

# Secondary Medical Needs and First Aid Policy



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## Introduction

This Policy is applicable to all students and staff at John Ferneley College and is relevant to parents and guardians of students at the College. It aims to ensure that there is a high standard of medical and first aid provision within the College for students and staff. The Trust Board of Mowbray Education Trust are committed to ensuring that the physical and mental health and well-being of students is promoted and prominent, that all students with medical conditions can access and enjoy the same opportunities at the College as any other student and to ensuring that they are able to play a full and active role in School life, remain healthy and achieve their academic potential.

The Trust Board will also ensure that the College implements and maintains an effective management system for first aid and for the administration of medicines to all students in its care. First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner, as well as treatment of more serious injuries prior to assistance from a medical practitioner for the purpose of preserving life and minimising the consequences of injury or illness.

This policy is drafted in accordance with regulation 13 of the Education (Independent School Standards) Regulations 2014 (SI 2014/3283), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917), the First Aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance.

## 1 First Aid Overview

### 1.1 First Aid Arrangements

This Policy covers the College's arrangements for first aid, the administration of medication, the care of students with medical conditions and for those who are unwell. The College has a First Aid Medical Room. John Ferneley College requires over 15 fully qualified First Aiders.

All First Aiders are either qualified to HSE First Aid at Work (recognised three-day course) or HSE Emergency First Aid at Work (recognised one-day course). The College have an emergency response team of three First Responders on site and are always looking to recruit additional First Responders.

The College works closely with external counsellors and organisations to offer any necessary pastoral support and emotional support required.

The First Aid Medical Room is managed and maintained by our First Aid Lead based in Reprographics. The Medical Room includes one patient bed, one wash basin, one fridge/freezer for cold storage, one microwave, one accessible toilet, one large lockable medication cupboard, and one lockable, fully equipped First Aid equipment cupboard. There is access to running water.

### **John Ferneley College First Aid Team**

#### **First Responders (First Aid at Work) on site:**

1. First Aid Lead – Sally Fisher
2. First Responder – Ashley Challis
3. First Responder – Robert Singer

#### **Second Responders on site (Emergency First Aid at Work)**

We have Teaching and Support Staff trained as Emergency First Aiders, who will carry out First Aid responsibilities if support is required on site, during practical learning, extra-curricular activities or on school trips. The full list of qualified staff can be accessed via the College. As a College we heavily encourage recruitment all year round, to ensure we hold a sufficient number of qualified First Aiders on site at any one time.

Students may attend the First Aid medical room for health advice or treatment between the hours of 8.30am and 4.30pm (Monday – Thursday) and 8.30am - 4.00pm on Friday (normal School hours), but, where possible, they should attempt to avoid missing lessons or school activity time.

The medical room is located on the main corridor next to the reprographics room.

If they need urgent or emergency treatment they can attend at any time, during school hours. Any emergencies during school hours the First Responders can be contacted via radio or via phone extension.

Staff may attend the First Aid medical room during school hours for medical advice and/or treatment.

## 1.2 Medical Information

All student records around First Aid and treatment will be recorded via the SIMS Student record.

Medical information, whether it relates to a student's condition, or any care given whilst in college, is documented on SIMS - Student Records System. This system is restricted for use by designated users only, to protect confidentiality. Access will be restricted to that reasonably required.

Parents/guardians should be informed via email or telephone and kept up to date with care and treatment given as well as progress of their recovery, if necessary.

All Staff records around First Aid and treatment are recorded on SIMS Staff Record.

Any serious incident or injury involving Students or Staff should also be reported to County Hall via Assessnet system.

First Aid staff will seek student and parental agreement where appropriate before passing on information about the student's health to other staff. Sharing information is important if staff and parents/guardians are to ensure the best care for a student.

Medical Information for School Trips. Any relevant medical information that can be shared will be given to the Trip Organiser and First Aider attending the trip, about the students who are attending the trip. A copy of the student's Health Care Plan, which is held for students who suffer from a medical condition or allergy, will be given with a note of those students attending the trip. They will give appropriate instruction and training to the Trip Organiser and/or other staff about the medications and their storage and administration.

It is the Trip Organiser's responsibility to inform the First Aid Lead in advance regarding the names of the students attending the trip so that medical provisions and any concerns they may have with regards to medical advice can be given.

## 2.0 Roles and Responsibilities

### 2.1 Senior Leadership Team

The Senior Leadership Team have overall responsibility for the implementation and review of this policy.

