



WOHL ILFORD JEWISH PRIMARY SCHOOL
FIRST AID AND MEDICINES POLICY
including supporting pupils with medical conditions.

Reviewed by the Headteacher: December 2022

Ratified by the Governing Body: November 2022

Next review: December 2023

Signature of Headteacher:



WOHL ILFORD JEWISH PRIMARY SCHOOL FIRST AID AND MEDICINES POLICY including supporting pupils with medical conditions

As an inclusive school, we believe that no pupil should be discriminated against because of a medical condition. Pupils who have medical conditions are provided with the same opportunities and access to activities (both school-based and out-of-school) as other pupils. No pupil will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

We will help to ensure that they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being once they leave school

The school makes sure all staff understand their duty of care to pupils and young people in the event of an emergency and all staff are confident, knowing what to do should an emergency arise.

It is not school policy to administer short-term medication to pupils. However, the school understands that certain conditions are debilitating and potentially life-threatening particularly if poorly managed or misunderstood. Therefore, the school ensures that staff receive appropriate training on the impact that medical conditions can have on pupils. The named member of staff responsible for this policy on medical conditions is the Headteacher and its implementation is overseen by the School First Aider.

Should a pupil have a life-threatening medical condition or require long-term medication (ie over three months), a meeting will be held with the Headteacher, parents and School First Aider on the management of the pupil. At the meeting, and if any long-term medication is needed to be administered during the school day, the attached form/s will be completed (Appendix 2). Medication is stored in a box, personal to the pupil. Parents or an appointed adult (not a member of staff) are welcome to administer short-term medication (eg anti-biotics) to a pupil by prior arrangement with the School First Aider.

The school staff listen to the views of pupils and parents and ensure that pupils and parents feel confident in the care they receive from our school and that the level of care they receive meets their needs.

All staff understand their duty of care to pupils and young people and know what to do in the event of an emergency. The whole school and local health community understand and support the medical conditions policy, recognising that not all pupils with the same medical condition will necessarily have the same needs.

Any medical information held by staff will be treated in the strictest confidence and complies with the duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland), and relate to these for advice regarding pupils with disability or medical conditions, ensuring we are anticipatory to any issues that may arise.

Minor Injuries/Conditions

All staff can administer **basic** first aid, for example, wash and clean cuts and grazes; apply plasters (having first checked that the pupil is not allergic to them); apply a bandage or sling; apply ice to bumps and bruises etc. All wounds are washed with water only, using gauze swabs. For any complex first aid issue, a trained first aider must attend. Significant bumps and bruises are recorded in the "Bumps and Bruises" folder which is kept in the first aid area. With all head injuries and falls from the climbing frame in the playground (however minor) parents will receive a text message. For any serious injury, a phone call will be made to the parents.

Serious Injuries

In the event of a pupil sustaining a serious injury:

- The situation is assessed and first aid is applied.
- An ambulance is called.
- Parents are then contacted.
- A decision will be made as to whether it will be possible for the parent to accompany the pupil to hospital or whether the School First Aider will accompany the pupil to hospital.

In all serious cases, a Blue Dot Redbridge "Accident/Ill Health/Dangerous Occurrence Report" form is completed (see Appendix 1). This is maintained on record in the school office.

When a pupil is feeling unwell

Every pupil complaining to a class teacher of feeling unwell during lesson time is monitored for a short period of time before being sent to the School First Aider. If necessary, the School First Aider will phone parents and arrange for the pupil to go home.

Parents are requested to follow these guidelines:

If their child has been vomiting or has had diarrhoea, they should not return to school for a clear 48 hours after the last "bout."

If a child has a temperature, they should not be sent to school if they have taken Calpol / Paracetamol as this simply "masks" the fever. If a child has had a temperature which seems to have gone, parents are asked to please ensure that they wait for a minimum of 12 hours (medicine free,) before returning the child to school.

If a child develops chickenpox, they cannot return to school until the last "blister" has crusted over and is dry.

Parents should please inform us if their child has developed any infectious diseases or has head lice.

In order to contact you if your child becomes unwell during the school day – please ensure we have up-to-date contact details.

Head injury

If a child bumps their head, they will be sent to the welfare room, where they will be triaged by a first aider. If the child has had a simple bump, they will be given a cold pack to apply to the area and told to remain in the welfare room for a short period of time while they are monitored. A brightly coloured band will be secured to their wrist to alert all staff that the child has bumped their head. An email is sent to the class teacher advising of the injury and a text message is sent to parents.

In the case of a potentially more serious injury, parents will receive a phone call instead. Again, please ensure we have up-to-date contact details.

Specific Medical Problems

A list of medical conditions of all pupils is issued to every class teacher at the beginning of each academic year. Staff are advised of any changes.

