



Icknield Community College

First Aid & Student Health Policy



Approval & Review

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Signed:

(Chair of Governing Body)



First Aid and Student Health Policy

First Aid and supporting students at school with medical conditions

1. First Aid policy

It is the school's policy to ensure that appropriate first aid arrangements are in place for our students, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. When students are taking part in organised school activities outside of normal school hours, then adequate first aid cover will be provided.

All staff undertaking first aid duties will be given full training in accordance with current legal requirements and a record of their validity to deliver first aid is kept on the school's intranet. It is the school's policy that staff are expected to attend refresher first aid courses before their current certification is due to expire.

The school's Reception staff have the primary responsibility for recording and reporting accidents and injuries, managing student illness, contacting parents, storing student medications, maintaining first aid stocks (including the content of first aid kits used around the school or taken out for use on school trips etc) and organising first aid training.

The school's first aiders are not medically trained professionals and are therefore not responsible for diagnosis or prognosis of any serious illness or injury. The first aiders on duty will always recommend that parents/carers seek guidance on illnesses and injuries by contacting a medically trained professional either by telephoning 111, contacting a pharmacist, GP or by taking the student to a local hospital for assessment and treatment.

2. First Aid procedures

In order to carry out their duties effectively, all first aid trained staff have the following duties and responsibilities. First aiders are responsible for:

- Responding promptly to all requests for assistance
- Looking after the casualty until recovery has taken place or further medical assistance has arrived; this may involve calling for an ambulance when necessary
- Reporting details to parents/carers straight away if it is a more serious accident/incident, including any head injuries, giving them details of any treatment provided and particularly if it results in a student being taken to hospital from school
- Recording any details of serious injuries online via RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) as part of the Health and Safety Executive
- Recording details of the incident/accident/illness on the First Aid Register
Using and looking after the first aid equipment appropriately and ensuring that stock levels are maintained.

Injuries and Sudden Illness

Students, visitors and staff requiring immediate medical attention should report to Reception if they are able to. The first aiders deal with medical matters as they arise.

If a student is feeling ill during lesson time, they should inform their teacher. The teacher will give