The Senior Leadership Team will ensure that there are adequate and appropriate First Aid equipment, facilities and first aid personnel on the College site.

### 2.2 The Lead Head of School is responsible for:

- Ensuring that sufficient numbers of staff are suitably trained and are able to access all relevant information and teaching support materials required to assist students with medical conditions
- Ensuring that sufficient numbers of trained staff are available to support students' medical needs at all times whilst they are under the care of the School, including making contingency plans for staff absence and emergency situations

- Liaising with the First Aid Lead to ensure staff are up-to-date with their First Aid training, as well as any immediate injury care that could be given
- Ensuring that information regarding an individual student's medical condition is shared with appropriate staff (including supply teachers, where appropriate) on a need-to-know basis
- Ensuring that risk assessments take into account the additional risks posed to individual students as a result of their medical conditions
- Ensuring that staff have sufficient understanding to ensure the well-being of students in their care, for example to understand instructions such as those for the safety of medicines.
- The Head of School will regularly review the School's First Aid needs to ensure that the School's First Aid provision is adequate. Who is this?

### **2.3 SEND / Accessibility Plan**

The SENDCO will introduce any necessary SEND needs and measures for all SEND students at John Ferneley.

Please refer to our Equality Information and Objectives (Including Accessibility Plan) and Special Educational Needs and Disability Policies on the school website for more information:

<https://www.johnferneley.org/statutoryinformation>

### **2.4 Parents/Guardians**

**2.4.1** The School promotes on-going communication with parents/guardians in order to ensure that the specific medical needs of all students in its care are known and met. Upon arrival to John Ferneley, all parents/guardians should provide the Admission Form with sufficient information about their child's medical condition or needs, ideally a G.P. letter listing treatment, special needs and current medication should be provided.

**2.4.2** John Ferneley College work very closely with all feeder primary schools to ensure any necessary information around the child's health/medical needs are met at John Ferneley too. They should, jointly with the First Aid Lead and Pastoral Team reach agreement on the College's role in supporting their child's medical needs; in accordance with the College's policy. Where appropriate, parents/guardians will be invited to consult with the College and relevant healthcare professionals to produce an individual 'Health Care Plan' for their student.

**2.4.3.** Parent/Guardians must inform the College where a student will require medication to be taken at School, and of any changes to the medication as required.

**2.4.4** The College requests that medication is only taken at college if it is essential, and where it would be detrimental to the student's health not to administer the medication during the College day. Where possible, medicines should be taken at home, before and after attending College, in line with current Government guidelines.

### **2.5 First Aiders, Teaching and Support Staff**

**2.5.1** All staff must be aware of the contents of this document and their likely/possible role in providing care for the student. They should seek any advice from School First Aid Lead at first instance, then First Responders.

**2.5.2** Teaching staff have occasional involvement and responsibility to work according to these guidelines, for example, in an emergency or when accompanying students on a School trip away from College premises.

If Teachers/Support Staff require First Aid assistance during lesson time, they are to use the on-call system in SIMs to alert the member of staff who is on-call to support

OR

to report to the zone pastoral office to seek radio support for First Aid.

### 2.5.3 Support Staff

Main Reception will ensure a First or Second Responder attends the lesson to assist with any First Aid required. If necessary, the student will safely be escorted to the First Aid medical room for further consultation and treatment by a First Aider.

### 2.5.4 All Staff

Staff can always call an ambulance when there is a medical emergency and / or serious injury.

## 2.6 First Aid Lead

**2.6.1** The First Aid Lead is responsible for regularly monitoring the systems and management for the protection of the medical welfare of students to identify whether review or change in welfare and First Aid practice is needed.

**2.6.2** First Aid Lead is responsible for the organisation of the First Aid medical room.

**2.6.3** The First Aid Lead is responsible for ensuring that the Inhalers Guidance is properly implemented and followed. This includes medical records and registers, Emergency inhalers, including but not limited to appropriate training, use, supply, storage, care, disposal, and record keeping.

**2.6.4** The First Aid Lead collates important medical information for each student, ensuring that any medical information is accessible to staff as necessary and updated regularly.

## 2.7 School Health and Safety - The Estates Team

**2.7.1** To co-ordinate and manage the annual risk assessment processes for the school.

**2.7.2** Equipment maintenance -The equipment and facilities are routinely checked and inspected to identify any signs of wear and tear that may cause injury. Any defective items are immediately taken out of use until repaired or replaced.

