



## Medical and Health Care Policy 2017-8

### Rationale

This policy deals with all aspects of care and support for children attending Rainford High. It includes details of:

- *Medical care and administration of medicines, medication errors and adverse reactions, disposal of products, auditing student supplies and analysing medical care reports.*
- *Asthma, epilepsy and allergies.*
- *First Aid in school and staffing, our basic First Aid procedures and emergency procedures along with hygiene and First Aid equipment available.*
- *Manual handling and safety for staff and students.*
- *Care plans and details of our School Nurse.*

***'Everyone Matters, Everyone Helps, Everyone Succeeds'***

### The person with Lead Responsibility is: - Jo Burgess (SENCo)

Whole school pupil medical information booklets are emailed out to staff to make sure that all staff are aware of who the children are and what their medical needs are. Staff will be updated accordingly as new information becomes available. SIMs will also be updated with this information so that all teaching staff have instant access through their class registers.

### Medication in School

Medication must only be taken in school when absolutely essential.

Written permission must be obtained from parents before any medication can be administered. This must state the dosage, the frequency and the expiry date of the medication. If emergency medication has been prescribed by a doctor (e.g. epipen) then a copy of the doctor's authorisation/children's medical notes should be held on file by the school.

The medication must be clearly labelled and be for the named child. It will be kept in a locked cupboard or the medical fridge (if necessary). When medication is administered, this will be recorded on SIMs by a member of staff on duty in the Medical room.

A member of staff will check daily that students have received their medication. Permission for receiving medication in school will be logged on SIMs along with students' medical notes.

In order to provide the highest level of care, there are two forms to be completed by parents/guardians. The information we receive back will allow us to ensure all information is correct and up to date:

- Form 1: Medical information (general medical questions and contact details) and medication.
- Form 2: Consent for administration of medication.

- Form 3: New medication.

The information provided on these forms, will help us to ensure that individual needs are met accordingly and that students are appropriately supported with their medical needs during their time with us at Rainford High.

**Staff will not be able to administer any medicines unless these forms are completed and signed. Temporary or new medication also requires written consent and information (form 3) from parents and again items should be stored in the medical room.**

In accordance with Government guidelines:

- Medicines should only be brought to school when essential.
- We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. **We will not accept medicines that have been taken out of the container as originally dispensed.**

Parents are requested to inform us urgently of any changes to their child's medical condition or medication. This includes any changes to the dosage and frequency of medicines. New forms will be sent out at the start of the academic year to those students with existing medical conditions.

### **Asthma**

We recognise that asthma is a physical condition, not an emotional illness. It affects at least one in every ten children. A sudden narrowing of the air passages making it difficult to breathe causes an attack. These passages are almost continuously inflamed or red or sore. Asthma can be controlled by, firstly avoiding known irritants and, secondly, by inhaling specific drugs.

Drugs can be self-administered by the child concerned. It is good practice to allow pupils who can be trusted to do so to manage their own medication from a relatively early age, and schools should encourage this, provided the safety of other pupils is not compromised.

All staff will receive asthma and allergy training at the November 2017.

As a school we:

- welcome all pupils with asthma
- encourage and help children with asthma to participate fully in all aspects of school life
- recognise that asthma is an important condition affecting many school children
- recognise that immediate access to inhalers is vital
- do all it can to make sure that the school environment is favourable to children with asthma
- ensure that other children understand asthma so that they can support their friends; and so that children with asthma can avoid the stigma sometimes attached to this chronic condition
- have a clear understanding of what to do in the event of a child having an asthma attack
- work in partnership with parents, schools, school governors, health professionals, school staff and children to ensure the successful implementations school policies

### **Asthma Inhalers**

- Children may have inhalers on their person during school time, if this has been agreed with parents and everyone feels that the child is responsible. Written permission must be supplied from parents to confirm this.
- Extra inhalers will be kept in a secure cupboard in the medical room. Children will have access to inhalers at all times (provided they do not exceed agreed dosage).
- Each time a child is provided with an inhaler from the medical room, this will be recorded accordingly on SIMs.
- Ideally parents will be encouraged to provide a spare inhaler which can remain in school.
- Staff must take a child's inhaler to all off-site activities.

Asthma UK  
 Summit House  
 70 Wilson Street  
 London EC2A 2DB  
 Phone 020 7786 4900  
 Fax 020 7256 6075  
[info@asthma.org.uk](mailto:info@asthma.org.uk)  
[www.asthma.org.uk](http://www.asthma.org.uk)

### **Epilepsy**

Clear procedures must be discussed with parents regarding management of a child's epilepsy. There are clear written procedures for dealing with each child's individual needs; these may entail use of emergency treatments.

In the event of a child having a number of seizures or a prolonged seizure, an ambulance must be called immediately and the Vice Principal/Principal must be notified.

