First Aid and Medication Conditions Policy

Formally adopted by the Governing Board of:-	**Pathfinders Federation**
On:-	
Chair of Governors:-	**Fiona Hall / Jeremey Marris**
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The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in Federations and health and safety in Federations, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which states that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Federation Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and responsibilities

Appointed person(s) and first aiders

The Federation has several trained paediatric first aiders. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out this role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practical, after an incident
- Keeping their contact details up to date

Each Federation in the Federation has its first aiders displayed around the Federation.

The local authority and governing board

Norfolk Local Authority has ultimate responsibility for health and safety matters in the Federation, but delegates responsibility for the strategic management of such matters to the Federation's governing board.

The governing board delegates operational matters and day-to-day tasks to the Executive Headteacher and staff members.

The Executive Headteacher

The Executive Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the Federation at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

Staff

Federation staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in Federation are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Executive Headteacher or their manager of any specific health conditions or first aid needs

First aid procedures

In-Federation procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in Federation, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents as appropriate.
- If the emergency services are called, the Executive Headteacher or, if not available, the Federation Administrator team will contact parents immediately.
- The relevant member(s) of staff will complete an incident report on CPOMS on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking pupils off the Federation premises, staff will ensure they always have the following:

- A mobile phone
- A portable first-aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off Federation premises.

There will always be at least one first aider with a current paediatric first aid certificate on Federation trips and visits for nursery or reception age children, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on Federation trips and visits in Key Stage 1 and 2

First aid equipment

A typical first aid kit in our Federation will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in…

St Michael's

- Nursery main room
- Apple kitchen
- Outside the School office
- Cloakroom area next to the library
- Den

Erpingham

- The cupboard by Wagtails
- Skylarks cupboard
- Blackbirds cupboard
- Little Brown Hare

Northrepps

- The school office
- Pre-School

Record-keeping and reporting

First aid and accident record book

- All first aid incidents must be reported on a first aid form or on CPOMS.
- Parents or Carers must be informed if there has been a head bump and in the case of any other noticeable bruise or injury
- Class teachers, office staff and DSLs must be alerted to serious first aid incidents.
- The person recording the first aid must inform the office if parents need to be contacted.
- As much detail as possible should be supplied when reporting an accident.
- Serious incidents and accidents will be reported via the OSHENs portal. Federation will follow the Local Authority Accident and Incident Reporting and Investigation policy.
- Records recorded on CPOMS will be retained by the Federation for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

Reporting to the HSE

The Executive Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Executive Headteacher will liaise with the Local Authority and report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to Federations include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

Notifying parents

The class teacher or teaching assistant will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practical.

Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the Federation's care. This will happen as soon as is reasonably practical, and no later than 14 days after the incident.

The Headteacher will also notify local authority of any serious accident or injury to, or the death of, a pupil while in the Federation's care.

Training

All Federation staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The Federation will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Medical Conditions

The Pathfinders Federation is an inclusive community that welcomes and supports pupils with medical conditions. This Federation understands that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

The Federation provides all pupils with any medical condition the same opportunities as others at Federation, enabling them to play a full and active role in Federation life, remain healthy and achieve their academic potential.

The Pathfinders Federation understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

The Federation understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with medical conditions will have an Individual Healthcare Plan (IHP) written as soon as possible after diagnosis and kept under review at least annually.

All staff understand the medical conditions that affect pupils at this Federation. Staff receive training on the impact medical conditions can have on pupils.

Policy Framework

The policy framework describes the essential criteria for how the Federation can meet the needs of children and young people with long term and short term medical conditions and those suffering from unexpected illness or injury at Federation.