**2.7.3** To make provision for the inspection and maintenance of work equipment throughout the school.

**2.7.4** To manage the keeping of records of all health and safety activities.

**2.7.5** To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally.

Please refer to our Health and Safety Policy on the MET website for more information:

<https://www.mowbrayeducation.org/policies>

## 2.8 PE Staff - Away Fixtures

Should an injury or accident occur during a PE away fixture, off site, all PE staff should seek appropriate advice from the First Aid provision at the away school/venue as to the best course of action, and, using this, and their judgement, decide the best course of action. Contact should be made to the student's parent/guardian, as soon as practicable, from the PE team.

The First Aid Lead should be informed of all First Aid incidents that took place during an away fixture by the PE staff involved, or Head of PE, as soon as practicable. The student's SIMS patient record is to be updated, as soon as practicable by a First Aider, outlining details of the incident and First Aid provision that took place. If necessary, this needs to include any on-going medical support required.

If the student is fit and well enough to return to school on the school transportation, they will. The student must be left with a First Aider / PE staff member, out of school hours, until picked up by parent/guardian.

## 3.0 Medical Emergencies Procedure

### 3.1 Emergencies

In the event of an emergency an ambulance should be called via 999/112 by the First Responder.

Arrangements should be made to escort the student to A&E, either by the parent/guardian or a school First Aider. If a child is escorted to A+E by a member of staff, arrangements will be made for the parent/guardian to be contacted.

If out of normal College hours, the emergency care is to be taken over by the parent/guardian. This does not, however, affect the ability of any person to contact the emergency services in the event of a serious medical emergency before implementing the terms of this policy.

Should a student be diagnosed with suspected concussion by a First Aider after a head injury, strict guidelines are in place to ensure that they are safely treated, monitored and sent home, where necessary, and have gradual return to exercise. These guidelines and support can be confirmed and discussed with the Head of PE or First Aid Lead.

### 3.2 Calling for an ambulance

If an ambulance is required, there must always be someone who stays with the casualty. If that person is on their own, they must shout for help. When help has arrived (First Aid Leader/First Responder) and in their assessment an ambulance is required – they will call 999/112. They will ensure someone has informed reception and Estates that an ambulance is on its way and where it is needed, so that they can meet the ambulance on arrival. Reception should be asked to contact the Parent/Guardian to inform them and arrange for them to come to the College straight away, if possible.

Examples of medical emergencies may include:

- A significant head injury
- Fitting, unconsciousness or concussion
- Difficulty in breathing and / or chest pains
- Exhaustion, collapse and / or other signs of an asthma attack
- A severe allergic reaction
- A severe loss of blood
- Severe burns or scalds
- Possibility of a serious fracture

Arrangements should be made to ensure that any student is accompanied in the ambulance, or followed to hospital, by a member of staff (over 18 years) if it is not possible to contact the student's parent(s) (or legal guardian(s)) in time.

### 3.3 Automated External Defibrillators ('AEDs')

John Ferneley College has two Automated External Defibrillators (AED), one located in the foyer of Main Reception and the other in the Enrichment building foyer. All First Responders are trained in CPR and Defibrillation.

The AEDs should only be used where a person is in cardiac arrest. It should not be used where a person is conscious, breathing and / or his or her heart is still beating. If a person is suffering from a cardiac arrest, the first person on the scene should call for help and immediately call the emergency services and commence CPR.

If possible, a First Aider who is trained in the use of AEDs should be called for. However, AEDs are designed to be used by any person by following the step-by-step instructions on the AED Machine. The person administering the AED should ensure that the area around the casualty is clear before administering the AED. He or she should then stay with the casualty until the emergency services arrive.

### 3.4 Asthma Register and Emergency Inhalers .

General information on how to recognise and respond to an asthma attack is contained in the guidance here <https://www.asthma.org.uk/advice/child/life/school/>.

The First Aid Lead will hold and be responsible for restocking at least one (normally blue) emergency inhaler (which may be bought without prescription). This inhaler can be used multiple times by any person, with a change of disposable spacers and sanitisation in between.

An emergency inhaler may be used if a student's prescribed inhaler is not available (for example, because it is broken, or empty) or in the event of an asthma attack. Only students who have been diagnosed with asthma and/or who have been prescribed a reliever inhaler may use an emergency inhaler.

The First Aid Lead will maintain an up-to-date register of students who have been diagnosed with asthma and /or who have been prescribed a reliever inhaler for whom parental consent/permission to the use of the emergency inhaler has been obtained.

