

One Degree Academy

First Aid and Medical Care POLICY

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1. Introduction

One Degree Academy is committed to ensuring that every pupil, every member of staff and every visitor to the academy will be provided with adequate first aid in the event of an accident or illness, no matter how minor or major.

As the employer One Degree Academy retains overall responsibility for Health and Safety of all staff, students and visitors including parents and contractors.

One Degree Academy is totally 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.

1. Statutory framework and other guidance

a. This policy complies with the guidance contained within:

- DfE Guidance on First Aid in schools update 2014
- Statutory framework for the early years foundation stage March 2021
- Health and Safety at Work etc Act 1974 (HSWA)
- The Health and Safety (First-Aid) Regulations 1981
- RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- DfE Guidance 'Supporting Pupils at school with Medical Conditions' 2015
- Management of Health and Safety at Work Regulations 1999

2. Principles

a. The following framework underpins the approach to First Aid and Medicines at One Degree Academy:

- Safety is paramount at all times;
- All members of the academy 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 academy;
- First aid provisions are available at all times while pupils or employees are on academy premises, and also off the premises whilst on visits or trips;
- All incidents involving medical assistance are properly recorded;
- Children should feel valued and cared for as individuals at all times at One Degree Academy.

3. Roles and responsibilities for First Aid and Medical Care Policy

Pupils

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- To report any accident or illness to a member of staff as soon as possible to ensure that appropriate provision can be made swiftly.

Parents

- Provide sufficient and up-to-date information about their child's medical needs, including detailed care requirements;
- Update the academy with any changes to medical care requirements.

All staff

- To use their best endeavours at all times, particularly in emergencies, to secure the welfare of students 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 as part of their induction programme, in the staff handbook and on the notice board in the staff room which is regularly updated by the Health and Safety Appointed Person;
- 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.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

EYFS Teachers

- Must ensure there are sufficient staff available at the provision that hold a current paediatric First Aid certificate

First Aiders

- All employees providing first aid at ODA must have an appropriate first aid qualification and remain competent to perform their role. 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 the academy;
- When necessary, ensure that an ambulance or other professional medical help is called;
- In the case of serious injury or illness, contact the parent/carer of the child requiring First Aid on the day that the incident occurred, before the child goes home;
- Complete the appropriate medical care forms after every incident;
- Administers prescribed medicines as outlined in this policy.

Appointed Person

- Takes charge when someone is injured or becomes ill;
- Looks after the first-aid equipment eg restocking the first-aid containers, ensuring the location of equipment is appropriate;
- 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;
- Maintains a database of health plans for pupils with known medical conditions;

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- Re-assess the First Aid requirements on an annual basis, and ensures there are appropriate procedures for monitoring and reviewing the academy'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.

Principal

- 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.

Governing Body

- Responsible for ensuring that Health and Safety policies are in place, up to date, and adhered to.
- makes sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment;
- Retains overall responsibility to ensure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed for all Health and Safety matters.

Unless it is specified in a contract being a first aider is a voluntary activity and no employee can be required to undertake training.

4. Implementation:

a. Assessment of First Aid Requirements

The Health and Safety appointed person carries out risk assessments of the whole academy and all related activities (see Health and Safety Policy). These take place at least annually and when circumstances alter either personally or by middle leaders. Recommendations on measures required to prevent or control identified risks must be forwarded to the Principal.

The Principal considers the findings of the annual risk assessment in determining appropriate first aid provision including the number of first aid personnel required (there is no set number for size of academy, but rather depends on the risk assessment).

b. Particular consideration is given to issues arising from:

- the current size of the academy, and its future growth;
- the age range of the pupils, including those in EYFS;
- the current and future accommodation of all parts of the academy (e.g. temporary buildings in 2021);
- the proximity of pupil activity to building works, both within the building and in outside space;
- the needs of staff and students with special health needs or disabilities; off site P.E.;
- residential activity and off site visits;

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- the number and location of Science labs, DT and Art rooms;
- adequate cover in case of absence;
- adequate cover at breaks and lunchtimes;
- out of hours provision e.g. clubs and events.

Arrangements are made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when anyone is on the academy premises.

Risk assessment will determine the need and numbers of first aid personnel.

ODA will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.

The Governing Body will ensure that there are sufficient trained members of staff to meet statutory requirements and the assessed needs, allowing for staff that are absent or off-site.

c. Communication about First Aid Provision

All staff, pupils and visitors at One Degree Academy must be clear on First Aid provision, including: the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the academy's first aid needs.

