

Each day, discovery.



ELTHAM COLLEGE

**13a Medical and First Aid Policy**

**Last reviewed: June 2017**



## Version Control Information

Reason For Amendment	Name	Date	Main changes
Annual Review	Lead Nurse	August 2016	
Clarification of requirements for school trips	Lead Nurse	June 2017	
Annual Review		August 2017	Updated to reflect change of medical centre location

## Other Related Documents

- Health and Safety Policy Statement;
- Health and Safety Policy;
- Travel (School Trips) Policy;
- Anaphylaxis Guidance;
- Asthma Guidance;
- Biohazard Spills Guidance;
- Confidentiality (Medical Centre) Guidance;
- Mental Health Guidance;
- Staff Medical Questionnaire;
- Head Injury Guidance.



## 1 Framework

- Eltham College is an inclusive community that aims to support and welcome students with medical conditions;
- All staff understand and are trained in the school's general emergency procedures;
- Eltham College has clear guidance on the administration of medication at school;
- Eltham College has clear guidance on the storage of medication at school;
- Eltham College has clear guidance about record keeping;
- Eltham College is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this;
- Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy;
- The medical conditions policy is regularly reviewed, evaluated and updated.

## 2 Medical and First Aid Policy

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981), it is the responsibility of the Governing Body to ensure adequate and appropriate first aid provision at all times when there are people on the school premises and for staff and students during off-site visits and activities.

In order to ensure First Aid provision, it is the policy of the school that:

- There will be sufficient numbers of trained personnel together with appropriate equipment available to ensure someone competent in basic first aid techniques can rapidly attend an incident at all times when the school is occupied;
- A qualified First Aider is always available during normal school hours;
- Appropriate First Aid arrangements are made whenever staff and students are engaged in offsite activities and visits.

## 3 Responsibilities

The Health and Safety Committee, on behalf of the governing body is responsible for ensuring:

- First aid needs are assessed and addressed;
- Sufficient numbers of suitably qualified first aiders are available during school hours;
- Appropriate first aid cover is available for out-of-hours and off site activities.

The School Nurse is responsible for:

- Assessing first aid needs throughout the school;
- Advising on appropriate levels of first aid provision;
- Identifying first aid training needs;
- Maintaining a record of all first aid training undertaken by school staff;
- Arranging attendance on external first aid courses;
- Liaising with the Health and Safety committee on first aid issues;
- Providing first aid support during school hours;
- Organising provision and replenishment of first aid equipment;
- Maintain records of accident reports and treatment given in the school and medical centre.



Qualified first aiders are responsible for:

- Responding promptly to calls for assistance;
- Providing first aid support within their level of competence;
- Summoning medical help as necessary;
- Recording details of treatment given.

Teachers of PE on each school site are responsible for:

- Ensuring appropriate first aid cover is available at all sporting activities;
- Ensuring first aid kits are taken to all practice sessions and matches.

Junior school staff are responsible for:

- Assessing and treating minor injuries;
- Liaising with the nurse for advice when necessary.

All staff are responsible for:

- Acting in capacity of a responsible adult in the event of an emergency;
- Accurately recording all accidents on the relevant Accident form and giving to the school nurse;

Carrying out risk assessments for any off-site trips and ensuring that adequate first aid provisions are taken. (First Aid Kits are available from the School Nurse). Where possible, a qualified first aider will accompany any school trips. With residential trips, it is school policy that a member of staff will hold at least the Level 2 emergency first aid certificate. A first aid bag should always be taken on such visits by the first aider or the appointed person. Pupils with medical conditions are identified for each trip, and the trip leader informed.

## **4 First Aid Risks**

The Health and Safety Committee and School nurse carry out a continuous assessment of first aid needs. The assessment takes account of:

- Numbers of students, staff and visitors on site;
- Layout and location of buildings and grounds;
- Specific hazards;
- Special needs;
- Out of hours and off site activities.

The assessment identifies:

- How many first aiders are needed during the school day;
- Out of hours and off site arrangements;
- High risk areas needing a qualified first aider within the department;
- First aid equipment needed;
- Location of first aid equipment;
- Necessary first aid notices and signs;
- Good practice in record keeping.



