

**Provision of First Aid and
Medical Care Policy
Heathcote School and Science College**



Approved by the Governing Board: Summer 2023

To be reviewed: Every 1 Year

Next review due: Summer 2024

Other Documentation

This Policy should be used in reference with the following documents;

- Health & Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Equal Opportunities Policy
- Behaviour Policy
- Educational Visits Policy

This policy complies with the guidance contained within DfE Guidance on First Aid in Schools update 2014

- Managing Medicines in Schools and Early Years Settings (Department for Education and Skills / Department for Health) 2004
- Health and Safety at Work etc Act 1974 (HSWA)
- The Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- DfE Guidance 'Supporting Pupils at Schools with Medical Conditions' 2014

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Introduction

Heathcote School is committed to ensuring that every student, every member of staff and every visitor to our school will be provided with adequate first aid in the event of an accident or illness, no matter how minor or major. We are committed to developing and maintaining an environment in which our pupils' medical needs are catered for in such a manner that they feel valued, cared for and ready and able to learn.

Principles

The following framework underpins the approach to Provision of First Aid and Medicines at Heathcote School:

- Safety is paramount at all times
- All members of the school community are aware of the procedures to follow in the event of an accident, the support available and the role that they play
- Pupils and staff are familiar with the first aid procedures in operation and know who the current First Aiders are and how they can be located
- Effective management systems are in place to support individual children with medical needs
- Medicines are recorded, handled, stored and administered responsibly;
- Any forms, which parents / guardians are required to complete throughout the course of their child's schooling as and when medical support may be needed are available on request from the school
- First aid provisions are available at all times while pupils or employees are on school premises, and also off the premises whilst on visits, sporting events or trips
- All incidents involving medical assistance are properly recorded
- Children should feel valued and cared for as individuals at all times at Heathcote School

Roles and Responsibilities for First Aid and Medical Care Policy

Pupils	<ul style="list-style-type: none">- To report any accident or illness to a member of staff as soon as possible to ensure that appropriate provision can be made swiftly- To attend the medical welfare room in order to be assessed by the medical welfare officer and given the necessary first aid / medical attention- Not to use their mobile phone to contact parents / carers and, if they do, to understand that a sanction will be issued for using a banned item and the subsequent absence from school will be unauthorised
Parents	<ul style="list-style-type: none">- Provide sufficient and up-to-date information about their child's medical needs, including detailed care requirements- Update the School with any changes to medical care requirements- Accompany their child to school on the first day following any injury which affects their mobility (e.g. a sprain, fracture or break which required medical attention and resulted in the need for a cast, splint or mobility aid). This is so that a Risk Assessment can be completed with them before the start of the school day. Sufficient medical evidence (discharge summary / doctor's letter)

	<p>should also be provided to help complete the Risk Assessment and agree on how best to meet any specific medical needs during the recovery period. This will also assist us in ensuring that any reasonable adjustments required in school can then be arranged.</p>
All Staff	<ul style="list-style-type: none"> - To use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency; - To be familiar with the information provided on First Aid through emails, briefings and on noticeboards; - To take precautions to avoid infection and follow basic hygiene procedures; - If agreed, to administer medical procedures as part of an IHCP only when trained in the appropriate procedures; - Read and familiarise themselves with IHCPs for pupils; - Attend first aid training as directed by line manager.
First Aiders	<ul style="list-style-type: none"> - First aiders must be trained on a course approved by the Health and Safety Executive (HSE) or other relevant qualification; - First aiders must refresh or re-train at least every 3 years; - Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school; - When necessary, ensure that an ambulance or other professional medical help is called; - Carry (or have close access to) a school staff radio at all times when on duty; - In the case of serious injury or illness, contact the parent/guardian of the child requiring First Aid on the day that the incident occurred, before the child goes home; - Complete the medical section on Arbor after every medical incident - Complete the First Aid record after every external incident (for example on a school trip or sporting fixture) - Administers prescribed medicines as outlined in this and / or the Supporting Pupils with Medical Conditions policy.

