



Tring School

First Aid and Medical Care Policy Statement

Policy Review	
Review Schedule	Annual
Reviewed and accepted by:	Local Governing Body
Date of Review:	January 2021
Date of Next Review:	January 2022

Tring School is committed to equality of opportunity for all pupils, staff, parents and carers. Policies have been written and reviewed with due regard to the Equalities Act 2010.

Other Linked Policies

[Mental Health Policy](#)

H&S Policy (to be updated Jan 2021)

Scope

The RLP is at the heart of the community delivering an inclusive education to students of all ages. Our mission is to embrace challenge and to celebrate success in all that we do by striving for every learner to reach their full potential. The culture that we have in our schools means that they each retain their distinctiveness but learn and grow together and remain collectively responsible for providing all students with exciting and inspiring opportunities.

Introduction

We believe that students thrive in a happy, secure and caring environment. It is an essential part of a school ethos that the values of peace, love and caring for others should be core values that we respect and agree.

For Church Schools in the Ridgeway Learning Partnership the following biblical narrative applies:

"Do not worry about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus." Philippians 4.6-7

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Policy Statement

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

- All Tring School staff understand their duty of care to students in the event of an emergency.
- 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 students at this school.
- This school allows adequate time for staff to receive training on the impact medical conditions can have on students.
- Staff receive additional training about any student they may be working with who have complex health needs supported by a Health Care Plan (HCP) (Appendix 1).

Aims

This policy is followed and understood by our school community.

This school is an inclusive community that aims to support and welcome students with medical conditions

1. This school understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future. Parents/guardians are given the opportunity to complete an HCP prior to entry to Tring School
2. 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 wellbeing.
3. Students with medical conditions are encouraged to take control of their condition.
4. This school aims to include all students with medical conditions in all school activities.
5. Parents/carers of students with medical conditions are aware of the care their children receive at this school.
6. This school ensures all staff understand their duty of care to students in the event of an emergency.
7. All staff have access to information about what to do in an emergency.
8. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
9. All staff have an understanding of the common medical conditions that may affect students at this school. Staff receive regular updates. The Headteacher is responsible for ensuring staff receive regular updates. The School Nursing Service can provide the updates if the school requests it.
10. The Policy of First Aid and Medical Care is understood and followed by the whole school and local health community.

Roles & Responsibilities

The Policy of First Aid and Medical Care is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation

1. Parents/carers are informed about the Medical Conditions Policy by including a policy statement in the school's prospectus and signposting access to the policy AND via the school's website, where it is available all year round.
2. School staff are informed and regularly reminded about the school's Medical Conditions Policy:
 - a. through the staff handbook and staff meetings and by accessing the school's intranet
 - b. through scheduled medical conditions update
 - c. supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Health Care Plans related to the students in their care and how to respond in emergencies
 - d. Staff are made aware of any Health Care Plans as they relate to their teaching/supervision groups. This is a role for the designated person.

Defibrillator

To be used in the event of a cardiac arrest. The defibrillator is kept in the medical room, there are signs around the school with this information. The medical room is never locked. The defib is available for anyone to operate and users are guided through each stage.

First aid boxes are located at the following points:

- Medical Room
- Food Technology rooms
- D&T office
- Science prep rooms
- Caretakers' office
- Art office, T10 & T9
- Cleaning cupboard, Beloe block
- Cleaners office
- PE office
- School mini-buses
- Modular Village (SEN Office)

Responsibilities

It is the responsibility of the First Aid Administrator to ensure the contents of the boxes are checked every half term and re-stocked where necessary.

It is the responsibility of parents to ensure that the school has access to in-date medication where appropriate.

The Head teacher is responsible for ensuring that there are adequate numbers of qualified first aiders.

The Premises Manager will check that any school vehicles are properly equipped with first aid boxes before they are used.

Content/Procedures

Illness/injury at school

If a student becomes ill or is injured in any way he/she is (where appropriate) taken to the medical room. If the problem cannot be dealt with in school, the parents will be contacted and, if necessary, arrangements will be made for the student to be either collected from school or taken to hospital.