The register should be reviewed regularly (at least annually) to take into account students' changing asthma care needs. A copy of the register is to be stored with the emergency inhaler / medical room.

Parents/Guardians are to notify the College as soon as practicable that a particular student has been diagnosed with asthma and/or has been prescribed a reliever inhaler. Notification should be accompanied by a completed consent signed by the parent/guardian. Completed consent should be scanned and stored on the student's SIMS Patient Record and kept in the onsite folder, the individual Health Care Plan updated accordingly for medication only.

If an emergency inhaler is used by a student, a First Responder will notify the relevant parents or guardian(s) as soon as practicable.

### 3.5 Accident or Injury

If an accident occurs, then the member of staff in charge will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance, or a First Aider contacted as is possible. Any witnesses to any accidents or incidents should complete a written statement of the accident, as soon as practicable and all accident records must be kept on SIM's Patient Record, as well as informing the Head of School and if appropriate, reported to the Local Authority.

In the event that a First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or making arrangements to transport the injured person to an emergency department or access other appropriate medical services.

First Aiders or Reception should always call parents/guardians when there is a medical emergency and / or serious injury/accident.

## 4.0 First Aid Provision

### 4.1 First Aiders

The first aid arrangements within this policy are based on the results of a risk assessment carried out by the Head of School in consideration to all staff, students and visitors.

The main duties of First Aiders are to give immediate First Aid care to students, staff or visitors when needed, and to ensure that an ambulance or other professional medical help is called or sort, when necessary.

First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner, as well as treatment of more serious injuries, in order to *-prevent worsening condition, promote recovery and preserve life*, prior to assistance from a medical practitioner.

There will be at least one First Responder on site when students are present, as well as a number of teaching and support staff who are qualified as First Aiders.

It is good practise for two First Aiders to be involved in any serious medical incident. This will support any First aid decisions made, and also promote good safeguarding practice.

First Aiders will have the opportunity to attend regular refresher training and will undergo updated FAW and EFAW training at least every three years to maintain their qualification.

### 4.2 First Aid Boxes

First Aid boxes are marked with a white cross on a green background. The content of the First Aid boxes will be determined by the School's First Aid needs risk assessment and will usually be stocked in accordance with Workplace first aid kits recommendations. Staff who are responsible for their department first aid kits must contact a First Leader with their re-stock requests when needs arise.

First aid boxes are positioned around the school site and as close as possible to an area where hand washing facilities, as is practicable. All requirements for the First Aid kits are supplied by the First Aid Lead and are regularly stocked at request of individual departments and reviewed annually. There is no mandatory list of items for a first aid container. However, the HSE recommend that the minimum provision of first-aid items are provided:

- *Leaflet giving general guidance on First Aid*
- *20x individually wrapped sterile plasters*
- *2-3x sterile eye pads*
- *1-2x individually wrapped triangular bandages*
- *2-3x large sterile, un-medicated wound dressings*
- *Medium and large un-medicated wound dressings*
- *1x pair of disposable gloves*
- *A pack of antiseptic wipes*
- *1x face shield*
- *1x foil blanket* *First aid kits are available for trips and other off-site events and can be collected in advance from the medical room.*

All staff should be aware of where their nearest First Aid kit is located on site. The College minibuses have a prominently marked First Aid box on board which is readily available for use, and which is maintained in a good condition. The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078).

If First Aid boxes are used, they should be taken to the First Aid medical room, who will ensure that the First Aid box is properly re-stocked. The First Aid Lead will examine the First Aid box(es) at this point and should regularly check stock and dispose of items safely once they have reached their expiry date.

#### 4.3. PE Department

The PE department are responsible for requesting the provision of First Aid kits/boxes from the First Aid Lead. The First Aid Lead is responsible for providing First Aid boxes, for sports fixtures and events. All PE staff are First Aid trained. All PE staff have access to radios that must be used during lesson time, to call if First Aid assistance is required. Our First Aid Responders will attend the lesson, as required to issue First Aid care/treatment.

There is a number of fixture kit bags available at any one time, which can be used by PE staff for both home and away fixtures. A foldable wheelchair and blankets are available from the medical room, if required.

A First Aid Medical Fixture kit bag should be taken with the travelling team. If an incident occurs during an away fixture the medical treatment should be sought from the visiting school First Aid personnel. If necessary, the student should be taken to the nearest Emergency Department by a member of staff. Treatment and after-care should then be followed up by First Lead. Any incident or treatment must be reported to a First Aid Lead on return to School and a First Aid record should be completed onto the students SIMS patient record, along with on-going medical support, if required.

