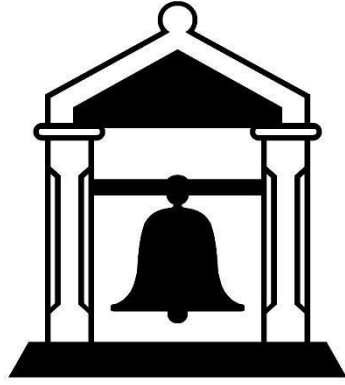




Scalford C of E Primary School

First Aid and Medical Conditions

Policy 25-26

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Signed copy in school office

Chair of Governors: Mrs K Bloodworth

Policy written by Headteacher: Mrs Melanie Wrightam

Reviewed: Annually

Reviewed: 21/5/25 by M Wrightam

Reviewed 17/6/25 by M Wrightam

The school holds 2 defibrillator onsite – stored in Base Three and the village hall school cupboard – visible, but out of reach of children. All staff have been trained to use the defibrillator. Defibrillator training is also covered in our First Aid training which is renewed every three years for all staff.

Arrangements for First Aid.

The location of First Aid Kits in school are:

- **Resources Room and Base One (in a lockable cupboard)**

The contents of the kits will be checked on a regular basis by designated staff whose names are on display in school.

Medication for named individuals should be kept within the School Office in the tall cupboard next to the office door, with the child's name and individual care plan. When medication is given to a child it is recorded on the log sheet attached to the plan which is stored in the same place as the medication (as stated above).

Occasionally medication needs to be stored in the fridge. When this is the case, it is stored in a locked container labelled 'medication' and the medication will be labelled with the child's name.

Appointed persons for First Aid are: The Headteacher plus other designated staff (displayed in school).

Staff training on First Aid will be undertaken as a whole school training event or on a need to update basis when required. A record of all First aid training is kept in the school office.

Off-site activities including the village hall.

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, EpiPens etc.

A person who has been trained in first aid will accompany all off-site visits.

All members of staff will be made aware of the school's First Aid Policy as part of induction Accident

Reporting

Where first aid has been administered this is recorded on the electronic reporting system and emailed home to parents or when this is not available in a first aid treatment book and a copy sent home to parents.

Asthma

Scalford School recognises that asthma is an important condition affecting many school children.

- We encourage children with asthma to achieve their full potential in all aspects of school life by having a clear policy that is understood by school staff, the Trust, parents/carers and pupils. Supply teachers and new staff are also made aware of the policy.

Medication

- Immediate access to inhalers and EpiPens is vital.
- Inhalers and EpiPens are kept in their classroom in a coloured bag for the whole class.
- All inhalers/EpiPens must be labelled with the child's name.
- Coloured bags are carried by adults when pupils are off site such as lunchtime and kept in a central location.

Record Keeping

- At the beginning of each school year or when a child first joins the school, parents/carers are asked if their child has asthma. A record is made and all staff are informed. A register is kept on the MIS system. If medication changes it is the parent's responsibility to inform the school and to check medication is in date.
- Some children who have regular directions to use their inhaler will have a logbook which will be filled in by parents and the medication given as directed.
- Whenever an inhaler is given in school to relieve symptoms the electronic form will be filled in and emailed to parents at the end of the day.

PE

- Taking part in sports is an essential part of school life. Children with asthma are encouraged to participate fully in PE. Teachers will remind children whose asthma is triggered by exercise to take their inhaler before the lesson. Each child's inhaler will be available for appropriate use during the PE lesson if needed.

Emergency Inhaler

Inhalers - *From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies*

- The emergency salbutamol inhaler should **only** be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication or as directed by medical staff in an emergency.
- The inhaler can only be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty). More information is available on the Department of Health and Asthma UK websites.
- When an inhaler is administered by a member of staff the electronic form will be filled in and an email will be sent home to parents/careers informing them of the action.

Pupil accidents involving their head

Accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a link to NHS guidance for a bump to the head will be sent home in the electronic accident reporting email to parents.
- A child with a head bump may in circumstances where a verbal handover is difficult be given a red wrist band that will be dated. This is to alert parents and ensure all staff are aware that the child needs monitoring under 'Head Bump' procedure as laid out on the letter in appendix A.

See also injuries that require additional and above first aid.

Injuries that require additional and above first aid

Any incident that requires additional or above first aid will be assessed by the SLT or the most senior member of staff present on site.

