

Policy Name:	Medical Conditions and First Aid Policy	
Review Cycle:	Annual	
Author:	Martyn Gunn	
Link Governor:	Kate Dawe	
Approved by:	Kate Dawe BCCS Local Governing Body	Date: February 2021

Date	Summary of Changes
01.12.2020	Policy Updated

Medical Conditions and First Aid Policy

Introduction

In order for Bristol Cathedral Choir School to comply with Health and Safety (First Aid) Regulations 1981 the document “Guidance on First Aid in Schools” - a good practice guide issued by the DFEE should be followed. This document is available from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

Aims & Objectives / Rationale

- BCCS is an inclusive community that welcomes and supports pupils with medical conditions. BCCS provides all pupils with any medical condition the same opportunities as others at school.
- We will help to ensure they can:
 - be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - achieve economic wellbeing once they leave school.
- BCCS makes sure all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.
- Schools are required to provide first aid for all employees and, in keeping with the in loco parentis doctrine, to all pupils.

Process / Procedure

Administration of First Aid

The contents of a first aid container are designed so that they can be used by anybody without the likelihood of causing further harm to the patient.

Despite this, it is advisable that only properly trained First Aiders administer First Aid.

When administering First Aid, the following precautions should be observed:

Gathered together, that all may thrive

- Staff should be aware of the potential for allegations of improperly touching a pupil. If concerned about the pupil, a second member of staff should be present to act as a witness.
- any exposed cuts, abrasions or sores should be covered with a dressing before administering first aid.
- disposable plastic gloves should be worn when cleaning up blood or other body fluids. Gloves and anything else used to clean up should be disposed of via a safe source.
- Any blood or other body fluid should be washed off with soap and water if it comes into contact with the First Aider.
- Surfaces should be wiped down with a solution of suitable disinfectant.

All administration of first aid, no matter how minor, should be recorded and retained for a period not less than six years in case it is required for use in any legal or civil action.

A common concern of First Aiders is that they may in some way be held liable after administering treatment.

THIS IS NOT THE CASE.

Any claim against an employee would be covered by the Academy's insurance policies, provided the member of staff was acting in good faith and not with malice.

Medication

It is recognised that from time to time the Headteacher will be asked by parents to arrange for their child to be given medication during the school day. While the Headteacher will normally be willing to co-operate in any matter which will support the child's health and welfare it is necessary to ensure that where such requests are received, appropriate arrangements will be made to safeguard the interests of both staff and pupils.

The administration of medication to children is the responsibility of parents. It is noted that school staff are under no duty to administer medication to pupils in school unless stated in their job descriptions.

Requests

There are two main sets of circumstances in which requests may be made to school staff to deal with the administration of prescribed medication to children at school, they are:

1. Cases where pupils recovering from a short-term illness are well enough to return to school, but are receiving a course of prescribed medication such as antibiotics.
2. Cases of chronic illness or long-term complaints such as asthma, or diabetes,

anaphylaxis or epilepsy.

Following a period of illness, a child's own doctor is the person best able to advise whether or not the child is fit to return to school, where there is doubt parents will be asked to obtain such advice as is necessary in case. Where doubt persists the Academy will obtain specific advice from the School Doctor.

Headteacher's Responsibilities

When a parent requests that medication be administered to their child at school the Headteacher will deal with the case sympathetically and on its merits. The Headteacher will consider all the circumstances of the case and have regard to the best interests of the pupil and the implications for the staff.

The Headteacher will ensure all staff are aware of the school's procedures with respect to the administration of medication. In the case of pupils with Complex Health Needs, staff who come into contact with that child will be made aware of the precautions that need to be taken and the procedure for coping with an emergency.

The Headteacher and staff will do what a "reasonable parent" would do in the circumstances prevailing at the time.

Parental Responsibilities

Parents will, wherever possible, administer or supervise the self-administration of medication to their children. This may be affected by the child going home during the lunch break or by the parent visiting the school. However, where this is not practicable for example; the child's home is a considerable distance from the school parents may make a request for medication to be administered to the child in school.

Where such a request is made to the school by parents, it should be made using the Parental Medicine Administration Request Form.

If a parent refuses to complete this form, the Headteacher will make it clear to the parent (in writing) that the school is not prepared to administer medication.

The medication will be delivered to school, wherever possible by a parent in the smallest practical amount, in the chemist's original container which is clearly labelled with the contents, the child's name, and the dosage and/or other instructions.

The receiving member of staff will check the intelligibility of the instructions. Any concerns about the supply, transportation or storage of a suitable container may be discussed with the parent and School Nurse.

Parents should also ensure the child is familiar with the dosage and, subject to age and physical

and mental capacity, is able to self-administer the medication under adult supervision.

In cases where children require medication over long periods of time, any change in the dosage or other arrangements must be notified by parents, in writing, to the Headteacher.

The renewal of any medication, which has passed its expiry date, is the responsibility of the parent. Expired medication should be collected from school by parents within 7 days of the expiry date. The school will contact parents/guardians immediately if medication remains uncollected.

Prescribed Medication

Where medication is to be administered at the school, the Headteacher will ensure that a named person is responsible for the medication, together with a nominated deputy. These members of staff will be suitably trained to undertake the responsibility. Any training given will be recorded on staff records

A written record should be kept of the administration of all prescribed medication to pupils. This form will be retained on the premises for a period of 6 years.

