

Keston CE Primary School

First Aid, Drugs and Medical Conditions Policy

Date: November 2022
Review: November 2024

Context

Keston CE Primary School wishes to ensure that all pupils receive appropriate first aid, and those with medical conditions receive appropriate care and support. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows.

Responsibility for health and safety in schools, including the administration of first aid, lies with the employer and in the case of Keston Primary School; this is Aquinas Church of England Education Trust.

We recognise that our pupils bring with them a wide variety of behaviours influenced by life experiences outside school. We aim to respond to each case professionally, objectively and compassionately. We are sensitive when working with children and families with specific needs and experiences and we continuously seek ways to promote successful partnerships. The basis of differentiation will vary dependant on the needs of each case but we will take into account the views of parents, staff and external agencies together with any special educational need or Education, Health and Care Plan. We will also ensure compliance with the Trust's equality policy taking into account pupils with protected characteristics and making reasonable adjustments for pupils with a disability within the meaning of the Equality Act 2010. This policy should be read in conjunction with the Trust's Equality Policy <https://www.aquinastrust.org/about/policies>.

There is no legal or contractual duty on staff to give first aid, administer medicine, or supervise a child taking it. However, some staff at the academy do have specific duties to provide medical assistance as part of their contract. Any employee can also volunteer to be the first aider and the Head teacher is responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. Any first aider must receive HSE approved training. Academy staff have a common law duty of care to act like any prudent parent and will be covered and indemnified under public liability insurance policy.

This policy should be read in conjunction with the school's Health and Safety Policy and Child Protection Policy.

Action plan

The Head teacher has the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements. This will include:

- Risk assessments including:
 - Consideration of the size of the school and its layout and location.
 - Specific hazards or risks on the site.
 - Specific needs.
 - Accident statistics.
 - Selection of first aiders, and number required.
 - Contacting first aid personnel.

- Ensuring that first aid provision is available at all times while people are on the school premises, and off premises while on school visits.
- Reassessment of first aid provision.
- Providing information as required.
- Considering insurance cover.

Clubs/Hiring: When others use the premises, e.g., clubs at the school or by those who hire any of the school premises the premises must be safe for the purpose for which they are to be used and the premises cannot be used for other purposes. Hirers/Club Providers must be made aware of:

- Their health and safety responsibilities and duties (H&S Policy)
- Any specific health and safety issues (e.g., hazards on the premises).
- First aid arrangements in the school.

First aid officers have the responsibility to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Be aware of all first aiders and the location of all first aid boxes (see Appendix 1).
- Give immediate help to casualties with common injuries.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Ensure that an adult witness is present if tending an intimate part of the body.
- Report to the head teacher any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)'.
- Record any accidents which require attention in the "**Accident Book**"
- If any child/adult attends hospital due to an incident on school premises then an AR3 form is completed and sent to the Chief Finance Officer (Mr A Ferguson) at Aquinas.
- On a weekly basis, **Mrs Chris Phillips** will check the First Aid Boxes and their contents and arrange for stocks to be replenished where necessary:
- **Trips off site:** It is the responsibility of the Trip Leader to check contents of the travelling First Aid Container.

Contents of first aid containers

Following HSE recommendations, the following items will be in the first aid containers:

A leaflet giving general advice in first aid.

- 20 individually wrapped sterile adhesive dressings.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages.
- 6 safety pins.
- 6 medium size (18cm x 18cm) individually wrapped sterile un-medicated wound dressings.
- 3 pairs of disposable gloves.

Equivalent or additional items are acceptable.

Travelling First aid kits must be taken on all off-site activities if there is not one provided at the event.

AED

An AED Device (Automated external defibrillator) is located on the wall in the school office.

Procedure for sick pupils

Pupils who feel unwell should in the first instance explain the nature of their illness to their teacher/TA. If the child is deemed unwell then the pupil is sent to the Office to see a First Aider (Mrs Davall or Mrs Suckling). The decision to send a sick pupil home will be made by Mrs Davall/Mrs Suckling in conjunction with the pupils teacher/Senior Leader. Unwell pupils must be signed out when leaving school for medical reasons.

Pupils with medical needs must be brought to the attention of the staff.

Pupils with any Medical Needs are recorded in the Class File

EpiPens: A register of pupils with EpiPens is kept in the first aid draw in the Office. EpiPens are kept in the First Aid draw in the Office AND in the Class First Aid Boxes, which are clearly visible near the teacher's desk. Staff supervising visits off-site should be particularly mindful of pupils who have EpiPens. Staff attend **EpiPen** Training annually and this is recorded.

