema if prescribed by the GP. Staff must not rub cream onto the child's body, this will be the responsibility of the child. For very young children it will not be undertaken, unless agreed with parents in writing that an application can be done by an appointed member of staff.

Sun Lotions

We recognize that dangers from the sun can happen on cloudy days too. The UV rays from the sun can be harmful, particularly to young children's skin and eyes. The heat from the sun can also cause dehydration and sun stroke.

Children should wear suitable clothes, covering up most of the skin, particularly shoulders and neck.

- Children should wear hats which cover the head (and neck if possible). Sun hats can be brought into school for children to wear during playtimes and during outside PE sessions.
 - Parents are encouraged to apply high protection sun cream, preferably no lower than SPF 30 before school. Children will be allowed to bring in their own sun cream with the bottle clearly marked indicating the child's name and class. Sun cream **will not** be administered by staff; children have to put the cream on themselves.
 - Due to allergies, children cannot share sun cream with other children.
 - Children are encouraged to drink plenty of fluid, which is always available in school. Children may bring in as many water bottles as needed, to drink throughout the day.
 - Children are encouraged to seek shady places to sit with their friends, if the sun is very bright and hot.
 - Lunchtime staff must make sure that parasols are put up before lunch time.
- Sunglasses that protect children from harmful UV rays can be worn at playtimes and during outings. They are the children's responsibility. (The school is not liable for breakage or loss.)

Medical Storage

No medication should be kept in class or in the child's possession (except inhalers, Epi pens and antihistamines). All medicines are kept in a lockable cupboard or fridge in the medical room or main office.

Epi pen's and Anaphylaxis Shock

Allergy training takes place at least every 2 years. This is carried out by the school nursing team. Epi pens are kept in the classroom in a designated place and also in the wrap around care first aid cupboard, which is the closest area to the canteen.

Vomiting and Diarrhoea

If the child vomits or has diarrhoea on site, they will be sent home. Children will not be allowed back to school for 48 hours after the last symptom has elapsed.

Rashes

If a child is suspected of having chicken pox or any infectious disease their parents will be contacted and asked to take their child to the GP for a full examination and diagnosis.

If your child has any sign of infectious they need to stay off school for prescribed period of time. Members of staff will be informed of any infectious diseases around school.

Asthma Procedures

All parent/carers will be asked to complete on admission an Asthma consent form (**see appendix 1**) giving full details of their child's asthma. Regular medication, emergency contact, family GP and reliever details. This form will also allow staff to administer the school's emergency inhaler if the need arises.

This form will ask information such as.

- Known triggers
- How many puffs
- Emergency plan

Every child with an asthma diagnosis **MUST** have a reliever (blue) in school. Clearly labelled with name and class.

- It is the **PARENTS** responsibility to keep records up to date and inhalers expiry date and checked it is full.
- School has an emergency Salbutamol Inhaler in school and will be used if needed. All parents would have consented to this when completing the initial asthma form. If this is used a record of this will be kept and the parents informed.

Storage and Disposal of Medication

- All inhaler need to be clearly labelled with the child's name.
- Inhalers are kept in the classroom in a suitable clearly labelled **ASTHMA** Box, and is easily accessible and visible for staff and pupils.
- Older pupils are encouraged to become self-managing by the end of year 6, and may if requested by parents carry their own inhalers.
- Ideally 2 inhalers should be in school for emergency use.
- Emergency reliever inhalers are kept in the main office, medical room, PE office and the canteen.
- Technique concerns should be referred to the school nurse.
- Most children do not use relievers on a daily basis, therefore if a child experiences prolonged symptoms and needs to use their inhaler excessively, parents will be informed.
- Every time an inhaler is used it will be noted on the child's asthma record.
- Spacers should be sent home at least half termly to be washed and returned with the child again, clearly labelled.

Activities and Exercise

- If pupils leave the premises e.g. school trips, swimming etc. the Asthma box/inhaler must go with them.
- Pupils with asthma are encouraged to participate in PE lessons.
- Some pupils with asthma may need to use their reliever inhaler, before, during or after exercise.
- Reliever inhalers are readily available at all times and are taken into the PE lessons.

Asthma Attack

- Staff are trained to spot and know how to manage a child experiencing an asthma attack, also when and how to call an ambulance and what to do whilst waiting for the ambulance to arrive.
- Staff will follow the procedure outlined in the “Asthma Attack Flow chart” this is visibly displayed in the first aid area and in PE halls. (**Appendix 1**).
- Sit comfortable and try to keep calm.
- Take one puff of your reliever inhaler every 30-60 seconds. You can take up to 10 puffs.
- If your symptoms improve, you still need to contact your GP, nurse or out-of-hours service the same day.
- **If you feel worse while you're using your inhaler or you don't feel better after 10 puffs or you're worried, call 999.**

In this case, take 10 more puffs after 15 minutes, if you need to

Supporting Pupils with Medical Needs

West Heath is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school and achieve this by ensuring that:

- ✓ All staff understand their duty of care to children.
- ✓ All staff feel confident in knowing what to do in an emergency.
- ✓ The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- ✓ The school understands the importance of medication being taken as prescribed.
- ✓ All staff understand the common medical conditions that affect children at this school.
- ✓ This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- ✓ Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP).