Wherever possible, arrangements will be made for the medicine to be self-administered under the supervision of a named adult

Where a number of pupils may be taking regular medication at any one time, a suitably trained member of staff will be appointed as a drug administration coordinator to monitor and record routines.

All information regarding medication will expire at the end of each school year. If the administration of medication is to continue all relevant information must be confirmed in writing at the commencement of the new year.

In all cases where, following the administration of medication, there are concerns regarding the reaction in the child, medical advice must be sought immediately.

Where a pupil's case makes it necessary, emergency supplies of drugs will be stored in the school, but only on a single dose, named patient basis. In these cases specific training on how and when to administer will be sought from the Health Authority.

The review and monitoring of individual long term cases, and the necessary liaison with General Practitioners, will be undertaken by the School Nurse.

It is stressed that the arrangements described in this document relate only to situations where there is an explicit request by the parents. In no circumstances should school staff administer prescribed medication on their own initiative.

Non-Prescribed Medication

Staff in School should not administer non-prescribed medication other than in accordance with this policy.

In circumstances when pupils suffer headaches, menstrual pains or toothache, the Headteacher or First Aider may be asked by a parent to provide a mild analgesic (e.g. paracetamol) to relieve pain. If a child suffers regularly from frequent or acute pain the parents will be encouraged to refer the matter to the child's GP.

Analgesics will only be given to pupils under the age of 16 when parents have given prior written permission. Circumstances under which it might be appropriate for the Headteacher to seek such permission from parents would include residential visits organised by the school.

Where parental consent has been given Heads of Year will be authorised to issue tablets and they will keep a record of issues including name of pupil, time, dose given and the reason.

Tablets, which will be standard paracetamol for pupils aged 12 and over, or preparations of paracetamol designed specifically for children for those under 12, will be kept in a secure place during residential visits and not in First Aid boxes. Heads of Year have a supply of tablets in their office.

On no account will aspirin, or preparations containing aspirin, or medicines containing ibuprofen, be given to pupils unless prescribed by a doctor.

For students that are above the age of 16, in the sixth form, non-prescribed medication, analgesics, may be given to a student without parental permission. The student's medical record though must be consulted prior to the medication being administered. A record must be taken of the date and time of the medication.

In the event of a pupil having an accident or becoming ill during the school day, the school can only administer basic First Aid. The first aid point is in the main school reception. No pupil who feels unwell should absent him or herself from class without first obtaining the permission of the member of staff who teaches them.

Any accident which results in a pupil, teacher or a member of the support staff sustaining a personal injury should be reported to the Assistant Headteacher (Student Support) and a record will be kept

In the case of a serious accident we will make contact with parents as soon as possible and should a pupil need to be taken to hospital he or she will always be accompanied by a member of staff until a parent or guardian arrives. We would normally also ring parents in the case of a more minor incident just so you are aware of what happened.

Resources

The Approved Code of Practice gives discretion to individual establishments to assess their own needs rather than rely on a fixed numerical ratio between numbers of people and first aiders.

A First Aider is someone who holds a current certificate obtained by successfully completing a 'First Aid at Work' course accredited by the Health and Safety Executive.

There is, therefore, no fixed number of first aiders that the Academy must provide. It is a recommendation that a First Aider is provided for each 150 pupils and for each 50 employees. Members of staff that hold First Aid certificates are:

Annabel Snow

Lisa Hudnott

Marie Saunders

Chrissie O'Hanlon

Mia Helmich

Will Sinclair

Ed Welch

Martyn Gunn

Roz Keir

Kelly MacBryde

First Aid Containers

First aid containers should be clearly marked with a white cross on a green background.

They should be durable, prevent contamination of their contents and be kept in easily identifiable and accessible locations. Laboratories and workshops should have their own first aid container.

There is no mandatory list of items to be included in a first aid container. As a guide, a minimum stock of first aid items would normally be;

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes and detectable if in food technology or kitchen areas)

Gathered together, that all may thrive

- 2 sterile eye pads
- 4 individually wrapped sterile triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings (approx 12cm x 12cm)
- 2 large individually wrapped sterile unmedicated wound dressings (approx 18cm x 18cm)
- one pair of disposable gloves

Where soap and water are not available, individually wrapped moist cleaning wipes (not alcohol based) can be provided. If mains tap water is not available for eye irrigation, sealed disposable containers of at least 300ml of sterile water or 0.9% saline solution should be provided. Eye baths, eye cups and refillable containers must not be used for eye irrigation. Disposable plastic gloves and aprons should be kept near the first aid container. Amongst items not to be available are:

- sharp edged tweezers or scissors
- antiseptic creams or lotions
- any type of medication or prescribed drug
- anything else that could cause further harm to the patient

Travelling First Aid Kits

Travelling first aid kits should be available on all coaches, minibuses and vehicles used to transport numbers of pupils and staff. They should contain the following or equivalent:

- a leaflet giving general guidance on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing (approx 18cm x 18cm)
- 2 triangular bandages
- 2 safety pins
- individually wrapped moist cleansing wipes (not alcohol based)
- 1 pair disposable gloves