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Learning Together, Learning for Life.



Henry Green Primary Supporting Pupils with Medical Conditions and First Aid Policy 2022-2023



Approved and Agreed by the Governing Body:

Signed (Chair of Governors)

J. C. Withnall

Date: 1.12.22

Review Date: December 2023

Review Date:

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This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.

Article 3

All organisations concerned with children should work towards what is best for each child.

Article 6

Children have the right to live a full life. Governments should ensure that children survive and develop healthily.

Article 12

Children have the right to say what they think should happen when adults are making decisions that affect them and to have their opinions taken into account.

Article 18

Both parents share responsibility for bringing up their children and should always consider what is best for each child. Governments should help parents by providing services to support them, especially if both parents work.

Article 19

Governments should ensure that children are properly cared for and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them.

Henry Green Primary School is an inclusive environment that welcomes and supports children with medical conditions. Our school provides all children with any medical condition, equal opportunities to learn and develop at a level, which is appropriate to their individual needs.

At Henry Green Primary School, we will help to ensure that all children can:

- Be healthy
- Stay safe within their environment
- Enjoy their learning and achieve to the best of their ability
- Make a positive contribution
- Achieve economic wellbeing once they leave school.

Our school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. We understand the importance of care and medication being taken - as directed by healthcare professionals and parents. Our staff have a good understanding of the medical conditions that affect children within our school. Training is delivered to staff on the impact that medical conditions can have on children.

The ultimate responsibility for the management of this policy in school is with the Head teacher and Governing Body. The SENCO and Appointed Persons will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.



Inclusive Environment

At Henry Green Primary School, we aim to provide a fully inclusive learning and nurturing environment in order to support our pupils with medical needs. Therefore we ensure that:

- All pupils with high or complex medical needs are provided with equal opportunities and access to activities – both in and out of school – as those children without medical needs.
- The views of parents and children are considered
- We liaise with parents (consulting health care professionals where needed) regarding their children’s medical needs and any changes that affect the health of our pupils; for example a change in medication or need that may impact a child’s ability to attend school.
- Any social and emotional needs are met for children with medical conditions. Children may be self-conscious about their condition and some may develop emotional disorders such as anxiety around their medical condition.
- Staff have an understanding of the medical conditions (that they may be serious, adversely affect a child’s quality of life and impact their ability to learn) of pupils within their individual classes and across the school; as well as understanding that all children with the same medical condition will not have the same needs.
- We work in close partnership with health care professionals, staff, parents and children to meet the needs of each child.
- All staff recognise their responsibilities and duties outlined in the Children and Families Act 2014 and the Equality Act 2010, in relation to children with disability or medical conditions.

Individual Health Care Plans

All Individual Health Care plans are created in collaboration with the SENDco, parents, health care professionals and the child (if appropriate). A Healthcare Plan details exactly what care a child needs in school, when they need it and who is going to give it. It should also include information on the impact any health condition may have on a child’s learning, behaviour or classroom performance. At Henry Green Primary school, all staff are made aware of children with Health Care plans and are made aware of any changes/amendments that may be made throughout the school year. All care plans are reviewed and updated annually, unless a change in circumstances requires amendments to be made sooner.

Staff Training

- Staff are aware of the most common serious medical conditions at this school and they understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required (under common law duty of care) to act like any reasonably prudent parent. This may include administering medication .
- Staff are aware that there is no legal or contractual duty to administer medication, or supervise a pupil taking medication, unless they have been specifically contracted to do so.



- Staff who work with groups of pupils at this school receive training and know what to do for the pupils in their care with medical conditions. Training is refreshed for all relevant staff at least once a year.

What the school will do in the event of an emergency

All staff should have an understanding of and are trained in what to do in the event of an emergency with medical conditions in our school. In emergency situations the procedure identified on a child's Healthcare Plan will be followed. If this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a child needs hospital treatment as assessed by the First Aider the following procedures must take place:

1. Stabilise the child
2. Dial 999 (Get office to call, unless valid reason to use different phone). The Office need to be informed.
3. Contact parent/carer
4. Notify Head Teacher

If a child needs to attend hospital, a member of staff (preferably known to the child) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take children to hospital in their own car.