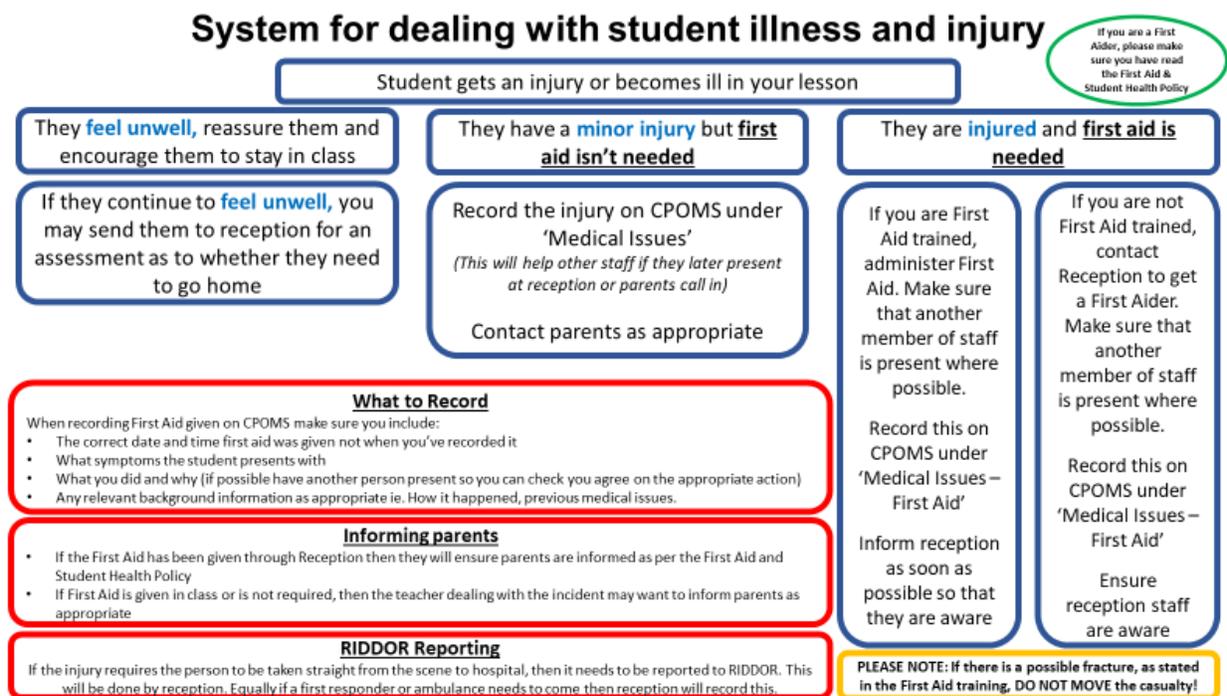


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permission so that the student can leave the lesson and go to Reception. When sending an ill or injured student to Reception, the teacher usually sends someone as an escort. Reception will assess the injury or illness and, as appropriate, give immediate help to students. If necessary, Reception will ring parents/carers to arrange for the student to be collected from school and taken home or to a medical facility.

Reception should be contacted in the event of any accident, injury or sudden illness if it occurs around the school site. Staff should call Reception on extension 250 to contact a first aider. First aid kits are located throughout the site; all staff should take note of the location of the first aid kits closest to their work area.

The flowchart below is shared with staff to ensure they are clear on the system in place for requesting assistance with first aid for a student who becomes unwell or injured and who is responsible for recording this on our First Aid Register which is kept on our CPOMS system.



Emergency Action Procedures

The ambulance will be called immediately and parents/carers contacted subsequently if there is:

1. A major injury or condition as specified by the Health and Safety Executive (HSE)
2. An asthma attack that does not respond to treatment in 15 minutes.
3. An epileptic fit which continues beyond 10 minutes
4. An incident of anaphylaxis
5. Any other event that raises the concern of the First Aider.

If the first aider advises that a student needs to be taken directly to the hospital, and a parent/carer is unable to do this or is not contactable, a member of staff may accompany them and stay with them until a parent arrives.



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A first aider must be available for all school activities off site or after hours. All minibus drivers driving by themselves must be first-aid trained and every trip in the school minibuses must be accompanied by at least one first-aid trained member of staff.

Any staff member organising events must ensure this requirement is met; appropriate first aid cover is required if any general activity is taking place.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

A serious incident is defined as one of the following:

1. An accident to a student resulting in a serious injury
2. An injury to a student caused by another student
3. An accident to a member of staff resulting in an injury
4. The physical abuse of staff resulting in an injury
5. The physical or verbal abuse of staff, not resulting in an injury
6. Any incident involving racial abuse
7. Any behavioural incident which required physical restraint of a student or physical contact with a student by a member of staff
8. Any incident resulting in the fixed term or permanent exclusion of a student
9. Near Misses and Dangerous Occurrences
10. Ill health caused by, or in connection with work (certain poisonings, certain skin diseases, certain lung diseases, some infections)

Certain accidents and incidents must (by law) be reported to the Health and Safety Executive (HSE), so it is important that all serious incidents are recorded and investigated so that qualifying incidents can be reported. All serious incidents are recorded by our Reception staff.

Reception staff are responsible for accident reporting. The first aider involved should compile reports immediately after the incident. Following an investigation, Reception staff are responsible for reporting incidents to the HSE where appropriate.

Non-serious injuries or illnesses

In the first instance students will be dealt with for minor injuries (eg needing a plaster) by a teacher using the first aid kits around school; students may otherwise come to Reception for treatment of non-serious injuries or illnesses. These will be assessed by Reception staff on duty and treatment given as appropriate. For students who are feeling unwell, the student may stay in Reception for a short while before either being encouraged back to lessons if they are feeling a little better or being allowed to go home following consultation with a parent/carer. All parents/carers will be contacted to determine how the student will return home. In all cases, the parent/carer will be encouraged to collect the student from school. Details of all non-serious injuries or illnesses will be recorded in the First Aid Register by Reception staff.

