



Highlands School

Medical and First Aid policy

Date of Policy	December 2021
Review Date	December 2022
Governors committee	School priorities committee

Determination • Aspiration • Respect • Equality

Medical conditions and first aid policy - DRAFT

Contents

Rationale	3
Definition of medical conditions	3
Definition of first aid	4
Aims of this policy	4
Roles and responsibilities	4
The Governing Body	4
The headteacher	5
The welfare officer	5
The pastoral deputy headteacher	6
Heads of year	6
Form tutors	7
All Staff	7
First Aiders	8
Other roles	8
Parents and Carers	8
The role of students	9
6. Off-site procedures for first aid and medical conditions	10
7. First aid equipment	11
8. Individual Healthcare Plans (IHPs)	11
9. Storage and administration of medications	12
10. Record-keeping and reporting	13
11. Training of staff and information sharing	14
12. Insurance	14
13. Complaints	14
Appendix 1 - Individual healthcare plan implementation procedure	15
Appendix 2 - Model letter inviting parents to contribute to individual healthcare plan development	17

1. Rationale

All schools are required to have procedures in place to ensure the health and safety of staff, students and visitors while on the school site. This policy covers our procedures for responding to medical emergencies and for supporting students with medical conditions.

The Children and Families Act 2014 (Section 100) and the 2015 DfE document [Supporting students at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England](#) places a duty upon the schools to make arrangements for supporting students at school with their medical conditions in line with the statutory guidance issued. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported at school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Students with medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

The school is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these students may need. The school must comply with other relevant duties, such as for disabled children or for children with a statement of special educational needs. The school remains legally responsible and accountable for fulfilling their statutory duty.

All staff are to be aware of and follow students' individual healthcare plans (IHP), particularly with reference as to what to do in an emergency. This duty also extends to staff leading activities taking place out of normal school hours or off the school site. This could extend to a need to administer medication or call for help from the emergency services. In the absence of a healthcare plan, the school's standard emergency procedure will be followed.

2. Definition of medical conditions

Students' medical conditions may be summarised as being of two types:

- Short-term affecting their participation in school activities while they are on a course of medication (requiring a medicines consent form)
- Long-term potentially limiting their access to education and requiring extra care and support (requiring an Individual Healthcare Plan)

The above definitions include diagnosed SEMH conditions.

Definition of first aid

Basic medical care given to someone experiencing a sudden injury or illness. In some cases, first aid consists of the initial support provided to someone before further or more specialist medical care can be provided. In some cases the medical care given by the first aider will be sufficient to address the medical issue.

3. Aims of this policy

At Highlands School we will

- welcome and support students with medical conditions and make arrangements for them based on good practice
- provide a framework for responding to a medical incident and recording the outcomes
- assist parents in providing medical care for their children by developing healthcare plans on notification of their child's medical condition
- educate staff and students in respect of providing support to students with medical conditions
- arrange suitable training for staff, as required, to support students with medical conditions
- liaise, as necessary, with parents and medical services in support of the individual student
- provide emergency support to children in line with their individual healthcare plans
- ensure that all children with medical conditions participate in all aspects of school life
- monitor and keep appropriate records
- provide information on school policies, plans, procedures and systems

4. Roles and responsibilities

The Governing Body

The Governing Body will

- ensure that this policy enables provision of effective support for medical conditions at Highlands School in line with the statutory guidance "[Supporting students at School with Medical Conditions](#)" December 2015 and any other related guidance from the DfE
- ensure that the policy complies with its duties under Equality law and the school's Equality Objectives statement and any responsibilities in the SEN Code of Practice

- focus on the needs of individuals in ensuring that students and parents/carers have confidence in the school's ability to provide effective medical support
- delegates all responsibility for the day-to-day implementation and delivery of the policy to the Headteacher
- be responsible for the regular review and updating of this policy

The Governing Body accepts that all employees have rights in relation to supporting students with medical needs as follows:

- Receive training as appropriate and work to clear guidelines
- Bring to the attention of the senior leadership team any concern or matter relating to supporting students with medical conditions

The headteacher

The Headteacher will

- Ensure that everyone in the school is aware of this policy and that they understand their role in its implementation
- Ensure that a named individual oversees the support of students with medical needs. In this policy they will be referred to as the Welfare Officer
- Ensure that the school liaises with relevant partners, including (but not limited to) parents, students and NHS staff in the delivery of this policy
- Ensure that written records of any and all medicines administered to individual students are held
- Ensure that a record of training undertaken by staff and teachers qualified to undertake responsibilities under this policy is maintained
- Ensure that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role (delegated to the School Manager)
- Ensure all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Ensure that managers undertake risk assessments, as appropriate, and that appropriate measures are put in place
- Ensure that adequate space is available to support the medical needs of students

The welfare officer

The welfare officer has the following responsibilities.