## **5 Numbers of Students and Staff on Site**

During the school day there are an approx. 675 Students, and 120+ staff at the Senior School, and 220 Students and 30 staff in the Junior School. Although there are no hard and fast rules about how many first aiders a school should have per capita, Health and Safety guidelines recommend a minimum of one qualified first aider for every 100 people on site. At Eltham College we have approx. 33 qualified first aiders who hold the first aid at work in the Senior School and 9 in the Junior School.

## **6 Layout and Location of Buildings and Grounds**

Both senior and junior school sites are large with extensive grounds and some scattered buildings. Accidents can happen anywhere at any time and therefore all staff should be trained in basic first aid skills and should know how and when to obtain help in an emergency.

## **7 Specific Hazards**

Accident statistics can indicate the most common times, locations and activities at which accidents occur at school, highlighting areas where students and staff may be at greater risk of injury. Review of these statistics show that injuries and accidents are most likely to occur during games/PE lessons and matches, during science, technology and art lessons, at break-times, in the kitchen and maintenance departments. Out of hours and off site activities may present particular risks depending on the location and nature of the activity and the numbers of students and staff involved.

## **8 Special Needs**

There are some students who have specific health needs. The school nurse will give advice to staff as appropriate. Parental consent to the sharing of health information in school is obtained when the child joins the school.

## **9 Out of Hours and Off-site Activities**

Many school activities take place outside of normal school hours and off site. First aid provision must be available at all times while people on the school premises and when on school trips or visits.

## **10 Provision of First Aid Personnel and Equipment**

The school has a well-equipped treatment room staffed by a registered nurse and a nursing assistant. It is open throughout the school day to deal with everyday accidents and injuries, as well as the emotional well-being of the child. The school nurse carries a mobile phone to enable contact at any time during the day. If the school nurse is off-site for any reason the staff will be informed of her absence and the nursing assistant will be present. If the occasion arises where both nurse and assistant are off site a notice of procedure to be followed will be displayed.

## **11 First aiders**

A current up to date list of qualified first aiders is available from the Medical Centre and in every First Aid box.

## **12 First Aiders in Higher Risk Areas**

P.E.: All PE staff to be qualified first aiders.

Kitchen: Minimum of 1 qualified first aider.



Art Department: Minimum of 1 qualified first aider.

Science Department: Minimum of 1 qualified first aider.

Maintenance: Minimum of 1 qualified first aider.

### 13 First Aid Kits

First aid kits are located in many areas of the school and are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. The contents of first aid kits may vary depending on the particular needs in each location (for example, blue detectable plasters in the kitchen). The school nurse will provide first aid kits as appropriate. The Games and PE staff are allocated several first aid kits, and are taken to practices and matches. The kit is returned to the school nurse for restocking once a term.

A first aid kit should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from available from the nurses.

All minibuses must carry a first aid kit.

The school nurse and assistant are responsible for the checking and restocking of first aid kits/boxes. The school nurse should be notified when items have been used so they can be replaced without delay.

#### 13A Location of First Aid Boxes

ABH
<b>ART DEPT</b>
ART
SCU
<b>DESIGN AND TECHNOLOGY</b>
STUDIO 1
STUDIO 2
STUDIO 3
CORRIDOR NEAR TECHNICIAN'S ROOM
<b>SCIENCE LABS</b>
PREPARATION LAB G/FLOOR
B2
BIOLOGY LAB
C1
C2
C3
P1



P2
SCHOOL OFFICE
JUNIOR SCHOOL STAFF ROOM
KITCHEN
MAINTENANCE WORKSHOP
SCHOOL KEEPERS OFFICE
GROUNDS STAFF OFFICE
LIBRARY
MUSIC DEPT
PAVILLION
GERALD MOORE
MISSION CONTROL

It is essential that there is accurate, accessible information about how to obtain emergency aid. All new staff and students should be provided with information about how to obtain first aid assistance.

This should include:

- Location of Medical Centre;
- How to contact school nurse in an emergency;
- Dealing with an accident in the nurse's absence;
- Names of qualified first aiders;
- Location of first aid kits;
- How to call an ambulance in an emergency.

First aid notices should be posted in communal areas such as corridors and entrance halls and in high-risk areas such as science, technology, and games departments.

Notices should be easily recognisable through the use of the standard first aid symbol and should include information on:

- Names, location and telephone numbers of qualified first aiders;
- Location of first aid boxes;
- Emergency telephone numbers within the school;
- Arrangements for obtaining emergency aid outside normal hours e.g. how to call an ambulance.