3. Student Health policy

[Section 100 of the Children and Families Act 2014 places a duty on schools to make arrangements to support students with medical conditions.](#) The aim is to ensure that all students with medical conditions, in terms of both physical and mental health, are properly supported in school, so that they can play a full and active role in school life, remain healthy and achieve their academic potential.



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School Health Nurse

The NHS offers students and staff the support of a trained School Health Nurse, Specialist Community Public Health Nurse (SCPHN). If appropriate, staff members can refer students to the School Nurse, or the student may 'drop in'. Students and parents may ask Reception staff about contact details for the School Nurse. Icknield Community College staff respect the confidential nature of the nurse-student relationship.

The aim of the School Nurse is to offer evidence based, accessible, preventative health care for Icknield Community College pupils. Health provision is holistic and includes physical, mental and sexual health needs. It is both proactive, through engagement with Core Programme, and reactive at the point of identified need.

All pupils have daily access to the School Nurse on Monday, Wednesday and Thursday during term time, this may include face to face, text, phone or email contact. Pupils can also be offered scheduled appointments according to need. The School Nurse may hold a waiting list of pupils following referral by staff, parents and outside agencies. External referrals may come from a variety of professionals including Social Workers, GPs, Health Visitors, A&E and Police. School may be aware that a pupil is seeing the School Nurse, but cannot be told the nature of the health need unless consent to share is given.

Pupils are always encouraged to talk to their parents or a member of the school staff, however those assessed as Gillick competent will be provided with confidential consultations. The School Nurse works closely with the school's safeguarding team, whilst practising within Oxford Health safeguarding policies. Any identified safeguarding concern would be acted upon accordingly and shared with a member of the school's safeguarding team.

The school may seek advice from the School Nurse on the management of pupils' chronic health needs. The School Nurse can offer support to the school when completing a care plan for such pupils.

The School Nurse will offer specific training for staff on prevention and management of an anaphylactic reaction, epilepsy and asthma.

Following a medical assessment and pupil consent, the School Nurse may prescribe, or issue medication to pupils. This may include nicotine replacement therapy (NRT), hormonal contraceptives, childhood immunisations and head lice lotion.

At times, pupils may be seen by a nurse undertaking the post-graduate SCPHN course- student School Health Nurse. These students are registered nurses, and are supervised by the School Health Nurse.

Students with Chronic Illnesses

Students with medical conditions may require on-going support, medicines or care while at school to help them manage their condition and remain well. Icknield Community College aims to provide all students with chronic medical conditions the same opportunities as others at school. Students with medical conditions are encouraged to take control of their condition. The staff understand that certain medical conditions are serious and are potentially life-threatening. Students are expected to carry their own emergency medication at all times.

Students with serious medical conditions (anaphylaxis, epilepsy, diabetes, etc.) must be identified by the parents/carers, and the staff will be made aware, as appropriate. The medical details for



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each of these students are kept in Reception in a locked cabinet. The file contains the information given by parents and/or medical professionals together with any advice received on management of those conditions at school, which will be condensed into a Health Care Plan.

Children may be self-conscious about their condition, but similarly long-term absence can also affect potential to achieve and the school is aware that these situations require emotional as well as physical care. In addition, some children may be considered disabled under the definition set out in the Equality Act 2010 and, or, they may have an Education, Health and Care Plan (EHC), which the school will take into consideration.

The school will liaise with parents/carers and healthcare professionals to provide educational support for the student during periods of extended absence caused by medical conditions.

Senior leading staff should ensure that pastoral/counselling support is offered to students returning after long-term absences due to health problems and their reintegration back into school is properly supported.