- Be the lead first aider
- Be a deputy designated safeguarding lead

- Be a member of the executive safeguarding committee and attend weekly executive safeguarding committee meetings
- Coordinate first aid training for first aid staff
- Audit the contents of all first aid boxes and replenish regularly
- Manage and coordinate all IHPs, including IHP reviews and keeping IHPs up to date
- Disseminate IHPs to the relevant staff
- Oversee all medication consent forms
- Manage the medical/welfare room
- Be responsible for the storage and administration of all medications
- Conduct regular inventories of medication and medical room stock
- Maintain medical records; eg medication administration logs, first aid/visit to the medical room log
- Attend regular and relevant training to keep their skills and knowledge on medical conditions up to date
- Coordinate and hold meetings with parents for students who are returning to school after hospitalisation, surgery or other serious medical treatment.

The pastoral deputy headteacher

The pastoral deputy headteacher is responsible for the following

- Overseeing the work of the welfare officer ensuring that all aspects of the school's medical provision are rigorous and in good order
- Updating the headteacher on medical matters on a regular basis
- Providing the headteacher with data and other information on medical matters

Heads of year

Heads of year are responsible for the following

- Informing the welfare officer of new cases of medical conditions relating to students in their year group
- Informing the welfare officer of students who have had, or are due to have, surgery or any other serious medical procedure or treatment
- Informing the welfare officer of students who may require an IHP
- Reading and be familiar with the IHPs for students in their year groups
- Ensuring that form tutors have read and are familiar with students in their tutor groups with an IHP
- Working with the welfare officer in supporting students in their year group with medical conditions (either with or without an IHP)
- Supporting the welfare officer with IHP meetings
- Providing the welfare officer with any relevant medical information about students in their year group

- Providing the welfare officer with contextual information about students with an IHP e.g. safeguarding information

Form tutors

Form tutors are responsible for the following

- Informing the head of year of new cases of medical conditions
- Informing the head of year of students who have had, or are due to have, surgery or any other serious medical procedure or treatment
- Informing the head of year of students who may require an IHP
- Reading and being familiar with the IHPs for students
- Providing the head of year with any relevant medical information about students
- providing the head of year with contextual information about students with an IHP e.g. safeguarding information.

All Staff

All members of school staff are responsible for the following

- Take appropriate steps to support students with medical conditions
- Familiarise themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help
- Undertake appropriate training to support specific needs of students, as directed by SLT
- Being aware that students with medical conditions may be more at risk of bullying and isolation at school
- Being mindful of the sensitivities around the student's condition, and respect this confidentiality, except where it would endanger the student
- Informing the relevant head of year of any medical information or medical concerns about any student they become aware of
- Knowing what action to take in an emergency and receive updates at least yearly
- Following first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their line manager of any specific health conditions or first aid needs relating to themselves, a student or visitor

First Aiders

First aiders will support students by

- Attending to first aid call outs
- Administering medication, where consent forms are in place, and support those students with long term conditions to administer their own medication under supervision
- Only administering medicines that they have had relevant and up to date training to administer
- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Contacting a member of the senior leadership team if the student needs to be sent home
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

First aiders are NOT trained doctors or nurses.

Other roles

- Healthcare professionals may also provide notification, support and advice
- Students are to provide information and be part of discussions about their medical support needs

Parents and Carers

The prime responsibility for a student's health lies with the parent/carer who is responsible for the child's medication and should supply the school with all relevant information.

Parents/carers are responsible for the following

- Providing the school with sufficient and up-to-date information about their child's medical needs
- Where necessary, developing an Individual Healthcare Plan (IHP) for their child in collaboration with the welfare officer, head of year and any relevant healthcare professionals
- Completing a parental agreement for school to administer medicine form before bringing medication into school
- Providing the school with the medication their child requires and keeping it up to date
- Collecting any leftover medicine at the end of the course or when they have expired. Epipens have a short expiration date
- Discussing medications with their child/children prior to requesting that a staff member administers the medication
- Where possible, arranging for medication to be taken outside of the school day