We are unable to offer any care other than initial first aid.

All visits to the medical room will be recorded on the data sheet noting name, form, reason for visit, time, actions taken, lesson missed and outcome.

Illness and absence from school

Absences need reporting each and every day before 09:30am by contacting the schools either by telephone, text or email.

Coughs and colds do not normally require a student to be absent from school although this depends on the severity and symptoms.

The school policy works on the belief that if a student is fit to attend school then they are fit to take part in PE. Students are only permitted to miss PE if this is supported by a note from home or their GP.

If a student is suspected to have a communicable infection or disease please refer to the Health Protection website for clarification:

http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374

This web site can also provide information on other medical issues.

A student who has sickness or diarrhoea whilst at school must be collected immediately and kept absent from school for 48 hours following the last bout of sickness and diarrhoea.

Transport to hospital

If it is considered necessary, the injured person will be sent directly to hospital (normally by ambulance) however, depending upon need, staff may escort a student to hospital. Parents/carers will be informed as soon as possible. No casualty will be allowed to travel to hospital unaccompanied, and an accompanying adult will be designated in situations where the parents cannot be contacted.

In the event of an accident, the school will follow the procedures for completion of incident/accident records in accordance with HCC guidance.

Head injuries

Parents should be informed if a head injury has occurred by text message for minor, if serious or bleeding then parents would be contacted by phone. If a head injury occurs during PE/matches the student would be referred to medical room or if more serious, treat as first aid qualifications stipulate, then referred to medical room for assessment. For injuries occurring after school during training or matches, parents would be called or spoken to.

All head injuries should be monitored closely and logged. Any serious head injury must always be referred to a hospital.

Medication in school

The only medication kept and administered within school are those prescribed by a medical professional specifically for a pupil at the request of the parent/guardian. Records of administration will be kept in the medical room. The administering of any prescribed medication will be recorded and signed for by the pupil and the member of staff. Prescribed medicines should only be taken during the school day when there is no alternative. It is expected that students should be responsible for administering their own medicines unless stated by their GP or medical practitioner. Staff administering prescribed medicines must do so in accordance with the prescriber's instructions.

Parents or students bringing in medication to school must see a first aider at the start of the day and fill in the appropriate form.

Any prescribed medication must be in its original packaging clearly showing the dispensers label. The accompanying information leaflet should be included. It is the parent's responsibility to ensure all medication is within date and replaced when necessary.

Where a student has been given a new antibiotic which they have not had before, the first two complete doses should be taken at home prior to coming back to school due to the chance of an adverse reaction. Only antibiotics which have been prescribed to be taken four times a day will be allowed to be taken in school.

Where homeopathic medicine is prescribed, written consent must still be obtained from parents / carers. A member of staff should supervise the pupil taking the medication. The administration of homeopathic medication should be recorded in the same manner as prescribed medication from a GP.

Where the school feels that more information is required about a student's medication and condition a Medical Protocol form will be sent to the parents/carers to complete and return to school.

Non prescribed medication

Non prescribed medication for minor ailments such as headaches, period pains or toothache will be given only with prior written consent from the parents upon admission in Year 7 and after an assessment by the first aider (see Appendix form 1). The parents will also be contacted prior to the medicine being given. This consent will be requested from the parents when the student starts at the school along with any medical information. It is the parents/carers responsibility to ensure that this information is updated throughout the student's time as school via a Health Care Plan (HCP) (Appendix 1), if necessary.

Students self administering medicines

Students with life-long and chronic medical conditions, where medication may be required instantly, are encouraged to carry this medication with them. For example epipens and asthma inhalers. Spare medication may be kept in the medical room. A consent form must be completed for the school to hold prescribed medication. (Appendix 2)

Students with long term medical conditions

Students with long term medical needs such as diabetes, will be encouraged to self administer. These students will have Health Care Plans (HCP's) provided by their GP or hospital, and a HCP

form from school, which it is the parent's responsibility to update as the medication changes. HCPs will be available for all staff so that they are aware of what to do in an emergency.