Accident procedures

Outside of Lesson time, pupils should be dealt with in the first instance by a member of staff on duty. However, if the injury requires first aid treatment, the pupil should be sent to the office to be dealt with by the first aider.

During lesson times, if members of staff are unable to deal with the injury, then the pupil should be sent to the office, if necessary accompanied by another adult or another pupil.

All accidents/injuries must be reported by the person who initially dealt with the incident in the Accident Book which is located in the Link and then sent to The Office when Lesson time.

All head bumps/injuries must be recorded/reported (see Appendix 2). A "Bump to The Head" letter is sent home.

According to the age of the pupil and severity of the injury, the school may contact the pupil's parent/carer.

If the First Aider believes that the injured person requires Hospital treatment, they will consult with the duty member of the leadership team (or nominated other person) and:

- Arrange for the emergency services (999) to be called if necessary.
- Arrange for parents to be informed.
- Arrange for the injured person to be transported to A&E by ambulance or by parents or staff member.

All staff will be informed of first aid arrangements and made aware of this policy.

Medical Conditions

Keston CE Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions"

"Medical Condition" for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the pupil requiring special adjustments for the school day, either on-going or intermittently. This includes; a chronic or short-term condition, a

long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.

"Medication" is defined as any prescribed or over the counter treatment. "Prescription Medication" is defined as any drug or device prescribed by a doctor, dentist or pharmacist with instruction for administration, dose and storage.

The Head Teacher is responsible for:

- 1) Ensuring the policy is developed effectively with partner agencies and making staff aware of this policy.
- 2) The day-to-day implementation and management of the policy.
- 3) Liaising with healthcare professionals regarding necessary training.
- 4) Identifying staff who need to be aware of a child's medical condition.
- 5) Developing Individual Healthcare Plans (IHPs).
- 6) Ensuring a sufficient number of trained members of staff is available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- 7) If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy.
- 8) Ensuring the correct level of insurance is in place for staff.
- 9) Liaising with medical professionals and the parents of any child who has or develops an identified medical condition.
- 10) Ensuring confidentiality and data protection.
- 11) Assigning appropriate accommodation for medical treatment/ care.
- 12) Voluntarily holding 'spare' salbutamol asthma inhalers and EpiPens for emergency use.
- 13) Handling complaints regarding this policy as outlined in the academy's Complaints Policy.
- 14) Ensuring a list of pupils with IHPs are held with the academy's safeguarding information.

Staff members are responsible for:

- 1) Taking steps to support children with medical conditions and familiarising themselves with procedures on help for such pupils. *A first-aid certificate is not sufficient.*
- 2) Knowing where controlled drugs are stored and where the key is held.
- 3) Taking account of the needs of pupils with medical conditions in lessons.
- 4) Undertaking training to achieve the required competency for supporting pupils with medical conditions, with particular specialist training if necessary.
- 5) Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DFE guidance. They must be labelled with the pupil's name.
- 6) Staff must ensure a written record is kept of any medication administered to children, including dose, time, date and supervising adult.
- 7) Staff must undertake a risk assessment to ensure the safety of all participants in educational visits and to enable, as far as possible, all pupils to have access to all activities and areas of school life. No decision about a child with medical needs attending/not attending a school visit will be taken without prior consultation with parents/carers. The same will apply for residential visits and sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit.
- 8) If in doubt about any procedure, staff should not administer the medicines but check with the parent/carer or a health professional before taking any further action. If staff members have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the academy.
- 9) Any member of staff giving medicine to a pupil should check on each occasion:
 - Name of pupil

- Written instructions provided by the parents/carer or doctor
- That the medication is labelled and provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. (The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container).
- Expiry date of the medication and of the request to administer it.

The Local Authority (LA) is responsible for:

- 1) Promoting co-operation between relevant partners to support pupils with medical conditions.
- 2) Providing support, advice /guidance and training to schools to ensure Individual Health Care Plans (IHP) are effectively delivered.
- 3) Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

School Nurse/External Professionals are responsible for:

- 1) Collaborating on developing an Individual Health Care Plan (IHP) in anticipation of a child with a medical condition starting school.
- 2) Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- 3) Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- 4) Liaising locally with lead clinicians on appropriate support. Assisting the Head Teacher in identifying training needs and providers of training.

Parents and carers are responsible for:

- 1) Informing the school about any new medical condition or changes to their child health.
- 2) Participating in the development and regular reviews of their child's Health Care Plan.
- 3) Completing a parental consent form for the administration of medicine in school.
- 4) Providing the school with the appropriate medication, keeping it up to date, and clearly labelling it with Name, Dosage and frequency.
- 5) Fulfilling actions assigned to them in the IHP including being contactable at all times.
- 6) Collect and dispose of any medicines at the end of each day or term as appropriate.
- 7) Ensure that medicines have NOT passed the expiry date.