If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

The role of students

- Students are to be part of discussions about their medical support needs
- Students will be encouraged to take responsibility for managing their own medicines and procedures
- Where possible and safe to do so, students will be allowed to carry their own medicines and devices in agreement with their parents. If this is not possible, their medicines will be located in the medical room
- Where appropriate, students will be encouraged to take their own medication under the supervision of a relevant member of staff

5. First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives. It is the decision of the welfare officer or member of SLT on the scene to decide whether an ambulance is required, and they should call the ambulance from the scene as vital information will be required about the accident, and this cannot be done from anywhere except the scene

- The headteacher should be alerted to attend in the event of an accident and make a decision whether the police should be called
- The first aider will also decide whether the injured person should be moved or placed in a recovery position. If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child
- Upon their arrival, the first aider will recommend next steps to the parents. If emergency services are called, the office staff/Head of year will contact parents immediately
- The school manager or office manager will print out the student's full details from the school management system to hand to the emergency services
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury to a student. The school manager will complete this for any injury to staff
- If there is a serious accident all staff or students who were witnesses should write a statement. All statements and written evidence should be collected together and handed to School Manager for later investigation by H&S Executive, police or for solicitors acting for the LEA or the parents of student/staff concerned. The most senior member of SLT at the scene will allocate staff to move sightseers away, gather witnesses, close off areas and take photographs, if appropriate
- If a student needs to attend hospital, a member of staff will stay with them until a parent arrives
- If an ambulance is called, a member of staff will stay with them until a parent arrives. If the parent cannot be contacted then a member of staff authorised by the headteacher or the pastoral deputy headteacher, will be directed to accompany the student to hospital by ambulance. Staff will not take students to hospital in their own car
- In the event that an ambulance does not arrive in good time and a parent/carer is not contactable, an authorised member of staff will drive the student to hospital in the school's mini bus
- In cases where neither an ambulance, the parent/carer or the school's mini bus is available, then the headteacher will give permission to an appropriate member of staff to escort the student to hospital in a taxi

6. Off-site procedures for first aid and medical conditions

When taking student off the school premises, the trip leader will ensure they always have the following:

- A mobile phone, for which the school office and the SLT responsible for off site visits has the number
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details (for out of hours trips, when the school office is closed)

- Risk assessments will be completed by the trip organiser and approved through the Evolve system, prior to any educational visit that necessitates taking students off school premises

7. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Burns dressings

No medication is kept in first aid kits. First aid kits are stored in the following locations

- Medical room
- Main office
- Science office
- Food Technology office
- Design and Technology office
- PE office
- Learning support office
- Kitchen (responsibility of Chartwells catering team)
- Facilities management office (responsibility of Pinnacle FM team)
- FMS2 office (responsibility of Pinnacle FM team)
- Cleaners store room (responsibility of Pinnacle FM team)
- Workshop (responsibility of Pinnacle FM team)

8. Individual Healthcare Plans (IHPs)

Where necessary an Individual Healthcare Plan (IHP) will be developed in collaboration with the student, parents/carers, the Welfare Officer and the head of year. The SENCO, other staff and medical professionals will be involved as required.

Individual Healthcare Plans are drawn up for students who meet one or more of the following criteria

- has a medical condition that requires medical support or intervention during the school day, for example the administration of medication
- has a diagnosed mental health condition that requires medical support or intervention during the school day
- is returning to school after a significant operation

The IHP will be easily accessible to the relevant staff e.g. the head of year, the form tutor and some teachers, whilst preserving confidentiality. Where the IHP contains confidential information that does not need to be shared with the students' teachers, then an edited version of the IHP will be created for wider distribution.

Where a student has an Education Health and Care Plan, the IHP will be linked to it or become part of it.

IHPs will be reviewed at least annually or when a child's medical circumstances change. Some students have been identified as requiring more frequent IHP reviews, and this is indicated on the IHP tracker.

When a student is returning from a period of hospital education or alternative provision or home tuition, the school will work with the LA and education provider to ensure that the IHP identifies the support that the student needs to re-integrate.

9. Storage and administration of medications

Highlands School does not administer any medication without the consent of parents/carers via a medicines consent form. The school does not stock paracetamol or ibuprofen. If a student suffers from a medical condition that requires the regular use of paracetamol or nurofen (e.g. menstrual pains or migraines) the parents/carers should provide a pain relief medication to the school along with completing the medicines form.

Where possible, it is preferable for prescribed medicines to be administered in frequencies that allow the student to take them outside of school hours.

If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement for a school to administer medicine.

No child will be given any prescription medicines without a completed and signed Parental Agreement to Administer Medicine form.