First Aid notices are on display in prominent places around the academy, including at least one on each floor of each phase of the building, as well as in the staff room and communal pupil areas.

First Aid information is included in the Staff Handbook which is given to all members of staff as part of their induction.

Health and Safety, including First Aid training if relevant for all staff takes place annually.

The receptionist should be notified of any First Aid concerns immediately (by staff or pupils). He/she will contact the First Aider on duty (via an online service / in person).

d. First Aid Provision

First Aid Containers are located in the school main office.

A travelling container is available from Reception and must be taken on all trips and visits, including offsite PE.

The contents of each container will be at least the minimum suggested by The Health and Safety (First-Aid) Regulations 1981: Guidance on Regulations (see appendix 2 of the above for suggestions).

Risk assessments will highlight any additional supplies that may be required in various locations. Drugs, medicines and tablets will not be kept within the first aid container. The container should be immediately recognisable as a first aid container and be green in colour with a white cross.

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The Appointed Person is responsible for checking and restocking the First Aid containers at least termly. Spare stock should be kept in the academy at all times.

ODA nominated first aid accommodation is located at the main academy reception.

No child should be left unsupervised in a First Aid room.

e. 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, antiseptic gel and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

f. Reporting

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

The academy First Aid Medical system is completed for any reportable injury, disease or dangerous occurrence. 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 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. 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 accidents must be reported to HSE if they injure either the academy's employees during an activity connected with work, or self-employed people while working on the premises:

- RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).
- accidents which prevent the injured person from doing their normal work for more than 7 days (including acts of physical violence).

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay (eg by telephone). This must be followed up within ten days with a written report. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days

In the case of serious injury or illness, the First Aider contacts the parent/carer of the child on the day that the incident occurred, before the child goes home.

5. Medicines

a. Notification and communication of a Medical Condition

A brief overview of a child's significant medical needs is included on the enrolment form for all pupils new to the academy. When a new medical concern arises the parent/carer must inform the academy about the concern and treatment.

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Copies of all Individual Healthcare Plans will be kept on the shared staff drives that all staff have access to.

b. Prescribed Medicines

Medicines should only be brought to academy when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the academy 'day'. The academy only accepts medicines that have been prescribed by a doctor, dentist, nurse prescriber or recommended by a pharmacist. 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 a secure container in the First Aid room.

c. 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 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 academy 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 academy keeps controlled drugs in a locked non-portable container stored in the First Aid room. Only First Aiders 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. See the Drugs Policy for further information.

d. 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 from the parents, 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.

Long-Term Medical Needs

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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 academy. 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/carer prior to the child starting on the Enrolment 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.

e. Administering Medicines

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check: the child's name, prescribed dose, instructions and expiry date.

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the academy or setting.

f. 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/carer must complete a consent form in order to allow them to do this during the academy day. On the consent form, parents specify whether the child needs to be supervised during the administering of medicine or otherwise.

g. Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow the procedures on the child's health plan if there is one in place. Parents should be informed of the refusal as soon as possible, and in all cases on the same day before the child goes home.

6. Record Keeping

ODA will keep an up-to date record of:

- Any medication administered and by whom;
- Training undertaken;
- Individual Health Care Plans;
- Emergencies etc.

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Parents should tell the academy 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.

The online form must be completed each time medicines are given to a child. This is a statutory requirement in EYFS, and is good practice in the rest of the academy.

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.

7. Unacceptable practice

At One Degree Academy we reject the following practice:

- preventing 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 academy activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the academy office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition eg 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, or otherwise make them feel obliged, to attend academy to administer medication or provide medical support to their child, including with toileting issues.
- No parent should have to give up working because the academy 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 academy life, including academy trips, eg by requiring parents to accompany the child.

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8. Monitoring and Review

Periodic reviews should be undertaken by the Principal/First Aid lead particularly after any operating changes, guidance or legislation changes, as well as any accidents/incidents, to ensure that provision remains appropriate.

In evaluating the policy the Principal will gather feedback from pupils, parents, academy healthcare professionals, specialist nurses and other relevant healthcare professionals, academy staff and local emergency care services. The views of pupils with medical conditions are central to the evaluation process.

The Governing Body will review this policy annually or earlier if necessary and assess its implementation and effectiveness.