For supporting students with medical conditions who may be disabled, the Governing Body must comply with their duty under the Equality Act 2010. This also applies to students who have special educational needs (SEN/D) and may have a statement, or Education, Health and Care (EHC) plan which combines health and social needs as well as their SEN/D provision. This guidance should be read in conjunction with SEN/D code of practice.



Roles and responsibilities

It is the parent/carer's responsibility to make the school aware of a child's medical condition, as appropriate. The details will then be placed on the student's record and information will be passed to Reception staff who are responsible for staffing the school's first aid facility. All staff will then be made aware and details of any treatment and/or medications required will be recorded and stored in Reception in a locked cupboard appropriately. Parents/carers will need to complete a 'administration of medicine' form for any medications required, shown in Appendix 3.

The school's Governing Body must ensure that procedures are in place to support students with medical needs and in doing so focus on the needs of each child and how their condition impacts on their school life. Arrangements should give students and parents/carers confidence in the school's ability to provide effective support.

The Deputy Headteacher, Vicky Pickford, is responsible for ensuring that the school supports students effectively who may be vulnerable to underachievement because of one or more barriers to learning.

All relevant staff will be made aware of a child's condition, including how to manage on school trips and visits off-site. The school will actively support students with medical conditions to participate in trips and activities and will endeavour not to prevent them from doing so for this reason. Each child with a Health Care Plan will be monitored and the plan reviewed at least annually.

The Governing Body must ensure that appropriate levels of insurance are in place, which reflect an appropriate level of risk, covering staff providing support to students with medical conditions. Complaints made concerning the support provided to students with medical conditions should go through the usual Complaints Procedure.

Unacceptable practice

In line with the statutory guidance for Governing Bodies (DfE 2014), it is explicit that it is not acceptable to:

- Prevent students from easily accessing their medicines / medication
- Assume every student with the same condition requires the same treatment
- Ignore the views of the student, parent/carer, or ignore medical evidence or opinion (though this may be challenged)
- Send students with medical conditions home frequently or prevent them from staying for normal school activities
- If the student becomes ill, send them to Reception unaccompanied or with someone unsuitable;
- Penalise students for their attendance record if their absence relates to their condition eg hospital appointments
- Require parents/carers, or make them feel obliged, to attend school to administer medication or provide medical support for their child
- Create unnecessary barriers to students participating in normal school activities (eg requiring parents to accompany their child on a trip).



4. Student Health procedures

When it is notified of a student's medical condition, the school follows the procedures set out in the DfE statutory guidance *Supporting students at School with Medical Conditions (DfE 2014)*; the school may act to support before a formal diagnosis is obtained.

Any member of staff providing support to students with medical needs should have received appropriate training. This includes assisting the student in taking any prescription medicines or undertaking any health care procedure. Arrangements will be made clear where students are competent to manage their own health needs. This is decided in discussion with the student and the parents/carers.

Medication kept at School

In general, students should not carry medication on site. However, the school encourages students to carry emergency medications (Epipens, insulin, asthma inhalers, etc.) with them at all times, and parents/carers should arrange to provide medications for the school to keep as backup. The school also understands there are some students who need to take non-emergency medication while supervised in school. The medicine should be delivered to Reception along with a completed 'administration of medicine' form for any medications required, shown in Appendix 3.

When authorised by parents/carers, medicine may be stored on site. Student medication should be clearly marked with the student's name and dosage instructions. There is a refrigerator for medicine which must be kept refrigerated.

Students request the medication when needed and take it under the supervision of Reception staff. All non-emergency medicine will be stored in Reception in a secure place and handed to the student, to be self-administered, as required.

It is the parent/carer's responsibility to provide medication when prescribed and/or when medication has expired and replacement medication is required. Expired medication and medication for former students will be given to a chemist for disposal.

Storage of Student Medication

When handling and storing medications at school, Icknield Community College has the following goals:

- Medications kept at school are stored safely
- Medication is identified and instructions noted
- Medication taken is recorded at every administration.

Storage Details

There are four types of medication stored at school:

1. Medication for a short term condition (eg antibiotics)
2. Medication taken regularly for a chronic condition (eg Ritalin)
3. Spare emergency medications (eg Epipens and asthma inhalers).