Rooms where first aid kits are located should be clearly marked with a sign.

All first aid notices should be checked regularly for accuracy and amended as necessary.



## 14 Training

A qualified first aider is someone who holds a valid certificate of competence in first aid at work. The certificate must be issued by an organisation approved by the health and safety executive, such as Red Cross or St John Ambulance, and must be renewed every three years.

The school nurse and assistant will arrange for staff to attend the first aid at work and the re-qualification courses as required.

An appointed person is someone who has attended a minimum of four hours first aid training (renewable every three years) and is competent to give emergency aid until further help arrives.

Students should be encouraged to learn first aid skills through schemes such as the Duke of Edinburgh and Heartstart UK.

Additional first aid training may be provided by the school nurse for those with special health needs.

## 15 Emergency Procedures

Depending on the severity of the injury or illness, a casualty should either see the school nurse at the next appropriate opportunity e.g. break or lunchtime, or go immediately to the school nurse. During lessons times students may be accompanied by a responsible friend if appropriate.

In the event of a severe illness or injury the school nurse and / or ambulance should be called to attend without delay.

If the school nurse or assistant is not available, one of the qualified first aiders or school receptionist should be contacted.

Whenever possible someone should remain with the casualty until help arrives.

If an ambulance is called, the school receptionist should be informed as soon as possible and someone should go to the front of school to give directions to the ambulance crew.

Parents / next of kin of the casualty must be notified and a responsible adult should accompany the casualty to hospital with written details of the incident and any treatment / drugs given.

## 16 Reporting and Record Keeping

Staff have a duty to record accidents and incidents in order to protect both themselves and/or the person(s) involved.

During school hours all accidents (students and staff) must be reported to the school nurse or assistant, who will record them in her records or on an accident report sheet as appropriate. Outside of normal school hours all accidents on- site, off-site, trips and sporting events, whilst on school business should be recorded on a school Accident/Injury/illness Record form. Accident forms are kept for a minimum legal period of 3 years.

The form can be found in the school office, mission control, the PE department and the junior school. Each section of the form should be fully completed by the first aider or person dealing with the incident, and handed to the school nurse. The school nurse will file the form in a folder which will be stored securely and kept confidential in accordance with the Data Protection Act.



## **17 Infection Control in the Event of an Epidemic or Pandemic Disease**

The school will follow all the procedures and guidelines set out by the Health Protection Agency (HPA) and the Department of Health (DoH) in the event of an actual or potential actual epidemic or pandemic outbreak of a disease. These will depend upon the alert level set by the World Health Organisation.

Following consultation with the local authority, Board of Governors and senior school staff, guidance and information will be posted for parents and guardians on the school website. The School will also use email, text and telephone to convey any changes in status.

It is difficult to determine the consequences for the school in the event of a widespread epidemic. The school will make every attempt to continue to operate normally unless advised otherwise by Public Health England. Flexibility will be required of all staff and students. Good hygiene is always encouraged within the school community in order to minimise the spread of any infection and keep disruption of normal school life to a minimum.

The Medical Centre will be prepared and will follow guidance set by the HPA. Isolation areas will be established with appropriate procedures and materials to prevent the spread of infection.



## 18 Accident / Injury / Illness Record

Please fill in one of these forms if accident, injury or illness occurs **outside of school hours, while on a school excursion or at a sporting event**. Complete each section fully and hand to the **school nurse** The completion of this form is a legal requirement. **(Please continue on the back of this form if needed.)**

### About The Person Who Had The Accident, Injury Or Illness

Name			
Staff <input type="checkbox"/>	Pupil <input type="checkbox"/>	Visitor <input type="checkbox"/>	
Address (if visitor)			
Postcode			
Telephone			

### Details of the Accident, Injury or Illness

Date		Time	
Where it happened			
How did the accident happen?			
Description of Injury			
What First Aid treatment was given?			
What happened to the person immediately afterwards? (include times where known)	Went Home <input type="checkbox"/>	Time:	
	Parent/Carer Called <input type="checkbox"/>	Time:	
	Taken to A & E <input type="checkbox"/>	Time:	
	Other		

### About the Person Dealing with the Accident, Injury or Illness, Filling in this Record

Name		Date	
Signature			



## **19 Medical Policy statement**

Eltham College is an inclusive community that aims to support and welcome students with medical conditions.

Eltham College aims to provide all students with all medical conditions the same opportunities as their peers.