The PE Head of Department is responsible for the Departments risk assessments. These are undertaken and recorded for significant activities. Risk assessments are reviewed periodically, or where there is a change in circumstances. See our Health and Safety Policy for more information.

#### 4.4 Design and Technology Department

Should a minor injury or accident occur during a Design and Technology (D&T) lesson, then a qualified First Aider within the department (Technician or Teacher) will issue First Aid Care. Should a second opinion be needed, a First Responder will assess. Should professional medical attention be needed, the parent/guardian will be contacted to come in and collect their child.

First Aid Lead or First Responder is to ensure the students SIMS patient record has been updated with any first aid care given by Technicians. If a more severe First Aid incident or accident occurs, the College's First Responder care will be issued instantly in line with this policy.

All students receive instruction upon their entry to the Department and classrooms, and all equipment, tools, utensils and machinery is regularly serviced by the Department Technician/s. The Department Health and Safety policy is explained to the students at regular intervals throughout the academic year.

All fixed machinery is inspected annually by an external contractor and daily checks are carried out regularly by the schools Department Technician, for safe use in lessons. There are a number of First Aid trained staff deployed across the school. The list is regularly updated and distributed to all staff.

All D and T Teachers are qualified to a national standard, in use of all Design and Technology equipment on the school site. This included safe use and instruction of a particular machine/equipment and instructing students on safe use for all Teaching and Learning purposes.

The Head of Department is responsible for the Departments risk assessments. These are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. See our Health and Safety Policy for more information.

## 5.0 Students with Medical Conditions

Many students will at some time have a medical condition that may affect their participation in School activities and learning. For many this may be a short-term condition. Other students have medical conditions that, if not properly managed, could limit their access to education. These students are regarded as having medical needs. Most children with medical needs are able to attend College regularly and, with support from the College, can take part in school activities.

The support for students who have medical needs who cannot attend school is outlined in the Trust wide Children with Medical Needs who cannot attend school policy.

College staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk and there may be some activities that are unsuitable. Where appropriate, an individual Health Care Plan can help the school to identify the necessary safety measures to support students with medical needs and ensure that they and others are not put at risk.

An individual Health Care Plan should be completed by the First Aid Lead with information from the student's parents/guardians upon enrolment with the school, or as it develops during their time at the college. A meeting, if possible, should be made with the First Aid Lead and Pastoral team in the case of any condition that may require the school to make reasonable adjustments for the student to participate in the school's activities.

Parents or guardians have prime responsibility for their child's health and should provide the school with information about their child's medical condition, keeping this information up-to-date as and when required. Parents should give details in conjunction with their child's GP or Paediatrician, as appropriate. The First Aid Lead and Pastoral team may also be able to provide additional background information for School staff. This information would be confidential and only shared with other members of staff after discussion with parents/guardians to ensure the safety and wellbeing of the student.

All new Staff will be made aware of the terms of this policy during their induction, and of details of protocols relevant to those students under their care. The First Aid Lead can be contacted for any information or advice on these specific conditions and any other conditions a student may have. Specific medical information is only shared with relevant staff in so far as it is important for the wellbeing of the student, whilst at school and on trips. Further details can be requested and given if appropriate for the student's care. This is updated as soon as the school is informed of the condition and of any changes/updates throughout the academic year.

### 5.1 Student Medical Records

The First Aid Lead maintains secure medical documentation regarding any students seen. The First Responders manage all First Aid student cases into the First Aid medical room. First Responder staff record all first entry consultations with students into the child's SIMS Patient Record. To ensure continuity of care and patient safety, specifically identified other individuals have limited access to information stored on the electronic medical records system.

There should be an individual Health Care Plan, where necessary, containing relevant information provided by parents and recording significant health and welfare needs and issues. This will be held in conjunction with shared electronic records (SIMS), which can be accessed by Pastoral teams, and other key designated persons.

An individual Health Care Plan will be kept for each student with a chronic/notable condition, whether regular medication is required, and it should be updated on at least an annual basis or as appropriate if circumstances change as identified on their individual Health Care Record. This will be held on SIMS.

All communications concerning students' past illnesses, current health or future treatment should be addressed to the First Aid Lead and Pastoral team directly, accompanied by a letter from the doctor consulted.

## 6.0 Medicines

### 6.1 Receipt of Medicines

It is the responsibility of the parent/guardian to inform the school of any long term prescribed medication that needs to be administered during school hours.