1. This Federation is an inclusive community that supports and welcomes pupils with medical conditions.

- This Federation is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both Federation based and out of Federation) as other pupils. No child will be denied admission or prevented from taking up a place in this Federation because arrangements for their medical condition have not been made.
- This Federation will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this Federation and the level of care that meets their needs.
- This Federation will ensure all pupils joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any pupil joining the Federation mid-term will have arrangements in place within no longer than two weeks.
- Staff understand the medical conditions of pupils at this Federation and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

- The whole Federation and local health community understand and support the medical conditions policy.
- This Federation understands that all children with the same medical condition will not have the same needs.
- The Federation recognises that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions are anticipatory. This Federation understands that some children who have medical conditions may also have disabilities and / or special educational needs and this policy may be read in conjunction with the Federation's SEN policy and the SEN code of practice.

2. This Federation's medical conditions policy is drawn up in consultation with local key stakeholders within both the Federation and health settings.

- Stakeholders include parents, pupils, Federation nurse, Federation staff, governors, the Federation employer and relevant local health services.

3. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels. The policy will be available on the Federation's website for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

4. All staff understand and are trained in what to do in an emergency at this Federation.

- All Federation staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions at this Federation and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- All staff are familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.
- All children with a medical condition at this Federation have an Individual Healthcare Plan (IHP), which explains what help they will need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP with emergency care settings.

IHPs should be developed in the context of assessing and managing risks to the pupil's education, health and social wellbeing and to minimise disruption. IHPs should consider:

1. the medical condition, its trigger, signs, symptoms and treatment
2. the pupil's resulting needs, including medication (its side-effects and storage) and other treatments
3. dose, time, facilities, equipment, testing, dietary requirements and environmental issues
4. specific support for the pupil's educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support including counselling
5. the level of support needed, including in emergencies. If a child is self-managing their own medication, this should be clearly stated with arrangements for monitoring.

6. who will provide this support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the pupil's medical needs from a healthcare professional
7. who in Federation needs to be aware of the child's condition and the support required
8. written permission from parents and the head teacher for medication to be administered
9. separate arrangements or procedures required for Federation trips or other Federation activities outside the normal Federation timetable that will ensure the pupil can participate, e.g. risk assessments
10. arrangements for travel to and from Federation and what should be done if an emergency arises (at this Federation we request that the parent, or an appropriate representative, delivers and collects the pupil to and from Federation)
11. where confidentiality issues are raised by the parent or pupil, the designated individuals to be entrusted with information about the child's condition
12. what to do in an emergency, including who to contact and contingency arrangements.

5. All staff understand and are trained in the Federation's general emergency procedures.

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly. Training is provided at the start of each academic year, and as required throughout the year, and policies and procedures are discussed with temporary and supply staff. Training needs will be identified and discussed at least annually as part of the Federation's appraisal process.
- The induction of new staff will include training for supporting pupils with medical needs.
- Any member of staff providing support to a pupil with medical needs will have received suitable training.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives, or accompanies a child taken to hospital by ambulance. A member of staff must not take a pupil to hospital in their own car.

6. This Federation has clear guidance on providing care and support and administering medication and first aid at Federation.

- This Federation understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- This Federation will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This Federation will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies. The Federation's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This Federation will not give prescribed medication to any child under 16 without a parent's written consent.
- If a child needs short term medication, for example antibiotics, an administering medication form can be completed by the parent and at least 2 members of staff will be allocated to give the medication.
- Parents may be permitted to come into Federation during Federation hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.
- Medicines will only be administered at Federation when it would be detrimental to the pupil's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of Federation hours.

- When administering medication by arrangement with parents, for example, prescribed pain relief or antibiotics, this Federation will check the maximum dosage, when the previous dose was given and keep a written record. Parents will be informed.
- Children at this Federation will not administer their own medication, unless they have received appropriate training and it is the wish of the pupil and their parent. This will be recorded on their IHP. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised. Whilst pupils will be encouraged to keep themselves healthy, and self-care is to be promoted, this Federation recognises that some pupil's needs may be complex and some medical conditions can be fatal if not managed well.
- If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHP. Parents will be informed.
- This Federation will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment for the visit.
- Parents at this Federation understand that they should let the Federation know immediately if their child's needs change and provide enough information to ensure their needs are met.