<p>Medical Welfare Officer</p>	<ul style="list-style-type: none"> - Takes the lead in first aid across the school - Provides prompt basic first aid and emergency / basic medical treatment for sick or injured pupils and staff - Keeps accurate and timely records of illness, accidents and injuries in the Arbor medical log - Undertakes regular quality assurance, alongside the Assistant Head teacher/ Designated Safeguarding Lead, of the medical log and identify patterns and trends in student illness - Assesses and evaluate the medical needs of pupils who require medical intervention in school and write/ edit/ update Individual Health Care Plans (IHCP'S) with these pupils, their parents and medical professionals annually. - Takes responsibility for medicating and administering prescribed medicines to pupils in accordance with the Supporting pupils with Medical Needs policy. - Ensures that medication is stored safely, securely and is in within date. - Takes responsibility for pupils who need to undertake assessment of their medical condition during the school day (e.g. diabetic pupils) - Maintains and updates the Health Care Plan and Allergy Health Care Plan posters and ensure that all first aiders are aware of student medical needs and what to do in the event of an emergency. - Arranges for children or adults to be taken to hospital whenever serious injury or illness is evident or suspected. - Contacts parents/guardians promptly in the event of serious illness, accident or medical emergency or when a child needs to be collected from school due to illness. The medical team will contact parents / guardians if deemed necessary and must always report head or facial injuries as soon as possible. - Provides support when necessary for pupils' personal hygiene needs and talk to pupils about health and personal hygiene issues as required. - Arranges and liaises with the School Nursing team regarding pupils in need of school nurse support and obtains consent if/when necessary from parents/guardians. - Arranges and schedules vaccination/immunisation programmes in school for required pupils in communication with the Waltham Forest Vaccination team and the assistant head teacher in charge of medical care and provision. - Maintains sufficient supplies of in-school first aid equipment and those first aid kits required on school trips and visits. - Manage and oversee the defibrillator placements, servicing and status of the defibrillators. One in the Humanities building situated in the Oak unit whilst the second unit is placed in the main school office at reception.
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SLT in charge of Medical	<ul style="list-style-type: none"> - Monitor first aid incidents and report as appropriate; - Model excellent practice in relation to First Aid, and support colleagues where appropriate; - Actively seek improvements to all processes in relation to First Aid, and train staff as appropriate. - Takes charge when someone is injured or becomes ill; - Ensures that an ambulance or other professional medical help is summoned when appropriate; - Organises training for First Aiders, and ensures that they are sufficient in number at all times; - Informs staff of any pupils for whom medical conditions may impact on participation, in particular PE; - Re-assess the First Aid requirements on an annual basis, and ensures there are appropriate procedures for monitoring and reviewing the School's requirements; - Responsible for ensuring that all staff involved in Medical Care are appropriately trained and competent; - Monitoring the effectiveness of training for First Aid and Medical Care; - Responsible for ensuring all aspects of this policy are implemented; - Reviewing the effectiveness of this policy annually and amending as appropriate. - Undertakes Safeguarding Level 3 child protection training and take responsibility for the safeguarding of all pupils with medical needs
Headteacher	<ul style="list-style-type: none"> - Responsible for ensuring this policy is adhered to, and that all staff are trained appropriately; - Responsible for communicating First Aid arrangements to parents and carer; - Responsible for communicating the contents of this Policy to all staff; - Overall responsibility for IHCP's
Governing Body	<ul style="list-style-type: none"> - Responsible for ensuring that Health and Safety policies are in place, up to date, and adhered to.

Communication about First Aid Provision

- All staff, pupils and visitors at Heathcote School must be clear about First Aid provision, including: the location of equipment, facilities and first-aid personnel and the procedures for monitoring and reviewing the school's first-aid needs.
- First Aid notices are on display in prominent places around the school.
- First Aid information is included in the Staff Handbook which is given to all members of staff as part of their induction and is on the website.
- All First Aiders take First Aid refreshers training every three years, or more frequently as the need arises

First Aid Provision

First Aid medical boxes are located throughout the school, with at least one in each department office on the school site.

A trips medical pack is available from the Medical Welfare Officer, who is located in the school office, and must be taken on all trips and visits, including off-site P.E.

All first aid medical boxes are marked with a white cross on a green background. The minimum provision of first-aid items in each container is:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- one pair of disposable gloves;
- sterile wipes.

The travelling first aid medical pack contains a minimum of:

- a leaflet giving general advice on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile un-medicated wound dressing approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves;
- sterile wipes.

Department Leads are responsible for checking the First Aid boxes in their departments and requesting replacement items from the Medical Welfare Officer.

The Medical Welfare Officer is responsible for checking and re-stocking the First Aid containers at least termly. Spare stock should be kept in the school at all times.

The school has also purchased two defibrillators in case of serious medical emergencies and cardiac arrest on the school site or in the local community. These are located across the school site, one being in the main school reception and the second located in the Oak unit reception within the Humanities building.

