



HEADLEY PARK
PRIMARY SCHOOL



**Policy and Procedures for Supporting Pupils at
Schools with Medical Conditions, (formerly known
as Administration of Medicines) First Aid and
Dealing with Bereavement**

Document 1 – Policy Statement and Responsibilities

Produced by the Risk Management and Reassurance Director, Delegated Services, (RM&R D), as
Competent Person for the Establishment

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FOREWORD

This document (Document 1 of 2) has been prepared to provide guidance on the policy and procedures for Supporting Pupils at Schools with Medical Conditions, (formerly known as Administration of Medicines) First Aid and Dealing with Bereavement in Education Establishments. The requirements for statutory provision of Supporting Pupils at Schools with Medical Conditions, First Aid and Dealing with Bereavement have been taken into account. It flows from section 3.1.2 of the DS General H&S Policy under 'Arrangements'.

It is the first of two documents. Document 2 expands on these policy statements and responsibilities - giving more detailed information about first aid, administering treatment, emergency procedures and dealing with bereavement.

AUTHORITY FOR ISSUE

This document is issued under the guidance of the RM & R Director of Delegated Services. This document is our partnership's intellectual property and must not be shared, copied, relayed or otherwise transmitted by any means in any part or as a whole, without prior agreement and permission.

REVISION

Risk assessments for first aid and the management of medical needs will be reviewed and updated towards the end of each academic year and at the start of the next academic year. This will enable the previous year's experience to be assimilated and information about new starters, adults and children, to be obtained.

If a sudden change in plans for an activity occurs, an on-the-spot re-assessment can be done. This is sometimes called a dynamic risk assessment.

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1 Introduction

- a) This Statement of Policy has been approved by the governors of Headley Park Primary School. It should be read in conjunction with the DfE Statutory Guidance “Supporting Pupils at Schools with Medical Conditions’ 2014 updated 2015, “Guidance for First Aid for Schools” 2014 and the “Statutory Framework for the Early Years Foundation Stage” 2014 updated 2018.
- b) This DfE document includes a duty to make arrangements to support pupils with medical conditions. These functions can be conferred on a governor, a headteacher, a committee or other member of staff as appropriate. Help and cooperation can also be enlisted from other appropriate persons. However, the governing body, proprietor or management committee remains legally responsible and accountable for fulfilling their statutory duty.
- c) Education Establishments, local authorities, health professionals and other support services should work together to ensure that children with medical conditions receive a full education. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the local authority. The local authority must secure that the plan provides for the child or young person to be educated in a maintained nursery school, mainstream school or mainstream post-16 institution, unless that is incompatible with:
 - i) the wishes of the child’s parent or the young person, or
 - ii) the provision of efficient education for others.
- d) Under Workplace Reform teachers’ conditions of employment do not include in giving medication or supervising a pupil taking it. However, education establishments cannot refuse to take responsibility for supporting pupils at schools with medical conditions. It should be an integral part of the establishment’s approach to safeguarding pupils. They must strive to be an inclusive institution and appeal for volunteers from the staff as a whole to come forward. If not, the establishment must manage change to include in appropriate jobs/recruit as necessary.
- e) The Health and Safety (First Aid) Regulations (updated 2018) require employers to provide trained persons, equipment etc., to deal with First Aid emergencies and ill-health occurring at work.

First Aid is provided to:

- Preserve life
- Limit the effects of the condition and
- Promote recovery.

- f) The purpose of the Bereavement content is to assist everyone involved at a time when there maybe shock, upset and confusion ensuring that there is as

little disruption as possible, effective communication takes place and each member of the establishment is supported to help them through a very difficult period of time.