7. This Federation has clear guidance on the storage of medication and equipment at Federation.

- This Federation makes sure that all necessary staff understand what constitutes an emergency for an individual child and makes sure that emergency medication / equipment is readily available wherever the child is in the Federation and on off-site activities, and is not locked away.
- Children at this Federation know to ask any member of staff and that they may have immediate access to their medication when required. In this Federation medications are stored securely in the school office or the staffroom fridge if required to be stored at a controlled temperature. If a child requires instant access to emergency medication, such as during an epileptic episode, the medication is carried by a dedicated and trained member of staff.
- Staff at this Federation can administer a controlled drug to a pupil once they have had specialist training. It is legal for a child who is competent to carry their own controlled drug, but it is an offence for them to pass it to anyone else to use.
- This Federation will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector), which although it must still be in date, will generally be supplied in an injector pen or pump.
- Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional.
- This Federation will check all medication held in Federation on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.
- This Federation disposes of needles and other sharps in line with local policies. Sharps boxes are held securely at Federation and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

8. This Federation has clear guidance about record keeping.

- Parents at this Federation are asked if their child has any medical conditions on the admissions form.
- This Federation uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, Federation staff, specialist nurse (where appropriate) and relevant healthcare services.
- This Federation has a centralised register of IHPs, the SENDCO is responsible for this.
- IHPs are reviewed regularly, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate), parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the IHP. Other Federation staff, including MSAs, are aware and have access to the IHPs for pupils in their care.
- This Federation makes sure that the pupil's confidentiality is protected.
- This Federation seeks permission from parents before sharing medical information with any other party.
- This Federation meets with the pupil (where appropriate), parent, specialist nurse (where appropriate), and relevant healthcare services prior to any extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded on the pupil's IHP which will accompany them on the visit.
- This Federation keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This Federation makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse / Federation nurse / other suitably qualified healthcare professional and / or the parent. The specialist nurse / Federation nurse / other suitable qualified healthcare professional will confirm their competence, and this Federation keeps an up to date record of all training undertaken and by whom.

9. This Federation ensures that the whole Federation environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This Federation is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This Federation is also committed to an accessible environment for out of Federation activities.
- This Federation makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended Federation activities.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the Federation's behaviour policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This Federation understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out of Federation clubs and team sports.
- This Federation understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid / take special precautions during activity, and the potential triggers for a pupil's condition when exercising and how to minimise these.
- This Federation makes sure that pupils have the appropriate medication / equipment / food available during physical activity.

- This Federation makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at Federation as any other child, and that appropriate adjustments and extra support are provided.
- All Federation staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This Federation will not penalise pupils for their attendance if their absence relates to their medical condition. Following absence, reintegration back into Federation will be properly supported so pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed as per the Federation's attendance policy.
- In this Federation pupils with medical conditions who are finding it difficult to keep up educationally will be monitored and helped by the SENDCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at this Federation learn what to do in an emergency.
- This Federation makes sure that a risk assessment is carried out before any out of Federation educational visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

10. This Federation is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. This Federation is actively working towards reducing or eliminating these health and safety risks and has a written schedule or reducing specific triggers to support this.

- This Federation is committed to identifying and reducing triggers both at Federation and on out of Federation visits.
- Relevant staff have been given training and written information on medical conditions which includes avoiding / reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this Federation, has a trigger reduction schedule and is actively working towards reducing / eliminating these health and safety risks.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe during the whole Federation day and on out of Federation activities. Risk assessments are carried out on all out of Federation activities, taking into account the needs of pupils with medical conditions.
- This Federation reviews all medical emergencies and incidents to see how they could be avoided, and changes Federation policy according to these reviews.

11. Each member of the Federation and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- This Federation works in partnership with all relevant parties including the pupil (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

The governing body ensures parents are aware of the Federation's complaints policy and procedures should they be dissatisfied with the support provided to their child.

The First Aid and Medical Conditions Policy is regularly reviewed, evaluated and updated.