Students who are under 16 are not usually seen by GPs without their parents/carers knowledge and therefore the expectation is that parents/carers are aware of any medication their child is taking. Where the school is aware that a student over the age of 16 years old is prescribed medication without their parents/carers knowledge, every effort will be made to encourage the

student to involve their parents while respecting their right to confidentiality. Where this may be considered a safeguarding issue, an appropriate decision will be made on disclosure after consultation with the Designated Safeguarding Lead at the school.

No student under 16 years of age will be given any medication without a doctor's prescription. Where a parent wishes to provide their child with paracetamol or ibuprofen, this must be accompanied by a doctor's note relating to the medical condition.

Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our drugs policy.

Medications are stored in the medical room under the responsibility of the welfare officer.

We ensure also that

- there is more than one member of staff who has been trained to administer medication and meet the medical needs of students
- there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place
- any medications left over at the end of the course will be returned with the student at the end of the academic year
- Written records are kept of any medication administered to students
- students will never be prevented from accessing their medication

The school cannot be held responsible for side effects that occur when medication is taken correctly.

10. Record-keeping and reporting

The school will keep the following medical records

- A log of all first aid incidents and outcomes
- A file of all accident and injury forms. As much detail as possible should be supplied when reporting an accident
- A log of all medications provided to the school by parents
- A log of all IHPs and review dates
- Medical room inventory

- First aid box inventory (various locations)
- Log of each time the defibrillator is used

Medical and first aid records will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Where the medical issue or injury indicates a possible safeguarding concern e.g. unexplained bruises, marks and burns, the member of staff attending to this student will also log the concern on CPOMS.

11. Training of staff and information sharing

Teachers and support staff receive information on students they teach with medical conditions.

Staff with specific responsibilities for medical conditions will receive appropriate training, including from outside agencies.

No staff member, who has not received the appropriate training, may administer prescription medicines or undertake any healthcare procedures; they can only support students in taking their prescription medication.

No staff member may administer drugs by injection unless they have received training in this responsibility.

12. Insurance

Highlands school maintains adequate insurance to cover staff who provide support to students with medical conditions, providing they have received sufficient and suitable training.

13. Complaints

Any complaints relating to our procedures or management of first aid and medical conditions, should be submitted to the school following the procedures set out in our complaints policy.

Appendix 1 - Individual healthcare plan implementation procedure

Stage	Process
1	<p>Parent, member of staff or healthcare professional informs the school that the student</p> <ul style="list-style-type: none"> - has a medical condition or - has a mental health condition (diagnosed by CAMHS or other professional) - is due to return from long-term medical absence - has had surgery - the student's medical needs have changed
2	<p>The medical information is shared with the relevant pastoral staff</p> <ul style="list-style-type: none"> - The welfare officer - The head of year - The SLT line manager for the student's year group - The SENCO (if the student is SEND) <p>This information is logged on CPOMS by the member of staff who received the medical information in the first instance.</p>
3	<p>The welfare officer contacts the parent/carer to coordinate a meeting to discuss the student's medical needs and to plan the IHP. The student should be present at the meeting. Where possible the head of year will also attend.</p> <p>Prior to the meeting the welfare officer will complete a draft of the IHP, with any information known at this early stage.</p> <p>During the meeting, the welfare officer will discuss with the parent and complete the various sections of the IHP form.</p>
4	<p>If the IHP could not be completed in the meeting the welfare officer will then finalise the IHP within seven school days of the parent/carer meeting, and will send the final version to the parent for their approval and electronic signature.</p>
5	<p>The welfare officer will log the IHP and review dates to the IHP log/spreadsheet.</p>
6	<p>The welfare officer will share the IHP with</p> <ul style="list-style-type: none"> - The head of year - The behaviour mentor - SLT line manager for the student's year group - The DSL

	<p>The head of year will then disseminate the IHP to other relevant staff, such as the student's classroom teachers.</p> <p>The welfare officer will ensure that there is no information in the IHP that should not be shared beyond the welfare officer, head of year and relevant SLT. Where this is the case, then an edited version of the IHP will be created for sharing with the student's classroom teachers.</p>
7	<p>IHPs are reviewed annually (or more regularly for conditions where this has been identified as being necessary) or when conditions changed, or</p> <p>Parent/carer or healthcare professional initiate. New meeting to be held.</p>

Appendix 2 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include xxx.

Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I *[or add name of other staff lead]* would be happy for you to contact *[me / them]* by email *[insert email address]* or to speak by phone if this would be helpful.

Yours sincerely,

[xxxxxxxxxx]

Welfare Officer