All medicines brought into School should be formally received by the First Aid Lead or First Responder team and the following information recorded on the students shared electronic patient record on SIMS. Brought in by parent/guardian.

The individual record should show:

- Date of receipt
- Name and strength of medicine, including regime for taking
- Quantity received

A relevant form, for e.g. Epi-Pen, asthma inhaler) must be completed by the parent/guardian and forwarded to the First Aid Lead. The form will be stored in the Administration of Medicines file, so that it may be viewed by all parties permitted to administer medication. This form will be valid until the child leaves the school, or a separate expiry date is stated in the form.

### 6.2 Taking Medications in School

Where a student requires supervision while they take their medication, they will be made aware of when and where they should attend at the prescribed times during the course of the medication. John Ferneley College does not allow students to carry or administer any medications in school, unless consent has been given by the parent/guardian.

The First Aid Lead/First Responder will be responsible for documenting all medication given to students, any other information relating to their medication, ensuring the appropriate maintenance of records and use of the Medical Records System (SIMS) within the First Aid Room and advise other members of staff. They can appoint other members of staff to be the “designated person” to oversee medication procedures on a day-to-day basis with appropriate instruction. All records should be properly completed, legible and current and be available for inspection at all times.

When a student needs to take medication during their college day, they should go to the medical room where their medication will be stored. The First aid Lead or a relevant member of staff will check the paperwork/medical care plan, for the child, and supervise them taking the medication. Then they will log this in the Administration of Medication form.

### 6.3 Authorisation Process

The First Aid Lead can appoint other members of staff to be the “designated person” to oversee medication procedures on a day-to-day basis with appropriate instruction.

### 6.4 Storage of Medicines

All medicines should be stored in secure designated areas.

These include:

- The First Aid medical room
- Student locker or school bag if permission has been granted by the parent/guardian.

The college will carry out annual Health and Safety Audit to consider any risks to the health and safety of the School community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

Medication access keys should only be held by authorised designated members of staff.

Prescribed medicines should be stored in a locked cupboard in the First Aid medical room. There should be sufficient space to store individual students' medication. Only the First Aid Lead, First Responders or authorised others hold the keys to medicine cupboard.

A separate and secure dedicated refrigerator is available to be used exclusively for stock and prescribed medicines requiring cold storage. It should be cleaned and defrosted regularly. The temperature should be measured and recorded daily on a record sheet using a maximum/minimum thermometer. The First Aid Lead should be made aware if temperatures are recorded outside of the normal range. Pharmaceutical advice should be taken regarding the stability of the contents of the fridge in such circumstances.

### 6.5 Administration of Medicines Away from School

When away from college the parent/guardian of the student would receive the balance of the prescribed medication. For occasional days out a separate supply may be organised. Details of the students' medication taken out should be recorded and the administration supervised by the staff responsible for the student whilst away from college. A record of any administration of medicines whilst on the trip should be communicated back to the First Aid Lead.

A first aid kit will be provided in the event of excursions off the College premises. Any student medications would be given to the Trip Lead with instruction on administration from the parents/guardians and/or First Aider, with information as to the reason for giving and any medical conditions. This Medical Policy should be followed at all times when off the premises. If a student attending an off-site visit or sporting event cannot self-medicate, they will be accompanied by a member of staff / First Aider who has received appropriate training to administer the medication in accordance with this policy.

### 6.6 Prescribed Drugs

The Medicines Act clearly defines that, prescribed medicines must only be administered to the person for whom they have been prescribed and labelled. Medicines supplied for individuals are the property of that individual. These medicines may not therefore be used as "stock" by the College. Staff must not tamper with supplies of prescribed packs of medicines or decant from one container to another for the purpose of storage. This includes remains of the current supply when a new supply is received. The original supply should be finished first. Levels of medication should be kept at an appropriate level for each student dependent on need. Before it can be administered a prescribed medicine must have a printed label showing:

- Student's name
- Date of dispensing
- Name and strength of the medicine
- Dose and frequency of the medicine

Multiple containers should be labelled individually. If the label becomes detached, damaged or illegible the advice of the Parent/Guardian should be sought before the product is used.

If medicine is supplied which is unexpectedly different from that received in the past, the staff must check with the Parent/Carer before formally receiving or administering the medication. If the GP changes the dose of a medication, the College must be informed by the Parent/Guardian and the medication paperwork updated appropriately.