Providing care/support and administering medication

- At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' files and displayed in the staff room and school office.
- Medications kept in the school for children with medical needs, are stored in the cupboard in the reception office, clearly labelled with the child's name and a copy of the care plan is on the board.
- Staff should record any instances when medicine is administered. This includes if children use their asthma pumps. The records need to include, date and time of medicine administered, its name and the dose given, signed by the person responsible for administering the medicine.
- Medications such as the short term use of antibiotics or painkillers cannot be administered by school staff. Parents & carers can arrange to come to the school office to administer medicine to their child if needs be.
- On rare occasions, if agreed by the Headteacher, older children may administer their own medicine under adult supervision. Any medicine on school premises should be stored in the school office clearly labelled with the child's name. On these occasions, the school will request a written letter giving consent that the child in question can do this. The letter will be filed in the child's personal file located in the filing cabinet of the school office. Only medication prescribed by a GP, Hospital or Pharmacy and clearly labelled with the child's name, address and required dosage can be administered in school by the child if agreed. Non- prescription medication or creams and lotions should not be administered in school at all.
- Medications that need to be kept in the fridge can be stored in the school office.
- If a child refuses to take a medicine, staff should not force them to do so. Instead, note this in records and inform parents/ carers or follow agreed procedures or the Care Plan.
- Medicines and devices, such as asthma inhalers, blood glucose testing meters and adrenalin pens are always readily available to children and not locked away.



Controlled drugs should be easily accessible in an emergency. A member of staff may administer a controlled drug to the child - for whom it has been prescribed - providing they have received specialist training/instruction.

- Parents should let the school know immediately if their child's needs change and when no longer required, medicines will be returned to the parent to arrange for safe disposal.

Following a period of hospital education

The school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively. Our school works in partnership with all relevant parties including the child (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

Arrangement for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

The Appointed Person

- The appointed person is not necessarily a first aider, but is someone who takes charge when someone is injured or becomes unwell. If the appointed person is not first aid trained they must NOT administer first aid.
- We currently have five appointed persons.
- School Business Manager Ms Britton (First Aid trained) is the lead person. In her absence the other appointed persons are, Ms McDonald, Ms Thomson and Ms Baker – all members of the school Admin Team and all First Aid trained.
- Ms Baker will regularly check that materials and equipment are available and will order new materials when supplies are running low. The appointed person is responsible for the arrangement of adequate First Aid training for staff alongside SLT.
- Each Reception class and Nursery has their own First Aid Box. These need to be stored where they are visible and easy to access. There is a paediatric first aider in each of these classes, it is their responsibility to ensure their first aid boxes are replenished regularly and notify the lead appointed person if stock is running low.

Paediatric First Aiders: Ms Merritt (Nursery), Ms Hacker (Jade) and Ms Barker (Nursery).

- The school office is the main first aid room and this is where all first aid stock is stored, along with any medication including asthma pumps.
- When children attend visits off site, it is the responsibility of the adult in that class to collect and pack the first aid bag including asthma pumps. On return to school, it is also their responsibility to unpack the bags and put the asthma pumps back in the relevant boxes. Asthma pumps can be located in the storage unit in the kitchenette of the school office; each year group has a box of pumps clearly labelled with their school year. (Please also see the section on **Asthma**)



Lunchtime

Lunchtime first aid is administered in the conference room leading on to the playground. There will be a named first aider over this period. The first aider on duty reports any accidents that need a courtesy call home, to the school office at the end of her duty. If an ambulance is called the Headteacher needs to be notified immediately, (or the person in charge, eg; Deputy Headteacher, Assistant Headteacher). If it is not a head injury (see protocol below) the first aider and appointed person will use their discretion on injuries that may require a call home. If the child states that their injury is deliberate, then every attempt will be made to ensure that the learning mentor, teacher, Senior or Phase Leader calls home to inform parents of what action has been taken.

Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. The adults in the child's class-room should keep a close eye on the child. All bumped head accidents should be recorded in the accident book and their slip should be taken home to their parents. Courtesy calls to parents should be made if the child has a visible mark, serious cut to the head, a large bump (egg) or any signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital. Injuries to the face are also classed as a head injury.

Allergic reaction

All relevant staff are trained in recognising the signs of serious allergic reactions and in the administration of Epi-Pens. In case of a less serious allergic reaction a first aider should examine the child and follow care plan instructions.