Epipens are kept in cupboard on the first floor kitchen, in individually labelled packs. Other medicines are stored as appropriate, sometimes kept in the refrigerator if necessary. Other student medication is stored in the locked Reception first aid cupboard.

Serious Medical Conditions and Treatments

Anaphylaxis (Epipen)

Students at risk of anaphylactic shock who have been prescribed adrenaline e.g. an “Epipen” by their GP should carry their Epipen at all times, and provide a spare Epipen to store in the cupboard on the first floor kitchen. Volunteer staff are trained and insured to administer adrenaline to the individual students. An appropriately qualified trainer gives the training; it must be renewed annually. The student should carry an Epipen at all times, and provide a spare Epipen to store in the cupboard on the first floor kitchen. A trained staff member takes the spare Epipen on all school trips.

Other Chronic Conditions

Students who need emergency medication for a chronic condition are encouraged to carry their medication with them at all times (i.e. asthma inhalers, insulin, etc.). We can store spare medication in locked Reception first aid cupboard.

Administration of Ritalin and certain other medications must be done by a trained staff member. Check with the NHS School Health Nurse if there are any questions.

Medical Needs on School Trips

To go on a school trip, any student with a medical issue (such as asthma, epilepsy, travel sickness, etc.) must be identified from the information provided by parents or carers. Non-emergency medication should be given to a member of staff for safekeeping. Emergency medication, such as an asthma inhaler or Epipen, must be carried by the student at all times whilst on the trip. If a student does not have their emergency medication with them before the trip leaves, school staff can refuse to take the student.

Medications Record Keeping

- The school keeps all medications inside the locked storage cabinet in Reception (with the exception of Epipens which are kept in a cupboard in the first floor kitchen), containing each students medication record and parental consent form for administration.
- Each record of medication held must include written permission from the parent/carer noting the name of the medicine, the reason for taking it, the dosage, and any other details. The expiry date should also be noted
- Student medication is to be taken at break or lunch rather than during lesson time unless there are clear medical reasons to the contrary
- Whenever a student takes medication that has been stored at school, staff must record the date, the time and the dose taken, and then initial the record. If requested by the parents/carer, inform them when a particular medication is taken.

School’s immunisations procedures

Oxford Health NHS Foundation Trust offers a school based immunisation programme for routine childhood immunisations according to Public Health England’s schedule, and in response of specific outbreaks.



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Dates for these are agreed with the school towards the end of the previous school year. At time of writing this includes Human Papilloma Virus (HPV) for Yr 8 girls/boys and Tetanus, Diphtheria, Polio (TdP) and Meningococcal ACWY for Yr9s, and nasal spray flu vaccine for Yr7.

The School Nurse coordinates this in liaison with Deputy Headteacher, finance office and Reception staff. Consent forms are distributed via Parentmail by our finance team, and returned, completed, to the School Nurse or our Reception staff, where they are collected and checked by the School Health Nurse. Where possible, attempts will be made to contact parents/carers of any pupils without a consent form. If the School Health Nurse is unable to speak with a parent or carer, and the pupil is assessed as Gillick competent, then self-consent may be sought.

The school will provide a member of staff to manage the pupils whilst waiting for their immunisation.

Pupils who feel unwell during the immunisation session will remain with the team of Oxford Health nurses until they feel well enough to return to lessons. At the end of the immunisation session any remaining pupils will be escorted to Reception where they may require more time and observation, or await collection by parents.



Appendix 3

Administration of Medicine form

Student's information

Name of school _____

Date medication provided by parent _____

Name of student _____

Name of medication _____

Tutor Group _____

Dose and method (how much and when taken)

Any other information

When is it taken (time of day) _____

Quantity received _____

Staff signature _____

Print name _____

Expiry date _____

Date and quantity of medication returned to parent _____

Parent/Carer signature _____

Print name _____

Parent/Carer contact number _____