### **19A We will help to ensure that:**

- They can be healthy;
- They can stay safe;
- They can enjoy and achieve;
- They can make a positive contribution;
- All staff understands their duty of care to children and young people in the event of an emergency;
- Staff feel confident in knowing what to do in an emergency;
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood;
- This school understands the importance of medication being taken as prescribed;
- All staff understands the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on students.

### **19B Key Staff Understand and are Trained in what to do in an Emergency for the Most Common Serious Medical Conditions at this School**

Key staff at this school are aware of the most common serious medical conditions at this school.

Eltham College medical plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.

If in the case of an emergency a copy of the student's medical care plan will be sent to the emergency care setting with the student.

### **19C Eltham College has Clear Guidance on the Administration of Medication at School**

#### **Administration – Emergency Medication**

All students at this school with medical conditions have easy access to their emergency medication.

All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.



Students who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

### **Administration – General**

All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff at this school.

Eltham College understands the importance of medication being taken as prescribed.

Training is given to all staff members who agree to administer medication to students, where specific training is needed.

Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

If a student at this school refuses their medication, staff records this and follow procedures. Parents are informed as soon as possible.

All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

## **19D Eltham College has Clear Guidance on the Storage of Medication at School**

### **Safe Storage – Emergency Medication**

Emergency medication is readily available to students who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Most students at this school carry their emergency medication on them at all times. Students keep their own emergency medication securely.

Students at this school are reminded to carry their emergency medication with them.

Students, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

### **Safe Storage – Non-emergency Medication**

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed.



### **Safe Storage – General**

There is an identified member of staff who ensures the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

An identified member of staff checks the expiry dates for all medication stored at school.

The identified member of staff, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with instructions, paying particular note to temperature.

Some medication for students at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area.

### **Safe Disposal**

Sharps boxes are used for the disposal of needles.

## **19E Eltham College has Clear Guidance about Record Keeping**

### **Enrolment Health Forms**

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.

### **Medical Care Plans**

Eltham college uses a medical care plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the medical care plan if required. For example, if the medical condition directly impacts on a student's learning, then the student will have a LSP (Learning Support Plan) which reflects this.

A medical care plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition.

This is sent:

- at the start of the school year;
- at enrolment;
- When a diagnosis is first communicated to the school.



Every student with a medical care plan at this school has their plan discussed and reviewed at least once a year.

### **Day to Day Health Records**

Records dealing with health needs, injury and illness are maintained and kept by the school nurse on computer, alongside a medical record book. Access to these records are restricted to the school nurse. When appropriate, the school nurse can share information with the headmaster, deputy head, Pastoral care team, form tutors, parents and student concerned. The school nurse is bound by the Nursing and Midwifery Council Code of Professional Conduct to maintain confidentiality.

Records dealing with social and psychological well-being are kept by the school nurse in a locked filing cabinet. Disclosure of information can only be made in the case of a child protection issue, the risk of self-harm or with the consent of the student.

### **Storage and Access to Medical Care Plans**

Parents and students at this school are provided with a copy of the student's current agreed medical care plan.

Healthcare plans are kept in a secure central location at school.

All members of staff who work with groups of students have access to the medical care plans of students in their care.

When a member of staff is new to a student group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the medical care plans of students in their care.

Eltham College ensures that all staff protect student confidentiality.

Eltham College seeks permission from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

### **Use of Medical Care Plans**

Medical care plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care;
- Remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times;
- Identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers;
- Ensure that all medication stored at school is within the expiry date;
- Ensure this school's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency;
- Remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.



### **19F Consent to administer medicines**

If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent giving the student or staff permission to administer medication on a regular/daily basis, if required.

If a student requires regular/daily help in administering their medication, then the school outlines the school's agreement to administer this medication on the student's healthcare plan.

### **19G Residential visits**

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours' activities where medication is required. These are accompanied by a copy of the student's medical care plan.

All parents of students with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

The residential visit form also details what medication and what dose the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away.

## **20 Monitoring and Review of the Policy**

Medical and first aid arrangements are continually monitored by the school nurse and are formally reviewed annually to ensure the provision is adequate and effective. Annual reviews will be carried out by the school nurses, and the health and safety committee with additional reviews following any significant changes in structure, such as new buildings, relocation or changes in staffing and/or student numbers.