Record Keeping

First Aid and Medicine books

All medical books are kept in the stationary cupboard. The school follows the HSE guidance on reportable accidents/ incidents for children and visitors.

Employees/staff

The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek first aid from any of the qualified First Aiders. All first aid treatment to staff should be recorded on an accident form that can be obtained from the office and reported to the appointed person. In case an accident/incident results in the individual being taken to hospital, where they receive treatment and/or are absent from work for 3 days or more, the appointed person needs to be notified. The appointed person and the Headteacher will review the accident/ incident and will decide if it needs to be reported to the Local Authority.

Asthma

- Children with Asthma do not require a care plan. In order for children's Asthma pumps to be kept in school an 'Asthma Pump consent' form (Appendix 2) must be filled out.
- It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children.



- Members of the office staff are to check the expiry date on the pumps regularly (at the end of each half-term) and inform parents should the pumps expire or run out.
- Asthma pumps should be kept in the Asthma pump storage unit in the child's year group box, this is located in the kitchenette of the school office.
- Each Pump is stored in a zip wallet clearly labelled with the child's name, along with a blue record book which should be signed with the date, time, and how many puffs was needed, by the adult supervising.
- Asthma sufferers should not share inhalers unless permission has been given by the parent for in case of an emergency.

Headlice

The school follows NHS advice on headlice. If a child has head lice, it is the responsibility of the parent to treat the child and the whole family. If a parent informs the school that their child has head lice, it will be treated in the strictest confidence. It is now usual for the school to send out letters to all parents of children in the class, or provide a general note in the newsletter.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox, measles etc; we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look.

The inspection of other rashes the same procedure should be followed. If we suspect the rash to be contagious (such as scabies, impetigo, conjunctivitis, etc.) we need to inform parents and request that children are treated before returned to school. In most cases once treatment has begun it is safe for children to return to school, however, we follow the guidelines from Public Health England for any exclusion period necessary.

It is the Headteachers' duty to decide if there is an outbreak of infectious disease and whether there is a need to report it to the local HPU (Health Protection Unit).



Appendix 1

Henry Green Primary School

Green Lane, Dagenham, Essex, RM8 1UR
 T: 020 8270 4466 F: 020 8270 4464
 E-mail: office@henrygreen.bardaglea.org.uk
 Headteacher: Mr Matt Murphy

Name _____ Class _____

If your child has any of the below please tick and specify.

| | | | | | |
|----------------------|------------------|-----------------|----------------------|--------------------|--|
| Asthma | Breath Holding | Cerebral Palsy | Chronic Constipation | Crohn's Disease | |
| Diabetes | Eczema | Allergies | Epilepsy | Hearing Impairment | |
| Heart Condition | Hyper Mobility | Leukaemia | Migraine | Missing Limb | |
| Moderate Haemophilia | Nose bleeds | Phobia | Bartter Syndrome | Seizures | |
| Sickle Cell | Sight Impairment | Systic Fibrosis | Other | | |

Any additional medical information we need to know ie; any medical professionals involved please list below:

If your child has any prescribed medication held at the school please list below:

Parent Signature _____ Date ____/____/____





Appendix 2

Henry Green Primary School

Green Lane, Dagenham, Essex, RM8 1UR

T: 020 8270 4466 F: 020 8270 4464

E-mail: office@henrygreen.bardaglea.org.uk

Headteacher: Mr Matt Murphy

Asthma Inhaler Consent Form

If you wish the school to administer inhalers, please complete and sign and return this form.

Child's name

Address _____

Parent's name(s)

Telephone Home _____ **Work** _____

General Practitioner Name

Telephone _____

If your child has an asthma attack, and does not have their own inhaler available, do you give permission for your child to use another identical inhaler? YES/NO

This form should be completed and returned to school together with an emergency reliever inhaler.

REMEMBER to update it or exchange it for a new one if treatment is changed. It is the parents responsibility to provide an in date inhaler to the school.

If the reliever has no effect after five to ten minutes we will call the child's doctor or an ambulance.

Medication: type/name of inhaler/ Colour: _____

Dosage/ how often: _____

I AM ENCLOSING A NAMED INHALER TO BE KEPT IN SCHOOL IN CASE OF EMERGENCY

Parent's signature _____ Date _____

