

# Rutlish School



## Supporting Students in Schools with Medical Conditions Including First Aid Procedure

<b>Committee ownership for this policy:</b> F&P, Curr, Incl, Prem, RR6, FGB	Inclusion
<b>Must be approved by FGB:</b> Y / N	Y
<b>Required by:</b>	School
<b>Frequency of review:</b>	Every 3 Years
<b>Date last reviewed:</b>	Autumn 2023
<b>Date of next review:</b>	Autumn 2026
<b>Display on website:</b> Y / N	Y
<b>Responsible</b>	Deputy Headteacher & Inclusion Manager
<b>This policy will be subject to ongoing review and may be amended prior to the scheduled date of next review in order to reflect changes in legislation, where appropriate.</b>	

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## **1. Introduction**

Rutlish School is an inclusive community that supports students with medical conditions. Students with medical conditions will be supported so that they have full access to education, including school trips and physical education. No young person will be denied admission to Rutlish School because arrangements for their medical condition have not been made.

School staff will consult with health and social care professionals, the student and parents/carers to ensure the needs of the student with medical conditions are properly understood and effectively supported. We will make reasonable adjustments where appropriate.

This policy should be read in conjunction with the following policies:

- Safeguarding and Child Protection
- Equal Opportunities
- Special Educational Needs

## **2. Medical Care Plan**

All young people with a medical condition will have an individual Medical Care Plan, which explains what help they need on a daily basis and in an emergency.

At Rutlish School we will do all we reasonably can do to assist students with complex or long term conditions which would require a Medical Care Plan. The Medical Needs Co-ordinator or School Nurse will liaise with the parents/carers on an annual basis in order to review this Medical Care Plan. As part of enrolment, parents are asked if their child has any medical conditions.

A Medical Care Plan is used to record the medical support an individual student might need. The Medical Care Plan is written with the student, parent/carer, a member of staff (usually the Medical Needs Co-ordinator for non-complex cases) or school nurse (where appropriate) and relevant healthcare services (where appropriate). School staff will be made aware of students who have Medical Care Plans. Student confidentiality will be protected and permission from parents will be sought before sharing any medical information with any other party.

The Medical Needs Co-ordinator will hold a central register of Medical Care Plans. Medical Care Plans will be reviewed at least annually or whenever the student's needs change.

If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent arrives, or accompany a student taken to hospital by ambulance. Staff will not take students to hospital in their own vehicles. If a student requires hospital treatment that does not warrant calling an ambulance, and the parent is unable to get to school in a reasonable time, the school will provide a taxi to take the child with a member of staff to the hospital.

## **3. Administering medicines**

Rutlish School has clear guidance on providing care and administering medication whilst at school. We have a robust system for storing medication and specialist medical equipment.

A record is completed by staff every time medicine is administered to a student. This information is kept securely in on SIMs.

Staff will not give medication (prescription or non-prescription) to any student without a parent/carer written consent. This must be done via the Rutlish App.

Prescribed and over the counter medicines (including eye drops) must be in the original packaging or they will not be accepted by the school. Medication must be handed in to the Medical Needs Co-ordinator (or to a member of the office staff in her absence), clearly marked with the student's name and tutor group. If a student refuses to take medicine that their parents have requested, the refusal should be recorded and parents informed.

Some students may self-administer medication, e.g. Inhaler for asthma, if this has been directed by the parents/carers when completing a 'Parental Agreement' form. The school will not deal with any requests to renew the supply of the medication. If a student misuses their or someone else's medication, parents/carers will be informed.

#### **4. Storage of medicines**

- Medication that requires storage in a fridge will be stored in a locked fridge in the Medical Needs Co-ordinator's office.
- Tablets and any form of pain relief will be stored securely with the Medical Needs Co-ordinator, or in the office in the Manor House if the Medical Needs Co-ordinator is unavailable, with limited access.
- Adrenaline Auto-injectors should be clearly labelled and in date and be easily accessible in the Manor House, as well as the student carrying one on their person
- Asthma inhalers should be with the student on their person. One can be kept at Manor House if required.
- Students should not be carrying any medication without parent/carer first contacting the Medical Needs Co-ordinator.
- Medicines that have expired are to be returned to parent/carer or disposed of safely.

#### **5. Emergencies**

Rutlish School makes sure that all relevant staff understand what constitutes an emergency for an individual student and makes sure that an emergency plan and medication/equipment is readily available whenever the child is in the school, or taking part in off-site activities, and is not locked away. Students may carry their emergency medication with them if this is appropriate or they should know exactly where to access it.