Parents will be called to inform them of the injury, parents may be required to collect their child for monitoring or to seek medical attention.

Transport to hospital or home

- The Headteacher will determine what is reasonable and sensible action to take.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital

Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used except in exceptional circumstances due to staff and transportation available at the time.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

In the absence of the Headteacher most senior person in school will take responsibility for the above actions.

Medical Conditions please also see the medication management policy

We have a duty to make arrangements for children with medical conditions.

Pupils with special 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.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

Short term: Affecting their participation in school activities which they are on a course of medication.

Long term: Potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

The duty for a child's health lies with the parent/carer who is responsible for the child's medication and must supply the school with all relevant information. The school takes advice and guidance from the Trust and encourages self-administration of medication when possible. The school nurse can be contacted via the school office for support. **Aims**

We aim to:

- Assist parents in providing medical care for their children
- Educate staff and children in respect of special medical needs
- Arrange training for volunteer staff to support individual pupils

- Liaise as necessary with medical services in support of the individual pupil
- Ensure access for all pupils to a full education whenever reasonably practicable
- Monitor and keep appropriate records

Entitlement

The school accepts that pupils with medical needs should whenever reasonably practicable and that they have a right to a full education available to other pupils. We believe that pupils with medical needs should, whenever reasonably practicable have full attendance and receive necessary suitable care and support. We accept all employees have rights in relation to supporting pupils with medical needs as follows:

They are entitled to:

- Choose whether or not they are adequately competent to be involved
- Receive appropriate training
- Work to clear guidelines to avoid having concerns around legal liability
- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs

Expectations

It is expected that:

- Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative.
- All medication must be clearly marked. Name, prescription (actual medicine) and dosage should be typed or printed clearly on the outside (this is done by the pharmacist).
- The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented correctly will be queried by school staff.
- Pupils should not carry their own medicine (other than an inhaler, epipen and Diabetes equipment for injection and monitoring and if deemed safe)
- All medication should be brought into school by the parent/carers where they will be asked to complete a medical request form.
- Staff will take into consideration what is reasonably practicable if asked by parents/carers to assist with the giving of medication or supervision of self-medication.
- The school will liaise with the Leicestershire Partnership School Nursing Service for guidance about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache/migraine tablets, inhalers for personal use must be stored in an appropriate place (top shelf in the Office cupboard – box marked Medication). Any staff medicine is the responsibility of the individual concerned and not the school and it is essential that it is clearly marked.

Policy into Practice

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school.

The following forms are used:

- Medical request form
- Residential trip forms
- NHS forms for long term medical conditions which require staff training e.g. severe allergy, diabetes
- A record of all medication that has been administered to a child will be kept in school and recorded by the adult who has managed it.

For those pupils who have a general care plan/individual healthcare plan see medicines and care plans in the school office.

Linked Policies

Medication Management Policy

Health and Safety Policy

SEN policy and Information Report

Appendix A



School Lane, Scaford, Melton Mowbray, Leicestershire, LE14 4DT

Email: office@scaford.leics.sch.uk

Phone: 01664 444282

Head Teacher: Mrs M Wrightam

Dear Parents/Guardians

Head Bump

.....name had a bump to his/her head today attime on.....date. Children often bump their heads with no further consequences. The school informs parents when a child bumps their head so parents can keep an eye on their child once they get home from school. This is because it is possible for a more serious internal injury to occur with no obvious symptoms for several hours. For your guidance, symptoms of serious head injuries are listed below:

The chance of serious injury is highly unlikely from a simple bump to the head. This letter is not intended to alarm or worry parents. It is intended to provide information that could prove vital in exceptional circumstances.

- Child seems disorientated
- Impaired or loss of consciousness/vision
- Intense headache
- Vomiting
- Noisy breathing becoming slow
- Unequal or dilated pupils
- Weakness or paralysis of one side of the body
- High temperature, flushed face
- Drowsiness
- A noticeable change in personality or behaviour, such as irritability
- A soft area of depression of the scalp
- Clear fluid or watery blood leaking from ear or nose
- Blood in the white of the eye
- Distortion or lack of symmetry of the head or face

If your child displays symptoms of any of the above conditions, (not all symptoms may be apparent), you should seek immediate advice from your local A&E department.

Mrs Melanie Wrightam
Headteacher