When a medical condition is identified, a care plan will be drawn up. The meeting for this will be attended, as necessary, by the School Nurse, School First Aider, relevant staff and parents. The Headteacher or Deputy Headteacher and parents will sign the care plan, ensuring that all parties are consulted and in agreement.

Care plans are renewed yearly with the School First Aider, School Nurse, parents and relevant staff. In the first instance, a letter is sent to all parents whose pupils currently have a care plan, asking if there are any changes and whether they would like a meeting. If the answer is "No", a copy of the previous year's paperwork is sent home for the parents to check and, if it is in order, a new one will be activated with the current date.

All pupils with a medical condition have a care plan, providing detailed information of the care needed, when it is needed and who will be providing it. It will highlight any impact on the pupil's learning, behaviour of classroom performance that may result from the medical condition and will be drawn up with input from the pupil (where appropriate), their parent/carer, relevant school staff and healthcare professionals. Specialist advice will also be sought wherever possible. The SENCO should be informed of any impacts on educational needs at this time.

The care plan will accompany the pupil to hospital should they have need to attend and parental permission sought regarding information sharing in emergency situations. A member of staff known to the pupil will accompany the pupil and stay with them until a parent arrives. However, staff will not take pupils to the hospital in their own car.

All staff are reminded of their professional responsibilities annually as part of health and safety and safeguarding training and during performance management reviews as appropriate.

Administering medication

The school will ensure an appropriate number of staff is trained to administer the medication and meet the care needs of an individual pupil and governors will ensure that there is an appropriate level of insurance liability cover in place.

The school will not give medication (prescription or non-prescription) to a pupil without a parent's written consent. (see appendix 2)

The school will ensure, where possible, that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

Parents understand that they should let the school know immediately if their child's needs change.

If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and school's behaviour procedures are followed.

Storage of medication and equipment at WIJPS

The school will ensure that all medication is stored safely and that pupils with medical conditions know where they are at all times and have access to them immediately.

We make sure that all staff understand what constitutes an emergency for an individual pupil and make sure that emergency medication/equipment is readily available wherever the pupil is in the school and on off-site activities, and is not locked away. Pupils are able to access their emergency medication (e.g. asthma pumps) which is stored in an unlocked cupboard in their classroom, or in the school medical area of the office.

In extreme cases (eg risk of anaphylactic shock), we will hold the drugs needed securely but accessibly, with named staff having access. Staff are able to administer controlled drugs to pupils once they have received specialist training and signed the log to say that they have been trained.

The school will check that stored medication is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this being insulin, which though it must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents are reminded on the first occasion that they bring medication to the school that they should collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of the new term. It is recommended that parents put an alert in their phones six weeks before the expiry date.

When needed and if a child requires medication involving a needle, the school will dispose of needles and other sharps in line with local policies. At such time, sharp boxes will be held securely at the school and will accompany the pupil during off-site visits. The school will arrange for a collection box when the need arises. The sharps are collected and disposed of in line with local authority procedures.

Medical record keeping

Parents at WIJPS are asked if their children have any medical conditions on their enrolment form and then again annually.

The school uses care plans to record the support that an individual pupil may need around their medical condition. The care plan is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare service. In addition, staff have information regarding the individual pupils in their class, whilst complying with GDPR guidance. Through this, the school ensures that pupil confidentiality is protected. Permission is sought from parents prior to any sharing of information with a third party. Where there is any unusual activity that may affect the pupil's welfare (eg a pupil who suffers from a medical condition), advice will be taken from specialist nurse, healthcare services or LA, to ensure the safety of all. This may be, for example in relation to overnight residential trips. Where necessary additional accurate records are maintained in these circumstances, including administration times, dosage, date and staff supervising the procedures. Training will always be provided in these situations and ongoing support offered to staff to ensure that staff are confident and able to provide any specialist support needed.

Accessibility

The school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Please see separate Accessibility Plan.

Common triggers

The school is committed to identifying and reducing triggers both at school and during out of school visits that may impact on a medical condition, or bring on an emergency. The school endeavours to reduce these risks at all times and ensure that pre-visit risk assessments consider any potential issues and ways these

may be minimised or eradicated. The pupil's care plan outlines any details needed to ensure the pupils stay safe and the school regularly reviews all medical emergencies and incidents to see how these might have been avoided, changing school policies regularly to reflect the reviews and improving practice.

Pupils returning to school

Following a period of hospitalisation or alternative provision, the school will work with the local authority and the education providers to ensure that the pupil receives the support they need to re-integrate effectively. Working in partnership with all relevant parties, including the pupil (where appropriate), parents, school's governing body, all school staff, catering staff, employers and healthcare professionals work to ensure that the policy is planned, implemented and maintained successfully.

Roles and Responsibilities

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing our effective medical conditions policy. At WIJPS we work in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, LA (where applicable) and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully. The school is committed to keeping in touch with a pupil when they are unable to attend school because of their medical condition.