The school has been provided with a spare emergency asthma pump and adrenalin auto-injector. Where permission has been given by the parent/carer in advance, these will be used if the student does not have their medication in school and parents will be contacted.

#### **6. Trips and visits**

Students with medical needs are given the same opportunities as others to attend school visits. When planning a visit or trip, staff will make sure that sufficient first aid provision is in place. Staff will consider what is necessary for all students to participate fully and safely. This will be included in their Medical Care Plan.

Staff should discuss any concerns about a young person's safety with parent/carer; this will be included in the risk assessment written by the visit leader. This information should also be included in the student's Medical Care Plan which accompanies them on the visit.

#### **7. Monitoring and Evaluation by the Senior Leadership Team and Governors:**

- All staff who administer medicine will be appropriately trained to do so.
- The Medical Needs Co-ordinator, First Aid staff and other staff where relevant will receive regular training, e.g. First Aid, Adrenaline Auto-injector and Defibrillators.
- The Medical Needs Co-ordinator and Inclusion Manager will have regular meetings with the school nurse where appropriate.
- Medical Care Plans will be reported annually to the Governors by a member of SLT.
- Parents will receive annual request for updated information.
- When evaluating this policy, feedback from key stakeholders and views of students and parents will be sought.
- An SLT member and the Medical Needs Co-ordinator will ensure all staff are aware of students with medical conditions and their specific needs.
- School staff will seek advice and guidance from health and social care professionals where appropriate.
- Governors will make sure that there is the appropriate level of insurance and liability cover in place.

- Governors will ensure that the arrangements put in place are sufficient to meet their statutory responsibilities.
- Governors and SLT will ensure that students with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- Governors and SLT will ensure that school staff are able to access information and other teaching support materials to meet the needs of a student with medical conditions.

## Appendix 1

### First Aid Procedure

#### 1. Introduction

First Aid is the initial assistance or treatment of someone who is injured or suddenly unwell, with the aim to stop their condition worsening until medical help arrives or treating minor injuries which do not require medical help.

First aid does not normally include giving medicines.

#### 2. Responsibilities

Rutlish School ensures that appropriate first aid provision is made so that first aid can be administered in a timely and competent manner. We achieve this by ensuring a number of staff are trained and qualified first aiders, including in mental health first aid.

We ensure training is kept up to date and refresher courses are attended as necessary.

The school will ensure the appropriate personal protective equipment is available to all first aiders.

#### Office Manager

The office manager is responsible for ensuring sufficient staff are trained to administer first aid to staff, students and visitors.

#### First Aider

The first aider is responsible for ensuring they give immediate help for common injuries or illness. Where necessary they will use their judgement as to whether an ambulance needs to be called.

They must ensure their first aid kit is kept well stocked.

The first aider will follow all appropriate advice on what personal protective equipment to use.

#### 3. First aid kits

First aid kits will be supplied to first aiders and kept well stocked.

There is no definitive list of what should be in a first aid kit, but they should include.

- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- large sterile individually wrapped un-medicated wound dressings
- medium-sized sterile individually wrapped un-medicated wound dressings
- disposable gloves.

#### Trips and visits first-aid kits

Again there is no mandatory list of items to be included in first-aid kits for travelling staff but they might typically contain:

- individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary)
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile un-medicated dressing
- individually wrapped moist cleansing wipes
- disposable gloves.

#### **4. Medication**

First aid does not include administering medication. This is covered under the Supporting Students with Medical Conditions Policy.

It is recommended that medication is not kept in first aid kits.

#### **5. Recording first aid treatment**

It is necessary to record any first aid treatment that is given. A record should be made on SIMS by the first aider to include:

- the date, time and place of the incident
- the name of the injured or ill person/student/pupil/child
- details of the injury or illness and what first-aid was given
- what happened to the person/student/pupil/child immediately afterwards, eg went back to work/class, went home, went to hospital

#### **6. Automated External Defibrillators (AEDs)**

AED's are provided around the school, in the following locations:

- Main building foyer – near the canteen
- Innes building foyer – outside the Attendance Office
- Pavilion – kitchen area, 1<sup>st</sup> right

Training in the use of AEDs can provide additional knowledge and skills and may promote greater confidence in the use of a defibrillator where it is provided.