2 Policy

- a) This policy applies to all **employees, pupils, visitors** and **service users** of the education establishment. It is explicit about what practise is and is not acceptable.
- b) The **governing body /management team** will put arrangements in place to support pupils with medical conditions. They will ensure arrangements are in place for children who are competent to do so, to manage their own health needs and medicines.
- c) This policy will be readily accessible for **parents/carers** and establishment staff.
- d) The governing body delegate the overall responsibility for policy implementation to the **Headteacher/Manager**.
- e) The **governing body** require that Individual Healthcare Plans are implemented and reviewed appropriately, with a designated person responsible for their collation/acquisition/updating from relevant medical professionals.
- f) Supporting Pupils at Schools with Medical Conditions is primarily a **parent/carer** responsibility. Pupils should take medication at home where possible. The vast majority of antibiotics don't need to be taken at school as they can be taken before and after school and again at bed time.
- g) If the child is acutely unwell, **parents/carers** should keep them at home for an appropriate period, e.g. sickness and/or diarrhoea for 48 hours (though if over-eating has been known to have taken place, for e.g., flexibility can be applied). More information on exclusion periods following infectious diseases is available from (what is currently known as) Public Health England.
- h) Non-prescribed medication must not be brought into the education establishment, whether self administered or given by **staff/volunteers**, unless supplied and authorised by the **parents/carers** in writing and agreed by **headteacher and/or delegate**.
- i) **Parents/Carers** are also responsible for informing the establishment about any major injuries occurring outside of the establishment, for example, if they return with a plaster cast. This is so that the establishment can prepare for any additional needs this pupil may then have, and if necessary, risk assess.

Externally occurring injuries also need to be reported to the **designated member of staff for child protection** immediately.

- j) **Parents/Carers** must provide, in written form, comprehensive and up to-date information on condition of pupils and changes for better or worse and the medication used. This must be signed, dated and must expressly authorise staff to administer that medication. **Parents/Carers** must notify staff of all changes in circumstances and/or any other relevant information.
- k) If medication is missed/refused, **parents/carers** should be alerted and asked to immediately collect the pupil concerned from the premises.
- l) There must be a written and signed-off plan for each pupil that is likely to require medication during an off-site visit.
- m) First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. First aiders must do what is appropriate to relieve extreme distress or prevent further and otherwise irreparable harm, e.g. use of an adrenaline pen while keeping themselves safe.
- n) **Headteachers/Managers** can use recruitment as an opportunity to secure a sufficient number of staff with responsibilities for the supporting pupils at schools with medical conditions and first aid, where no volunteers come forward. It would then be incorporated into the employment contract.
- o) Trained individuals must be available at all times of the establishment day (e.g. SMSAs).
- p) Following any staff reorganisations it is important to check that appropriate numbers of trained individuals are still available.
- q) Only suitably trained individuals can administer medicines to pupils. *Please note that attendance at a first aid course does not constitute 'supporting pupils at schools with medical conditions' training.*
- r) **Headteachers/Managers** will take advice from GPs, hospital doctors, occupational health advisors, school nurses, other medical staff and medical charities or other suitable sources as needed.
- s) Arrangements must be in place to make first aid supplies, emergency adrenaline pens, (if held) spare inhalers (if held) and a defibrillator machine (if held) available for any community groups or after school (independent) playschemes, etc, using the facilities, if applicable or ensure the hirers/users have such provision themselves, or achieve the list between them.

- t) Some children with medical conditions may also be disabled. For children with SEND this policy must be also read in conjunction with the SEND code of practice.
- u) Bereavements within the establishment must be handled sensitively and appropriately, with a **trained lead** to co-ordinate this. If a child or member of staff dies during the school day, all pupils must know before they leave for the day and details circulated to all involved to avoid speculation which may be hurtful to the parents and pupils.
- v) Once the family know, a plan must be in place with regards to dealing with the media following a bereavement – usually a designated member of staff to act as Press Officer, or a PR support organisation.