Disposal and return of medication

When medicines expire parents will be contacted and the medicines will be returned to the parents/carers for disposal. All medicines will be returned at the end of each term unless advised by parents otherwise. School staff are not permitted to dispose of any medication.

Storage of medicines

All prescribed medication is kept in the medical room. Asthma inhalers, Epipens and diabetic equipment will not be locked away. All other prescribed medicines will be kept in a secure locked cabinet which has controlled access.

Managing medicines on a school trip

Staff leading a school trip will liaise with the Trip Administrator regarding students with medical needs. The trip administrator will identify all students with medical conditions and provide appropriate information such as the HCP. Where possible students will be encouraged to be responsible for carrying their own medication. Non prescribed medication will be discouraged, but if it is deemed necessary and written consent is received by the trip organiser it will be allowed. The visit leader, or a named adult, will contact the parent, where appropriate for advice on how to support the student on the trip. It should not be expected that parents should attend trips to support their student's medical condition.

Record Keeping

Any medication given to a student will be recorded in the appropriate records in the medical room. This is not including medication for the day to day management of diabetes.

Health Care Plans

All students with a life-long medical condition, or one which may affect their progress and attendance at school, will have a Health Care Plan.

It is the responsibility of the parents along with the First Aid Administrator, and the student's Head of House to ensure the HCP is kept up to date. Parents must inform the school of any changes with regards to the medical condition or medical treatment required to support the student. Where a student has a condition such as mild asthma, it may not be deemed necessary to have a HCP in place. However, the condition should be noted on the medical register.

The HCP should be drawn up with the advice of the medical profession, the student's parents and the student themselves.

The First Aid Administrator will create the HCP and ensure it is kept up to date and available to all teaching and support staff via a central system. The information will be held securely and confidentially in accordance with the Data Protection Act.

The HCP will be reviewed at least annually and in consultation with the student and their parents.

It is the responsibility of the SENCo to oversee the policy and procedures with regards to the Medical Policy and Health Care Plans. However, supporting a student with a medical condition is not the sole responsibility of the SENCo and is dependent upon the school working in partnership

with external agencies such as the student's GP, ESTMA, BluePrint, local hospitals, school nurse, etc. Where a HCP is being reviewed, it may be necessary to invite medical professionals to a meeting or seek their advice.

Staff Training

Training is provided annually for all staff with regards to their roles and responsibilities in supporting students with medical conditions. All staff receive annual training in the use of Epipens. The training is provided by a medical practitioner such as the school nurse. Named staff undertake updated first aid training every three years and a list is kept with the First Aid Administer.

Self Administer

It is expected that most students are able to self administer medication by the time they join Tring School. Where they have a controlled substance in school, they should be responsible for it. Allowing another student access or use of it is an offence. The school can store prescribed medicines securely if made aware that a student has it in their possession. It is the responsibility of the parents to inform the school about prescribed medicines being on the premises.

Student Absences

Students who have a medical condition which will adversely affect them short term do not require a HCP, but may require support. A student with a broken leg may need to leave/arrive at lessons late/early to avoid the congested corridors. These students will have a Risk Assessment in place.

Where students are going to be absent for 3 days or more, work will be set via Google Classroom. For a prolonged period of illness, it may be necessary for a meeting with the form tutor/Head of House/AIO to establish the necessary support to reintegrate the student into school. It should be decided whether external agencies such as ESTMA or BluePrint are required, or whether for example, a reduced timetable is necessary.

Where a student has a prolonged period of absence from school, a medical note may be required for attendance records and to establish from a medical professional whether support is needed at school. Students should not be penalised for absences where the absences are related to their medical condition.

Parents should not be required to attend school routinely to help administer medication.

Medical Register

A register of students with medical conditions will be kept centrally in school and made available for all staff. Teaching staff should be aware of the students in their classes with a medical condition and how to support them and this should be clearly indicated on any seating plans. The SEN register has a 'medical' tab with HCPs linked (access via school Intranet) Go4Schools indicates which students have an HCP.