This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

- 1. This school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can be healthy, stay safe, enjoy and achieve make a positive contribution and achieve economic well-being.**

Pupils with medical conditions are encouraged to take control of their condition.

This school aims to include all pupils with medical conditions in all school activities.

Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.

This school ensures all staff understand their duty of care to children and young people in the event of an emergency.

All staff have access to information about what to do in an emergency.

This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

- 2. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation**

School staff are informed and regularly reminded about the school's medical conditions policy:

- Through staff meetings.
- Through medical conditions updates

- Supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies
- Staff are made aware of any Individual Health Plans as they relate to their class group. This is a role for the designated person.
- Every classroom has a red medical folder which identifies the children in that class with medical needs.
- Staff also have access to the whole school medical need by accessing the whole school medical files situated in the following areas:

Head teacher's office, main office, medical room, staff room, P.E office and the wrap around care room.

3. Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school

- Relevant staff at this school are aware of the most common serious medical conditions at this school.
- Staff at this school understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan
- This school uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. A member of the Senior Leadership Team will allocate a member of staff who will accompany a child to the hospital.

4. The school has clear guidance on the administration of medication at school. Please see Page 5.

- This school will seek to ensure that pupils with medical conditions have easy access to their emergency medication.
- This school will ensure that all pupils understand the arrangements for a member of staff to assist in helping them take their emergency medication safely.
- All school staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.

- In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Health Plan.
- Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- If a pupil at this school refuses their medication, staff will record this and inform the Parents/carers of this non-compliance as soon as possible.
- All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school will make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, their parents/carers will be informed as soon as possible. The school will seek medical advice if needed.
- This school has an identified member of staff/designated person who ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only named staff have access.
- The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).
- All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in a refrigerator clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

Safe disposal

- Parents/carers at this school are asked to collect out-of-date medication.
- If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least 3 times a year and is always documented.
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.

5. This school has clear guidance about record keeping for pupils with medical conditions

Enrolment forms

- Parents/carers at this school are asked if their child has any medical conditions
- If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics), **see page 5**

Individual Health Plans

Drawing up Individual Health Plans

This school uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required:

1. Diabetes
 2. Gastrostomy feeds
 3. Tracheostomy
 4. Anaphylaxis
 5. Central line or other long term venous access
 6. Severe asthma that has required a hospital admission within the last 12 months
 7. Epilepsy with rescue medication
- An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent at the start of the school year; at enrolment; when a diagnosis is first communicated to the school; transition discussions; new diagnosis
 - The school will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the school nurse will contact the parents and may consider safeguarding children procedures if necessary.
 - The finalised plan will be given to parents/carers, school and school nurse.

- This school ensures that a relevant member of school staff is present, if required, to help draw up an individual health plan for pupils with complex health or educational needs.

6. Storage and access to Individual Health Plans

- Parents/carers and pupils (where appropriate) at this school are provided with a copy of the pupil's current agreed Individual Health Plan.
- Individual Health Plans are kept in a secure central location at school.
- Apart from the central copy, there is also a copy of pupils' Individual Health Plan in their class medical file. These copies are updated at the same time as the central copy. The school must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Individual Health Plans and needs of the pupils in their care.
- This school ensures that all staff protect pupil's confidentiality.
- The information in the Individual Health Plan will remain confidential unless needed in an emergency

7. Use of Individual Health Plans

Individual Health Plans are used by this school to:

- Inform the appropriate staff about the individual needs of a pupil with a complex health need in their care
- Identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers
- Ensure this school's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency

8. Consent to administer medicines

- If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication giving staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication.
- All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

9. Supporting children with medical toileting needs

Children with disabilities might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy bags. These procedures will be discussed with parents/carers, documented in the child's personal care plan (see **appendix 2**) and will only be carried out by staff who have been trained to do so.

Any members of staff who administer first aid should be appropriately trained. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

For children who need regular care, parents will be asked to sign a personal care plan outlining who will be responsible for supporting the child, within the setting and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task from the outset.

A note book system will be in place to record instances of changing, washing for hygiene reasons etc. This information will also be recorded on eportal.

- Parents will provide wipes and nappy sacks.
- If nappies are required, nappies/ pull ups are to be provided by the parents.

10 Residential visits

- Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's individual health plan.
- All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away. A copy of the Individual Health Plan and equipment/medication must be taken on offsite activities

11 Record of Awareness Raising Updates and Training

- This school holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school request this.
- All school staff who volunteer to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training, it is the school's responsibility to arrange this.
- This school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

12 This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

- This school aims to meet the needs of pupils with medical conditions and to ensure that the physical environment at this school is as accessible as possible.
- This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

Social interactions

- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school breakfast club, school productions, after school clubs and residential visits.
- All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

- This school understands the importance of all pupils taking part in sports, games and activities.
- This school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.
- Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- This school ensures all Classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- This school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator.
- This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- Pupils at this school learn how to respond to common medical conditions.