Accident & Incident Report Form

Important information for the injured party

Inform consent: I hereby allow for this information to be passed onto 3rd parties within the council (e.g. Insurance Officers and Trade Union Representatives.)

Injured Person (to be signed)..... Date.....

- Manager to complete this form in accordance with the **“Reporting Injuries & Dangerous Occurrences”** Wall Chart PS1318”
- Ask employees involved and witnesses for information
- Tick appropriate boxes.
- Where not applicable write N/A

For safety section use only

Code:

Date:

1. Was it an accident or incident (Tick as appropriate)

2. What type was it?

Accident Non-Physical Abuse Physical Abuse Other

3. Subject of the report (tick any that apply)

Fatality <input type="checkbox"/>	Specified major injury or condition <input type="checkbox"/>	Minor Injury <input type="checkbox"/>	Near Miss <input type="checkbox"/>
Dangerous occurrence (see wall chart) <input type="checkbox"/>	Personal Safety Of Staff Incident (If you tick this box please complete Q8) <input type="checkbox"/>	Member of the public, client, resident or pupil taken from scene of accident directly to hospital for treatment <input type="checkbox"/>	Work Related ill health <input type="checkbox"/>

4. Details of the person involved

Name D.O.B.

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 Male Female

Service Area/Section/School..... Home Tel. No.

Job Title Pay No.

Address:

Injury/Body Part/Condition
(e.g. Cut to upper left leg)

Date of injury/Dangerous Occurrence/Diagnosis of ill health condition.

Name of Manager/Supervisor on duty

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 Time..... am/pm

5. Where did it happen?

Location.....

6. Status of the affected person (Identify one only)

Employee Pupil/Student Resident/ Client Student Teacher/Trainee/ Work Experience

Visitor/ Member of Public Contractor/ Self Employed Other (Please state)

7. Did the injured person (tick any that apply)

Go Home <input type="checkbox"/>	Go to Hospital direct from site <input type="checkbox"/>	Resumed Work <input type="checkbox"/>	Received First Aid <input type="checkbox"/>
1-7 days lost from work <input type="checkbox"/>	Over 7 days lost from work <input type="checkbox"/>		

8. What kind of behaviour was involved (PSS Incidents only)

- Physical Assault- Major Injury Physical Assault Minor injury Physical Assault – No injury Physical Assault- Damage to property
- Verbal Abuse Anti-social/spiteful Behaviour Threatening Behaviour
- Homophobic Incident

Note: If this incident involves harassment **by** a member of staff please refer to the Dignity at Work policy

9. Type of injury

Indicate what kind of incident led to the injury or condition

- | | | | |
|---|--|--|---|
| Struck by moving vehicle <input type="checkbox"/> | Injured whilst handling, lifting or carrying <input type="checkbox"/> | Drowning or asphyxiation <input type="checkbox"/> | Contact with electricity or electrical discharge <input type="checkbox"/> |
| *Struck by moving, including flying or falling object <input type="checkbox"/> | Slip/Trip or fall on same level <input type="checkbox"/> | Exposure to fire or excessive heat <input type="checkbox"/> | Injured by an animal <input type="checkbox"/> |
| Contact with moving machinery or material being machined <input type="checkbox"/> | Fall from height* <input type="checkbox"/> | Exposure to or contact with harmful substance* <input type="checkbox"/> | |
| <div style="border: 1px solid black; padding: 2px;">*Machine type and make</div> | <div style="border: 1px solid black; padding: 2px;"><i>Distance through which person fell</i>
.....Metres.</div> | <div style="border: 1px solid black; padding: 2px;">*Name of substance</div> | |
| Struck against something fixed or stationary <input type="checkbox"/> | Trapped by something collapsing <input type="checkbox"/> | Exposure to an explosion <input type="checkbox"/> | |

10. Account of accident/PSS incident/dangerous occurrence/injury (Continue on a separate sheet if necessary)

Describe what happened to cause the accident/dangerous occurrence and if persons were injured what they were doing at the time. Include weather, surface, lighting and condition information.

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Injured Person (to be signed) Date.....

11. Educational establishments only

- Incident occurred: In lesson Breaktime Lesson Changeover
- Supervision Ration [.....:.....] Do you consider this to be: Adequate Inadequate

Witness (if any)

Name:

Address:

Witness (if any)

Name:

Address:

12. Following investigation by Manager – state what action has been taken or is planned to prevent a recurrence.

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Was there a Risk Assessment in place for this activity? Prior to the accident After the accident

13. Line manager's details (please print)

Name & Job title of Manager

Work address of Manager

Service Area..... Work Tel no.

Signature of Manager Date

Ensure all sections are completed

Keep a copy of this form for your records, scan and email it to: lan.wringe@redbridge.gov.uk

As required under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013"