Pupils are responsible for:

- 1) Providing information on how their medical condition affects them.
- 2) Contributing to their IHP
- 3) Complying with the IHP and self-managing their medication or health needs if judged competent to do so by a healthcare professional and agreed by parents.
- 4) For safety reasons, pupils are not allowed to carry medication unless agreed on an individual basis. All other medicines must be handed into the academy office on entry to the academy premises where it will be kept.
- 5) Pupils must be made aware of where their medication will be stored and be able to access them assisted by a member of staff.

Training of staff

1. Staff new to the school will receive training on this Policy as part of their induction.
2. The clinical lead for each training area/session will be named on each IHP.

3. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and being signed off as competent.
4. School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy. They will notify Health & Safety DCC and the School's Insurance company.

Medical conditions register/list

1. Schools admissions forms request information on pre-existing medical conditions. Parents must be able to easily inform school at any point if a condition changes or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
2. A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class teacher should have an overview of the list for the pupils in their care.
3. Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
4. For pupils on the medical conditions list transition meetings should take place to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

Education Health Needs (EHN) referrals

- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
- In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

Medicines / Prescription Medicines

- Where possible medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any medicines without parental consent
- Parents will be contacted before administration of (as required) medication apart from emergency treatments.
- Medicines MUST be in date, labelled, and provided in the original container with dosage instructions. Medicines, which do not meet these criteria, will not be administered.
- Prescribed inhalers will be stored in the relevant classroom in a clearly marked First Aid Box.
- For children prescribed adrenaline auto-injectors, two auto-injectors must be kept in school – one in the class First Aid Box and one in the School Office.
- Medications are stored in the School Office in a locked cupboard. Trained staff administer medicines.
- Controlled drugs will be administered by named staff who have had specialist training
- Any medications left over at the end of the course are returned to the child's parents
- Parents are asked to collect medication at the end of the school term, and provide new and in-date medication at the start of term.
- Written records are kept of any medication administered to children, including dose, time, date and supervising adult
- Emergency salbutamol inhaler kits are kept by the school
- The school cannot be held responsible for side effects that occur when medicines are administered correctly, parents will be informed immediately if there is an adverse reaction or emergency services called if necessary

- Staff will not force a pupil, if a child will not comply with their health procedure staff will contact the parents and /or health professional for advice

If a medical emergency occurs:

- A trained first aider is called to the scene to assess the situation and act upon it
- The child's parents are informed
- If appropriate an ambulance is called
- If a pupil needs to be taken to hospital, a member of staff remains with the child until their parents arrive
- Following any visit to hospital from school premises, an AR3 form is completed

Day trips, residential visits and sporting activities

- Arrangements are made to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- Risk assessments are undertaken, in line with H&S executive guidance, to plan for including pupils with medical conditions. There will be additional consultation with parents, healthcare professionals etc. if appropriate.

Insurance

- Staff are covered by the school's insurance, which can be made available for parents to read on request. Staff must adhere to this policy, IHP and risk assessments.

Complaints

- All complaints should be dealt with in accordance with the academy's complaints policy, raised with the academy in the first instance.

Intimate Care

Intimate care routines may be required to meet some children's basic needs. This may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required. In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis, wherever possible, by the child's Support Assistant with the exception of first aid treatment, which must be carried out by a qualified first aider.

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships.
- Ensuring all staff have suitable enhanced DBS checks.
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support.
- Inductions for all new staff to ensure they are fully aware of all procedures relating to intimate care routines.
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training.
- Working closely with parents on all aspects of the child's care and education. If a child requires specific support, the School will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.
- Ensuring all staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the safeguarding/child protection policy.
- Operating a whistleblowing policy to help staff raise any concerns about their peers or managers; and helping staff develop confidence in raising worries as they arise in order to safeguard the children in the School. Please see the Trust and the School Whistleblowing policies.
- Conducting working practice observations on all aspects of School operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines.
- Conducting regular risk assessments on all aspects of the School operation including intimate care and reviewing the safeguards in place. The School has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see the Head teacher at the earliest opportunity.

Drugs

At Keston we take a whole school approach on the issue of drugs as part of the commitment to being a healthy school. Teachers need to be confident and skilled to teach drug education, and pupils who are concerned about drugs, need to be supported. The policy aims to have clear procedures for responding to drug-related incidents. Sanctions for incidents may be consistent with the school's discipline policy.

Keston School is a 'no-smoking' school. Any member of staff, parent or contractor wishing to smoke will do so away from the school and beyond the school boundary.