3 Responsibility

- a) The Governing body is responsible for selecting the appropriate **Headteacher/Manager** to keep risk assessments/care plans for those with significant medical needs up to date and for ensuring that appropriately detailed arrangements are implemented. The risk assessment/care plans will be supported by the information requested from **Parents/Carers** at the start of each year. In addition **staff** and **volunteers** will be asked for any relevant information they may wish to give on their own health.
- b) **Headteachers/Managers** must establish the First Aid need by risk assessment and identify suitable employees who are willing to undertake First Aid training and supporting pupils at schools with medical conditions training (see Appendix E). If there are pupils under 5 years old there must be suitable numbers of paediatric first aiders. There must be adequate cover to cater for periods of staff sickness or leave. A register must record the members of staff who have received first aid and / or supporting pupils at schools with medical conditions training. This must be reviewed regularly and always at the start of each academic year. Sufficient numbers of staff must be trained in the use of an Adrenaline pen if there are identified Adrenaline pen users. DS strongly recommend keeping an Automatic External Defibrillator machine (see Appendix P of document 2 of this policy) and that staff are trained in its use.
- c) **Employees and Site Managers** must be informed of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on the Health and Safety notice board at minimum.
- d) **Headteachers/Managers** must maintain a register which records their pupils' medical conditions and allergies e.g. asthma, epilepsy and anaphylaxis. Pupils with severe allergies and requiring adrenaline pens must complete/have an individual healthcare plan. This information must be disseminated amongst all appropriate **staff/volunteers** involved in the supervision of pupils.

- e) Each establishment must find the appropriate balance between information-sharing and confidentiality. Key information such as 'severe allergy' or 'emergency medicine needed' must be kept on display in the staff room. Special schools are likely to have individual procedures for this due to the higher numbers of children requiring medication. Files containing individual healthcare plans must be available in the staff room but not on public display. Similarly, information on food allergies needs to be displayed at the times of the day where food is being prepared/served, and also in classrooms where activities may contain foods (e.g. craft activities with natural materials / tasting in RE etc).
- f) Establishment **staff** should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of establishment **staff** should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- g) Facilities must be provided to ensure that First Aid is rendered to employees, visitors, service users (including students), volunteers, agency staff etc, if they become ill or are injured at work or under the jurisdiction of the establishment, on or off site. **Headteachers/Managers** must put systems in place to ensure that all medicines, medical equipment, first aid rooms/changing areas/tables etc are correctly and safely stored and regularly cleaned after use and maintained. This includes an entry into the premises log book.
- h) In administering medication/treatments and deciding emergency courses of action, **Headteachers/Managers** must have due regard for the following implications and equality issues:
- Diverse cultural values
 - Specific medical conditions encountered in particular ethnic groups
 - The practices and ethical values of particular faith groups and
 - The need for appropriate privacy of pupils while at the same time ensuring issues such as potential accusations of child abuse, especially where intimate procedures are involved or addressed.

Due care should be exercised where English is not the first language of the pupil or parent/carer. Translation services must be sought if parents have difficulty understanding or supporting their child's medical condition themselves.

- i) **Headteachers/Managers** must urgently notify RM&R at DS should there be an outbreak of a notifiable disease such as Norovirus and the postholder will deal with RIDDOR or other reporting requirements. The local Consultant in Communicable Disease Control (CCDC) can advise on the circumstances in

which pupils with infectious diseases should be sent home, and the action to be taken following an outbreak of an infectious disease. Or Public Health Services at Bristol City Council at PO Box 595, Brunel House, St George's Road Bristol, BS1 5UY
Tel: 0117 922 2500
Email: health.safety@bristol.gov.uk

j) **Headteachers/Managers** must check that the Education Establishment Public Liability Insurance arrangements will provide an indemnity to employees in respect of claims for personal injury. This indemnity extends to volunteers who have been asked to undertake such duties. The indemnity is subject to the following conditions:

- That training has been received and regularly updated
- That all appropriate Personal Protective Equipment has been issued, maintained, updated and used where necessary and
- That the **employee/volunteer** has acted within the limitations of their training and has observed all protocols. The **employee/volunteer** must also be aware of possible side effects of the medication and what to do if they occur.

NB: This indemnity will not apply where claims relate to a criminal offence, a malicious act or an instance of wilful misconduct. See above.

k) The **Headteacher** must decide who will be the **bereavement lead** and this person must receive suitable training. In the event of a bereavement, they must provide the necessary support for those affected. Siblings may have very intense needs which may appear later. The **Management Team** needs to monitor the emotional well-being of pupils and staff most affected by the incident over time.