## 6.7 Controlled Drugs

The Misuse of Drugs Act 1971 is the legislation governing controlled drugs. The above information relating to prescribed drugs also applies to this group. Those students who are permitted to possess a controlled drug will be advised that it is an offence to pass the drug to any other person for use.

Controlled drugs need to be stored securely behind 2 locks, e.g., inside a lockable case inside a lockable cupboard.

Controlled drugs should have 2 appropriate members of staff administer and sign for.

## 6.8 Disposal of Medicines

All drugs that are out of date or no longer required should be returned to the Parent/Guardian for them to take to the local pharmacy for destruction. If this isn't possible the First Aid Lead should take the expired medication to the local Pharmacy, a record of receipt, signed by the receiving Pharmacist, should be obtained and retained by the First Aid Lead.

Disposal of medicine should occur when:

- The expiry date is reached.
- A course of treatment is finished or is discontinued.
- If a student has left the College and the medication has not been collected by the parent/guardian or student within 14 days of contacting them.
- In the event of death of a student, and the failure to contact and return to the parent/guardian, keep for 14 working days in case needed by Coroner's Office or Courts.

The record of disposal should include a receipt from the Pharmacy

## 6.9 Emergency Medication

All First Aid emergency medications are logged in a record book and are regularly checked and inspected by the First Aid Lead.

The types of medication that come under this group are, Adrenaline Auto Injectors and Asthma Inhalers.

## 6.10 Medicines Information and Pharmaceutical Advice

Staff should contact the local community Pharmacist if additional information is required concerning individual medicines.

## 7.0 Administration of Medicines Away from School

When away from School the parent/guardian of the student would receive the balance of the prescribed medication. For occasional days out a separate supply may be organised. Details of the students' medication taken out should be recorded and the administration supervised by the staff responsible for the student whilst away from School. A record of any administration of medicines whilst on the trip should be communicated back to the First Aid Lead.

A first aid kit will be provided in the event of excursions off the College premises. Any student medications would be given to the Trip Lead with instruction on administration from the parents/guardians and/or First Aider, with information as to the reason for giving and any medical conditions. This Medical Policy should be followed at all times when off the premises. If a student attending an off-site visit or sporting event

cannot self-medicate, they will be accompanied by a member of staff / First Aider who has received appropriate training to administer the medication in accordance with this policy.

## 8.0 Vaccinations and Immunisations

Information about immunisations and vaccines delivered in school can be obtained from:

<https://www.nhs.uk/conditions/vaccinations/> and via the school calendar, published on the school website.

A formal letter will be sent home with further details prior to any immunisations being issued in school.

Please note that no student under the age of 16 will be given a vaccination without parental consent.

## 9.0 Confidentiality

Our First Aid Lead will be responsible for reviewing students' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a student's functioning at the College, to the Pastoral team and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a student or other members of the College community. Whilst legally students over the age of 16 can consent to treatment on their own behalf as they are presumed Gillick competent, those under the age can only do so if they are deemed Gillick competent. If not Gillick competent, consent would need to be obtained from someone with parental responsibility unless in an emergency.

Emergency treatment can be given without consent to save the life of or prevent serious deterioration in the health of a child. If a young person who is Gillick competent asks professionals not to share information about treatment, their wishes can be honoured, unless we feel there are safety issues that require us to share information.

Gillick competent means for a particular decision a young person:

- Understands the problem and implications
- Understands the risks and benefits of treatment
- Understands the consequences if not treated
- Understands the alternative options
- Understands the implications on the family
- Is able to retain (remember) the information
- Is able to weigh the pros and cons
- Is able to communicate a reasoned decision about what their wishes are to ensure a student's safety and welfare during lessons.

## 10.0 Child Protection

All staff are attentive to child protection issues and any concerns must be documented via 'My Concern' and passed immediately to the School's Designated Safeguarding Lead. All staff will follow School procedures as set out in the Safeguarding: Keeping Children Safe Policy >

<https://www.johnferneley.org/statutoryinformation>

## 11.0 Communication

We aim to maintain effective communication with parents/guardians and other key members of staff where consent and confidentiality allow, but not hindering the safety of the student in School.

## 12.0 Accident Records and Reporting

### 12.1 Accident Records

All accidents requiring First Aid attention require a SIMS patient record to be completed. This is an electronic record that the school will hold on the student or staff members' SIMS profile, to be referred to at any point. These records will be kept for at least three years or if the person injured is a minor (under 18), until they are 21

All injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the First Aiders must be recorded on the schools SIMS patient record). The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness, and what First Aid care was given. What happened to the injured or ill person immediately afterwards should also be recorded.