Risk Assessments

- Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.
- This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.
- This school carries out risk assessments before pupils start any off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including

travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/carers before any medical information is shared with an employer or other education provider.

13 This school is aware of the triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks.

- This school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

14 Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

Governors *have a responsibility to:*

- ✓ ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ✓ ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- ✓ make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated
- ✓ ensure that the school has robust systems for dealing with medical emergencies and critical incidents, at any time when pupils are on site or on out of school activities.

The Head teacher *has a responsibility to:*

- ✓ ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- ✓ ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
 - ✓ ensure every aspect of the policy is maintained
- ✓ ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings
- ✓ monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders
 - ✓ report back to governors about implementation of the health and safety and medical conditions policy.
 - ✓ ensure through consultation with the governors that the policy is adopted and put into action.

All West Heath school staff *have a responsibility to:*

- ✓ be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
 - ✓ call an ambulance in an emergency
 - ✓ understand the school's medical conditions policy
 - ✓ know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan
- ✓ know the schools registered first aiders and where assistance can be sought in the event of a medical emergency

- ✓ know the members of the schools Senior Leadership Team if there is a need to seek assistance in the event of an emergency.
- ✓ maintain effective communication with parents/carers including informing them if their child has been unwell at school
 - ✓ ensure pupils who need medication have it when they go on a school visit or out of the classroom
 - ✓ be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
 - ✓ understand the common medical conditions and the impact these can have on pupils.
- ✓ ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ✓ ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
 - ✓ follow universal hygiene procedures if handling body fluids
- ✓ ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

Teaching staff *have an additional responsibility to also:*

- ✓ ensure pupils who have been unwell have the opportunity to catch up on missed school work
- ✓ be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCo.
- ✓ liaise with parents/carers, special educational needs coordinator if a child is falling behind with their work because of their condition
- ✓ use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

School nurse *has a responsibility to:*

- ✓ help provide regular updates for school staff in managing the most common medical conditions at school at the school's request
 - ✓ provide information about where the school can access other specialist training.
 - ✓ update the Individual Health Plans in liaison with appropriate school staff and parents/carers

First aiders *have an additional responsibility to:*

- ✓ give immediate, appropriate help to casualties with injuries or illnesses
- ✓ when necessary ensure that an ambulance is called.
- ✓ ensure they are trained in their role as 1st aider
- ✓ ensure that they are trained in paediatric first aid.

Pupils *have a responsibility to:*

- ✓ treat other pupils with and without a medical condition equally
- ✓ tell their parents/carers, teacher or nearest staff member when they are not feeling well
- ✓ let a member of staff know if another pupil is feeling unwell
- ✓ know how to gain access to their medication in an emergency
- ✓ ensure a member of staff is called in an emergency situation.

Parents/carers have a responsibility to:

- ✓ tell the school if their child has a medical condition or complex health need
- ✓ ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need
 - ✓ inform the school about the medication their child requires during school hours
- ✓ inform the school/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
 - ✓ tell the school about any changes to their child's medication, what they take, when, and how much
 - ✓ inform the school of any changes to their child's condition
 - ✓ ensure their child's medication and medical devices are labelled with their child's full name
 - ✓ ensure that the school has full emergency contact details for them
 - ✓ ensure that their child's medication is within expiry dates
 - ✓ keep their child at home if they are not well enough to attend school
 - ✓ ensure their child catches up on any school work they have missed
- ✓ ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

Appendices

Asthma Consent Form

The school will not administer medicine unless this form has been completed and signed by a parent/guardian.

All inhaler use will be overseen or administered by a member of staff.

Pupil Details:

Name..... Class.....

Medication:

Name/Type of medication

Known triggers Possible side effects

How many puffs How often (as directed by your doctor)

Additional information:

.....

1. I understand that it is my responsibility for my child's inhaler/spacer to be in school at all times. This should be cleaned and returned to school every half term.
2. I will also keep the school fully informed of any change to my child's condition.
3. I am aware the school will contact me, if there are any concerns regarding my child's medication.
4. In the event that my child's Inhaler stops working or cannot be accessed I authorise the use of the school's emergency Salbutamol inhaler to help relieve my child's asthma symptoms.

Parent/guardian Signature Date

Print Name Relationship to child

Staff SignatureDate

Personal Care Plan

Pupils Name		DOB	Date of Plan	Plan Number
Reason for Plan	Aim of Plan		Proposed review date	
Detail of assistance required				
What?	How? (Liaise with parents)		When? (How often)	
Allocated member of staff				
Support needed				
Facilities and Equipment				
Where?				
Adaptations Needed?				
Physical assistance?				
Health and Safety?				

Signed:(on behalf of the school)

Signed: (parents/carers).

Date:

1 to 1 Care Permission to supervise a child during toileting

I give permission for staff at

West Heath Primary School who are named in their care plan to work alone to supervise my child
..... In cleaning themselves whilst going to the toilet.

I understand that I will be called if they are in need of further support.

Signed:(parent/carer)

Print:(parent/carer)

Date: