

This policy incorporates the latest DfE guidance<sup>1</sup> and aims to ensure that arrangements are in place to support pupils with medical conditions and ensure that all pupils can access and enjoy the same opportunities at Bigland Green as any other pupils regardless of their medical needs. The school also aims to work in strong partnership with parents<sup>2</sup>, health professionals and other relevant agencies to ensure that pupils' needs are being fully met. This policy also aims to ensure adequate arrangements to effectively deal with minor accidents and pupils' medical needs at school.

The school will ensure that pupils are provided with high quality care, guidance and support so that their medical needs are effectively met and that they are safe from serious injury and accidents. When a pupil is involved in an accident the school will take all reasonable steps to treat the pupil and inform their parent as detailed in this policy.

## Medical conditions

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A list of pupils with medical conditions and/or food allergies is kept in the school office. This is updated annually and when advised by parents of changes to their child's condition by the Office Manager and circulated to the SENCo (special educational needs coordinator) and the Head of Kitchen. The SENCo informs the necessary<sup>3</sup> staff members and ensures adequate provision is in place to meet the pupils' needs.

Team Leaders make the necessary adjustments so that pupils with medical conditions have equal access and opportunities in terms of curriculum provision, particularly in relation to trips/visits and residential. To achieve this, a risk assessment is carried out by the staff member organising an enrichment activity which is endorsed by the Team Leader and approved by the headteacher.

Parents are asked to provide details of medical conditions at the point of admission to the school as routine, and reminded of this at *on entry* meetings. Parents are responsible for informing the school of their children's medical conditions or any changes. The school reminds them of this responsibility during the Progress Conferences and through the school newsletter. The Office Manager is responsible for contacting and providing details of pupils' medical conditions when they move to a new school which includes transfer to secondary schools. The Office Manager also updates the Class-Profiles on a termly basis which has details on pupils' individual needs and is made available to anyone who works with the pupil including supply teachers and visiting artists.

## Individual healthcare plans (IHP)

The SENCo in partnership with the School Nurse, parent(s), and/or other necessary health professionals initiates the development of an IHP when the school is informed that a pupil has a medical condition/need. This information could come from the parent, the pupil, a member of staff or health/education professionals. The SENCo consults the headteacher if there is a need in terms of the assessment of the needs. Copies of the plans are kept centrally and accessible to all staff who work with the pupil. The IHPs are reviewed and/or updated annually by the SENCo and when necessary more frequently. The plans are monitored by the SENCo. Parents are provided with a copy of the IHP.

## Epipen

Epipen (to deliver a measured dose of epinephrine) are kept in the kitchen adjacent to the school office and should only be administered by a trained staff member to pupils for whom the medicine is prescribed.

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<sup>1</sup> [Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England](#), DfE, April 2014 (updated, August 2017)

<sup>2</sup> The word 'parents' is used to refer to the main legal carer of the pupil

<sup>3</sup> For example, Classteachers, Team Leaders, Learning Support Assistants, and the Headteacher

## **Epilepsy**

All staff members are informed of pupils who are epileptic and are aware of action to be taken as some pupils have medication that can be administered during a fit by a trained person. If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the pupil quietly and to closely monitor their condition. If the pupil suffers an injury during the seizure, then immediate First Aid should be given.

If the fit is violent and/or prolonged, medical help should be sought, or ambulance called as well as contacting the parents. If a pupil with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought. In an emergency ask the school office to call an ambulance dialling 999 (when possible quoting the pupil's NHS number which is in the care plan)

## **Medicines**

If a pupil requires medication during school time it is essential that clear verbal and written instructions are given to the school office. Medicine brought into school must be in a separate container, clearly labelled. It will be kept in the school office or the EYFS medical cabinet but not in the classroom. The pupil or the parents are responsible for collecting the medicine at the end of the school day from the school office. A member of staff will be responsible for administering such medicines who is trained to do so.

Asthma inhalers are clearly marked with the pupil's name and kept in the locked room adjacent to the school office. Pupils must not carry any medicines in school. Those who are able to administer their own medication are encouraged to do so under the supervision of an adult. Those who are not are supported by a first aider. Parents must ensure that all medications are in date and are collected at the end of each academic year.

If a problem arises, the school will contact the parent/guardian for advice, or the dispensing pharmacist (name and telephone number on container) or Wapping Health Centre on 7488 5180.

## **Record keeping**

Written records are kept of all medicines administered to pupils in the log books that are kept in the adjacent room to the office and in the medical book in the EYFS. Any information provided by the parents or received from other sources are filed in the pupils' personal files that are currently kept in the headteacher's room.

## **Arrangements for first aid**

The school has fully trained appointed persons with responsibilities for First Aid. A list of the qualified First Aid providers is displayed in the school office/staff-room and on all medical cabinets. All teaching staff members act in loco-parentis<sup>4</sup> during school hours/activities. However, staff members should not administer any medicine, including asthma pump, unless they are trained to do so.

There are three First Aid points in the school:

- Foundation Stage wash room area in the Nursery
- The School's Medical Room (adjacent to the school office)
- The dining hall (little office room)

Portable First Aid boxes are available at playtime; lunchtime; visits and sports outside the school building or off-site activities.

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<sup>4</sup> When parents send a child to school they delegate their authority to the teacher (so far as is necessary for the child's welfare and so far as is reasonable to maintain discipline) both in the interests of the school as a whole and (above all) of the individual child. Therefore, a teacher supervising a child in all school activities has overall responsibility for her/his health and safety and is said to act 'in loco parentis'. The teacher is expected to apply the same standard of care as would a 'reasonable parent' acting within a range of reasonable responses.

## **Responsibilities of the first-aid providers**

The responsibilities of the appointed First Aid provider(s) are: -

- to take charge in the situation where personal injury or illness has occurred and where further medical help is needed;
- to ensure that a First Aid box is provided and stocked only with designated items, and;
- in cases of serious injury, responsibility of the appointed person ends when the patient is handed over to medical care or parent/carer.

No attempt to move an injured pupil will be made until appropriate examination and an assessment has been completed. Minor injuries may be treated on a self-help basis or by any members of staff in loco-parentis.

The Premises Manager (who is a trained First Aid provider) is responsible for ensuring that all First Aid points are equipped with the required supply.

## **Reporting procedures for accidents and injuries**

### **Accidents/injury to staff or visitors**

Any accidents involving staff, visitors or parents must be reported to the school office immediately.

### **Accidents/injury to pupils**

- All significant accidents must be entered in the 'Pupil Accident Record Book' by a staff member and any serious injury or accident must be reported immediately to the headteacher or the SLT (school leadership team) member in-charge.
- Any head and other serious accidents will be reported to the parents by way of a note sent home with the pupil, or in serious cases, a phone call will be made to the parents or next contact on the pupil's record card at the earliest opportunity.
- Serious injuries will be reported immediately to the person in-charge of the school building. The person in-charge will take appropriate actions for reporting the accident to the Local and other relevant Authorities.

## **Immediate action**

Necessary medical attention must be given as first priority and the safety of all ensured. An ambulance should be called for anyone requiring hospital treatment. However, the headteacher or the SLT member in-charge, the team leader must be consulted before a pupil is sent home due to illness or ill-health.

## **Procedure for recording and reporting accidents and injuries to parents**

Any head injuries or major incidents must be reported to parents via a note sent home with the pupil, and verbally at the end of the day. Depending on the circumstances and the severity, a telephone call to the parent (or next contact on the list) is to be made immediately. Major accidents/incidents include:

- Badly bumped heads, e.g. heavy bruising, headache, distorted sight
- Possible fractured/broken bones
- Severe cuts or suspected external bleeding of any kind
- Asthma attacks (not normal)
- Seizure or allergic reaction
- Twisted ankles

Minor accidents are not normally reported to parents but may be recorded by the person who deals with it depending on the nature of the injury. They also inform the Classteacher or the Teaching Assistant who verbally report this to parents. Minor accidents may include:

- Grazed knees, elbows, etc
- Complaints of minor stomach-ache or headache
- Minor injuries to limbs
- Normal nosebleeds
- Other injury assessed to have no major impact on pupils' well-being

## **School journey – trips and visits**

School visits and trips are of great education and social value for all pupils. All parents provide written permission for their children to participate in short trips which are part of the school routine and take place during school hours when they are admitted to Bigland Green Primary School. However, the school always tries to inform parents in advance of any planned trips or visit through the newsletter.

At Bigland Green, teachers ensure that the highest standards of health and safety are applied at all stages of any trips or visits. Teachers carry out a risk assessment as part of planning a school visit or trip regardless of the distance or number of pupils involved. The risk assessment ensures that all reasonable steps are taken to avoid exposing pupils to dangers which are foreseeable and beyond what certain pupils can be expected to cope with.

Parents are welcome to join in certain trips and visits. Normally, participating parents are not allowed to be accompanied by any minors. The school sometimes organises visits or trips to promote pupil self-confidence and parents are not normally invited to participate. Parents are also not invited to field-trips that include over-night stay.

## **Emergency procedures**

In an emergency the school will contact the parents/carers or the emergency contacts available to the school. A fully trained First Aider and/or a member of the leadership team will assess the situation and decide if the situation warrants a 999 emergency call. If so, the call will be made and the Office Manager will make available all the necessary details for the pupil.

If parents/carers are delayed than a staff member will accompany the pupil with the ambulance to the hospital and wait with the pupils until parents/carers have arrived. The member of staff will keep the headteacher informed of any development. Three emergency first aid kits/bags are located in each of the entrances to the school from the playground.

## **Training for staff**

The headteacher will ensure that this policy is implemented effectively and is made available to all stakeholders. The headteacher will also ensure that there are sufficient trained staff members to implement the policy effectively. A training audit-need will be carried out at the end of each academic year and reviewed when a pupil with a medical condition joins/leaves the school.

The Classteacher and the Teaching Assistant who have a pupil with an Individual Health Plan will be provided with the required training to be able to implement the plan effectively. Training will be provided to whole staff team to raise awareness and communicate significant developments as required. The school will have at least six fully trained First Aid providers

## Emergency use of adrenaline auto-injectors in schools

The school holds spare adrenaline auto-injectors (AAI) for use in emergencies. The emergency AAI can only be used for children who have an individual health care plan in place for the use of an AAI device for an allergic reaction. The school will use the emergency AAI device if a child's normal AAI is not available, unless parents have written stating they do not wish for the emergency AAI to be used. The emergency AAI may be different from the prescribed AAI the child normally has. The emergency AAI is stored in the emergency anaphylaxis kit in the school office.

Date Approved	Signature	Next Review
6 December 2021		As required or Autumn 2023