In respect of any accident causing personal injury to students or staff, an Accident Investigation Process will be put in place to investigate the circumstances of such accidents.

### 12.2 Accident Reporting

In the event of an accident, injury or illness requiring First Aid the relevant First Aider should complete an electronic SIMS patient record. These records will be regularly monitored during the Accident investigation process, to identify whether review or change in practice is needed. All injuries, accidents and illnesses, however minor, must be reported to the First Aid Lead or First Responder, who is responsible for ensuring that the First Aid records are filled correctly and that parents/guardians, are kept informed, as and when necessary.

In the event of serious accident/incident, parents/guardians must be informed by a First Aider as soon as practicable. The college will inform parents/guardians of any accidents/injury that is given to students the same day, or as soon as reasonably practicable. The college must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

The college (as a registered provider) must notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. Please refer to **section 1.2** regarding Assessnet reporting.

## 13.0 Guidance from Leicestershire County Council

The school will report and investigate accidents, incidents and near misses and the school will adhere to the LCC Procedure for Accident reporting and investigation, using the local authority Assessnet system.

In line with this procedure, all staff will be encouraged to report accidents, incidents and near misses and the appropriate person doing the investigation, will investigate such incidents and identify and implement means to prevent a recurrence. The parent/guardian must contact the First Aid Lead, as soon as practicable, of any further medical issues, after expertise consultation.

All completed accident / incident / near misses will be reported electronically by a First Aider or Lead Estates Manager using the Assessnet accident database.

## 14.0 RIDDOR Regulations

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents.

### Is RIDDOR necessary?

The Local Authority will firstly review all accident reports submitted by the school. If the incident indicates a clear Health and Safety concern, the Local Authority will report it under RIDDOR Regulations, and further investigation and inspection into the schools Health and Safety Procedures will take place with the school directly, including any remedial actions.

RIDDOR now requires employers and others in control of work premises to keep records of:

- Work-related accidents which cause death.
- Work-related accidents which cause certain serious injuries ('reportable injuries')
- Diagnoses cases of certain occupational diseases.
- Certain incidents with the potential to cause harm ('dangerous occurrences').

## 15.0 Infectious Disease/Illnesses in School

The steps taken at John Ferneley to protect students and staff from infection are an important element in the quality of care they provide. Infectious diseases occur naturally and commonly in School settings. This is a result of the degree of close contact between students, and between students and staff, and the difficulties in maintaining a perfect state of hygiene. Infections acquired in the College may spread to staff, family members and the community. Outbreaks of infection may lead to disruption of the College routine and costly control measures.

Where possible, the College will prevent the increase in an outbreak of infection into the college and limit its spread. Exposure to an infectious disease is not normally a reason for medical exclusion from School. If an infectious disease is present at School, then the local Public Health England advisors should be contacted so that appropriate control measures can be discussed. All Staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing).

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing.
- wear suitable single use disposable gloves when dealing with blood or other bodily fluids.
- use suitable eye protection and a disposable apron where splashing may occur.
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation.
- wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water.
- wash splashes out of eyes with tap water or an eye wash bottle.
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water.
- record details of the contamination.
- Inform the parent/guardian.

## 15.1 Infection Control

The College need to be informed as soon as possible of any infectious disease, held by either a student or member of staff. They should stay at home for a minimum of 48 hours, and until they are no longer infectious and a risk to the school community.

## 17.0 Mental Health First Aiders and Staff Wellbeing Officer

The college has a number of staff that are qualified as Mental Health First Aiders. They can offer support to colleagues on how to identify, understand and help someone who may be experiencing a mental health issue – offering skills to listen, reassure and respond, even in a crisis – and even potentially stop a crisis from happening.

Should an individual require professional support, this will be offered to them by external organisations.

A copy of the Staff Wellbeing Policy is distributed upon staff induction at John Ferneley, with further opportunities made available to staff to promote health and wellbeing throughout the academic year, keeping it at the centre of our offer.

## 18.0 Complaints

If parents/guardians or students are dissatisfied with the First Aid support provided at the school, they should raise these concerns in the first instance at Stage 1 of the Complaints Policy, which will see them liaising with the Pastoral team or Strategy Implementation Manager. If the matter cannot be resolved, the complaint will be escalated via the Complaints Policy > <https://www.mowbrayeducation.org/policies>

## Review

This policy and its procedures will be reviewed and updated by the Senior Leadership Team supported by the First Aid Lead on an annual basis.