Both defibrillators are auto operated and easy to follow with full operating procedures provided through an automated verbal instruction when opened

Hygiene/infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves, anti-septic gel and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to Waltham Forest and the Health and Safety Executive (HSE).

Waltham Forest policy states that Heathcote School and Science College must report any RIDDOR incidents to the *AIR* line via the Health, Safety and Wellbeing Team on 020 8496 4444 Option 3 for help and support. The team will request paperwork is completed by those within the school.

Arbor is also completed for **any** reportable injury, disease or dangerous occurrence within school. This includes: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease, and what happened immediately afterwards, and the name and printed name of the first aider. These reports are stored for at least 3 years. The record is normally completed by the First Aider dealing with the incident and the Medical Welfare Officer. It is the responsibility of each member of staff to ensure that the record is completed if they are involved in dealing with an incident.

The following incidents/accidents must be reported to Waltham Forest and the HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).
- Any accident or incident must be reported whether it is to an employee, service user, student, visitor or contractor. This includes any near miss* verbal abuse, assaults and violence.

*A near miss is an event not causing harm, but has the potential to cause injury or ill health.

(An example of a reportable near miss is a trailing cable across a walkway; this could potentially result in a head injury from tripping and falling on a corner of a desk. Another example is somebody working at heights and dropping a spanner off the side narrowly missing someone below.)

In the case of serious injury or illness, the First Aider contacts the child's parent/guardian as soon as possible on the day that the incident occurred, before the child goes home.

Implementation of Medicines

Notification and communication of a Medical Condition

A brief overview of a child's significant medical needs is included on the application form for all pupils new to the school.

When a new medical concern arises the parent/guardian must inform the School about the concern and treatment.

The procedures for putting an Individual Healthcare Plan in place are included in the Supporting Pupils with Medical Conditions policy.

Copies of all Individual Healthcare Plans are kept in the School Office and securely on the G drive.

Prescribed Medicines

Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The School only accepts medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

Medicines will never be accepted that have been taken out of the container as originally dispensed nor changes made to dosages on parental instructions.

Medicines are kept in labelled wallets in a secure cupboard in the school office.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicine for use by children, e.g. methylphenidate.

First Aiders or the Medical Welfare Officer may administer a controlled drug to the child for whom it has been prescribed, according to the prescription instructions. A child who has been prescribed a controlled drug may legally have it in their possession. It is permissible for the school to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.

The school keeps controlled drugs in a locked non-portable container stored in the school office. Only First Aiders and the Medical Welfare Officer have access to it. A record is kept with the container about the contents and pupils involved.

A controlled drug, as with all medicines, should be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

Misuse of a controlled drug, such as passing it to another child for use, is an offence.

Non-Prescription Medicines

Staff should **never** give a non-prescribed medicine to a child under 16 years old unless there is specific prior written permission (via email is sufficient) from the parents / guardian and the member of staff has received appropriate training.

A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.

If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

Self-Management

Children are encouraged, where possible, to take responsibility to manage their own medicines from a relatively early age. The age at which children are ready to take care of, and be responsible for, their own medicines, varies.

If a child is old enough to administer their own medicine, their parent/guardian must complete a consent form in order to allow them to do this during the school day. On the consent form, parents/guardians specify whether the child needs to be supervised during the administering of medicine or otherwise.

Record Keeping

Parents / carers should tell the school or setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber.

Our Information Management System (Arbor) must be completed each time medicines are given to a child.

Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out of school. The impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on a child and their family.

Any particular needs for a child will be outlined by the parent/guardians prior to the child starting on the Admissions Form or when a child first develops a medical need.

For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written health care plan for such children, involving the parents and relevant health professionals.

Short-Term Medical Needs / Unexpected Injuries

Should your child sustain an injury – inside or outside of school – which affects their mobility. For example, a sprain, fracture or break which required medical attention and resulted in the need for a cast, splint and or a mobility aid (*such as crutches*).

In this instance, you would be required to accompany your child to school on their first day of return following the injury and enter via the main school reception. Michelle Heath (Medical Welfare Officer) would then complete a Risk Assessment with you before your child starts their day.

At this meeting, parents / guardians should provide sufficient information - including any medical evidence (*discharge summary / doctor's letter*) about your child's condition and care needed at school - to help us to complete the Risk Assessment and agree on how best to meet any specific medical needs during the recovery period. This will also assist us in ensuring that any reasonable adjustments required in school can then be arranged.