Definitions

Drugs are those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, heroin, crack/cocaine and LSD.

The possession and use of drugs in school or during the school day is inappropriate. All the drugs covered in this policy are not permitted to be bought, sold, or otherwise obtained on school premises or during the school day, including when pupils are on school visits. These rules apply to adults working at and for the school. Individual exceptions are made for pupils who need to take prescribed medicines where appropriate.

Drug Education

Drug education will:

- enable pupils to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes and developing and practising skills
- promote positive attitudes towards healthy lifestyles
- provide accurate information about substances
- increase understanding about the implications and possible consequences of use and misuse
- encourage an understanding for those experiencing or likely to experience substance use
- widen understanding about related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS
- seek to minimise the risks that users and potential users face
- Enable young people to identify sources of appropriate personal support.

Drug education is taught in Science and PSHE. It is also taught through a variety of enhancements to the curriculum taught by outside visitors, such as; programme from the Life Bus, theatre workshops. Teachers have access to on-going support and training as part of their own professional development and teaching materials are reviewed for quality and relevance.

The school actively co-operates with other agencies such as community police, social services, the LA and health and drug agencies to deliver its commitment to drugs education.

Managing Drug-Related Incidents

In instances involving substance misuse or supply on the premises, and following discussion between staff members who know pupils well, parents will be informed at the earliest opportunity by the head teacher. The school and parents can then work together to support the pupil involved.

If a pupil admits to using or supplying substances off the premises, the staff member will inform the head teacher, who will inform the parents.

There is no legal obligation to inform the police, though they may be able to give relevant support and advice. However, a school cannot knowingly allow its premises to be used for the production or supply of any controlled drug, or the preparation or smoking of cannabis or opium. Where it is suspected that substances are continuing to be sold on the premises, details regarding those involved, as well as much information as possible, will be passed to the Police Liaison Officer.

The school will consider each substance incident individually and recognise that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any action it may take. It seeks to balance the interests of the pupil involved, the other school members and the local community. Exclusion should not be automatic for use or possession of illegal drugs. Permanent exclusion may be warranted as a final sanction when all other reasonable steps have been taken.

Regarding the welfare of staff, the school will follow guidance on drug and alcohol misuse as part of its health and safety policy, which is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.

Data Protection Legislation

As a result of the Trust's statutory responsibility, the Trust will receive personal data, some of which will be sensitive personal data. The Trust processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA). The Trust complies with the requirements of the data protection legislation as detailed in the Trust data protection Policy.

All staff are aware of the principles of data protection and will not process personal data unless necessary. The Trust safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Trust and the relevant academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.

Monitoring and evaluation

In order to monitor and evaluate this policy, the Accident Book/AR3 forms will be monitored to identify recurring incidents, which may be prevented if appropriate action is taken.

Reviewing

The school will bi-annually review the policy or sooner if required.

Appendix 1: First aiders

Our school has the following trained **first aiders**:

Name	Class	Qualification	Awarding Body	Date awarded:	Expiry Date:
Julia Evison	Head	First Aid at Work	Simply First Aid	21.7.22	21.7.25
Chris Phillips	Middy	First Aid at Work		21.7.22	21.7.25
Jennifer Davall	Office	First Aid at Work		21.7.22	21.7.25
Josh Hunnisett	Sports Teacher	First Aid at Work		21.7.22	21.7.25
Kathryn Suckling	Office	First Aid at Work		21.7.22	21.7.25
Julie McCartney	Breakfast Club	First Aid at Work		21.7.22	21.7.25
Emma Biederman	T/A	First Aid at Work		21.7.22	21.7.25
Shirley Reade	Breakfast Club	First Aid at Work		21.7.22	21.7.25
Kyra Lawrence	Teacher	First Aid at Work		21.7.22	21.7.25
Julia Evison	Head	L3 Paediatric		26.7.21	26.7.24
Chris Phillips	Middy	L3 Paediatric		26.7.21	26.7.24
Jennifer Davall	Office	L3 Paediatric		26.7.21	26.7.24

Josh Hunnisett	Sports Teacher	L3 Paediatric		26.7.21	26.7.24
Kathryn Suckling	Office	L3 Paediatric		26.7.21	26.7.24
Julia Green	Teacher	L3 Paediatric		26.7.21	26.7.24
Kyra Lawrence	Teacher	L3 Paediatric		26.7.21	26.7.24
Hollie Jeffery	Teacher	L3 Paediatric		26.7.21	26.7.24
Lisa Askew	Deputy Head	L3 Paediatric		26.7.21	26.7.24

Location of first aid kits:

- The Office.
- Link
- Children's Kitchen

Location of AED

- On the wall in the office as you walk in on your right.