Sporting Activities

Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Unacceptable Practice

At Heathcote School and Science College we reject the following practice:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents/guardians, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent/guardian should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Provision of First Aid

The school has considered risk on the site and regularly train an appropriate number of First Aiders. Monitoring of training and capacity is undertaken by the School Business Director and HR Manager. Whenever first aid is administered, this is recorded on Arbor. These records are checked periodically by the DSL and any concerns or pertinent analysis reported to the School Business Director or Headteacher.

The school designated First Aider(s) are:

Staff Member	Basic First Aid	First Aid at Work Level 3	First Aid at Work level 3 with Paediatric bolt on
Lee Greaves		27/04/2021-26/04/2024	
Leonard Smith			01/03/2022-28/02/2025
Michelle Heath		18/08/2022-17/08/2025	
Natasha Jackson			01/03/2022- 28/02/2025
Neil Hutchins		27/04/2021-26/04/2024	
Oliver Monksfield	01/06/2020-31/05/2023		
Paulina O'Neil			01/03/2022- 28/02/2025
Romao Goth			01/03/2022- 28/02/2025
Sam Sinclair	Current certificate exp 15.05.22		Booked onto Paediatric 2 day course July 2023
Sandra O'Dwyer	15/12/2020-14/12/2023		
Zarin Abedin		27/10/2020-27/10/2023	
Katie Gittins			Booked onto 2 day Paediatric course July 2023
Gavin Prince			01/03/2022- 28/02/2025
Debra Mills			01/03/2022- 28/02/2025
Christine Everitt			01/03/2022- 28/02/2025
Caroline Warden			01/03/2022- 28/02/2025
Ben Smith			01/03/2022- 28/02/2025
Agnieszka Domanska			01/03/2022- 28/02/2025
Catherine Whichelow		27/04/2021-26/04/2024	

Danielle Clancey		27/04/2021-26/04/2024	
Dawn Roche			01/03/2022- 28/02/2025
Helen Baker		27/04/2021-26/04/2024	
Joshua French		27/04/2021-26/04/2024	
Lynette Holis		27/04/2021-26/04/2024	

First aid boxes are provided in:

Location	Boxes	Building	Room no.
School Office	1 large 1 small	Main School	H47
Medical Room	1	Main School	H48
Kier Site Office	1	Main School	H88
School Kitchen	1	Main School	
Food Tech Department	1	Main School	H56
Science Department	1	Main School	H134
P.E Department	1	Main School	H10
Art Department	1	Main School	H210
School Minibus	1 large	Main School	Car Park
School Minibus	1 medium	Main School	Car Park
School Trips Pack	3 small	Main School	H47
Main Reception	1	6 th form	H47
Site Office	1	6 th form	623
Canteen	1	6 th form	
Science Prep Room	1	6 th form	613
Construction Room	1	6 th form	621
LRC	1	6 th Form	
Staff Room	1	6 th From	6107
Food Tech Room	1	Humanities	718
Science Prep Room	1	Humanities	711
Kitchen	1	Humanities	716
Oak Unit	1	Humanities	

The person(s) responsible for checking and maintaining the contents of first aid boxes is:
Heads of Department and **Michelle Heath** (Medical Welfare Officer)

The school has two defibrillators, 1 is located in the Main Office (H47) the other is in the Oak Unit reception, Humanities Building.

The school has purchased 2 Epipens and 3 Asthma inhalers and spacers in case of emergency.

All relevant staff will be trained in the use of these.

Details of medical conditions are shared with staff on a need to know basis and food allergies are shared with the Kitchen Manager.

All staff are regularly reminded of the circumstances in which pupils should be sent to the Medical Room, unless it is an emergency or associated with a pupil's medical conditions. Unless it is an emergency, no pupil should be sent home without the permission of a member of the Senior Leadership team. The following information is regularly shared with staff.

Implementation of First Aid

What is First Aid?

- Cardiac Arrest
- Burn or Scald
- External bleeding
- Unconsciousness/Collapse/fainting/sudden dizziness
- Seizure
- Suspected fracture of a limb
- Vomiting/diarrhoea
- Suspected or actual head injury
- Asthma attack/ asthmatic symptoms
- Those with specific permission/ taking medication

In any of these situations alert the main office who will ensure the first aider on duty deals with the issue

What is NOT first aid

- Headache
- Stomach ache
- Feeling sick
- Toothache
- Period pains
- Minor grazes
- Blisters
- General “not feeling well”

In any of these situations pupils are not allowed to be sent out of lessons and must see their HOY either before school, break or lunchtime who will assess the situation and request permission for the pupil to see a first aider if appropriate.

Any pupil that is sent out of lesson for feeling unwell and not first aid will be sent back to the classroom or area they came from.