Epilepsy Action  
 New Anstey House  
 Gate Way Drive  
 Yeadon  
 Leeds LS19 7XY  
 Phone 0113 210 8800  
 Fax 0113 391 0300  
[epilepsy@epilepsy.org.uk](mailto:epilepsy@epilepsy.org.uk)  
[www.epilepsy.org.uk](http://www.epilepsy.org.uk)

### **Allergies**

In the case of severe allergies, it is advised that parents book an appointment to discuss their child's allergies and needs with the SENCo (before the academic year begins if possible), and bring along your GP's written information about the allergy, as well as a written management plan the student's needs.

All staff will receive allergy training during November 2017.

The Anaphylaxis Campaign  
PO Box 275  
Farnborough  
Hampshire GU14 6SX  
Phone 01252 546100  
Fax 01252 377140  
info@anaphylaxis.org.uk  
[www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

### **Refusing Medication**

No pupil should be forced to take medication. Staff should inform the child's parent / guardian as soon as possible within the school day if a child refuses medication. This should also be logged on SIMs and reported to SENCo.

### **Medication Errors**

Examples of medicine errors include:

- *A medicine given to the wrong child*
- *The wrong medicine given to a child*
- *An incorrect dose of medicine*
- *Wrong route used for administration*
- *A medicine is omitted without due reason or record*

Staff should inform the SENCo immediately of an error. The error should also be reported to parents / guardians and G.P. The SENCo will also inform the Principal. Errors must be recorded in SIMs and an account of the error should be submitted to the SENCo by the member of staff involved. All incidents will be recorded in the serious incidents file.

### **Adverse Reactions**

Any adverse reaction should be monitored, and recorded in SIMs by medical room staff. Mild reactions should be reported to the parent / guardian on the same day. For a child who suffers an acute reaction, emergency treatment should be administered and 999 call made.

The incident and the adverse drug reaction should be reported to the SENCo. The error should also be reported to parents / guardians and G.P. The SENCo will also inform the Principal. An account of the adverse reaction should be submitted to the SENCo by the member of staff involved. All incidents will be recorded in the serious incidents file.

### **Disposal of Medicinal Products**

Staff should not dispose of children's own medicines. Unwanted or date expired medicines should be returned to the parent / guardian for return to the pharmacy for safe disposal.

School Nurses must follow SOP 9 Safe and Secure Handling of Medicines (St Helens School Nursing Service, 2013).

### **Audit**

An audit of medical care and student supplies will be carried out by Medical Room Staff, on a half termly basis.

### **Medical Information and First Aid in School**

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching in Schools and education establishments. Although pupils and students are not covered by the Regulations, The DfEE recommend that Schools have suitable First Aid facilities and a sufficient number of trained persons, **normally one First Aider for every 50 employees.**

In estimating additional provision sufficient to cover pupil numbers, **1 First Aider for every 150 pupils is normally held to be a reasonable ratio.**

Every School should have suitably equipped First Aid boxes in easily accessible places. Ours are located in the Science Prep. Room, P.E Staff Room and Outdoor Changing Rooms, Technology Prep. Room and Staff Room and catering areas.

### **Sports / Technology / Science**

A First Aider is on call in each area to attend to any immediate needs. If, after triage, more attention is required, the pupil should be sent to either the Medical Room for physical First Aid treatment or to one of the Pastoral staff if appropriate.

### **Pastoral Staff.**

These are to look after pastoral care of pupils needing attention. The Pastoral staff will assess if a pupil can return to lesson or needs to go home. Pastoral staff can also attend to physical First Aid if available.

### **Sixth Form.**

Both physical First Aid and pastoral attention should be attended to within Sixth Form.

### **SEN**

First Aiders within "The Base" will be allocated time slots to fit in with their planned timetable.

### **Medical Room.**

This will have a First Aider in attendance at breaks and lunches during the School day. The First Aider will triage all cases and deal with them in their assessment of priority. During the rest of the school day there will be a first aid rota with a first aider on the radio if needed. If any cases are of a pastoral nature, they will be sent to the Pastoral staff. The medical room will be the First Aid point for all cases during lunch times and break. The First Aider on duty will be on a rota basis.

The rota will be managed by the Office Manager and will be revised accordingly. Where a named First Aider is not available to take their duty, they must then find cover themselves.

### **Guidance**

Assistance to a medical emergency should be requested from a First Aider located in the nearest zone to the incident.

First Aid should be a priority when it is requested. First Aid should be given at the nearest point to where the incident occurred. Pupils should not be passed from one First Aider to another without good reason.

First Aid is medical treatment required following an accident and causing bleeding, a bump, break, bruising or a scratch.

Staff should use their professional judgement to assess if, for example, headaches or upset stomachs require genuine First Aid treatment. If in doubt, signpost to Pastoral Staff.

Sport's injuries during lessons will be initially dealt with by the First Aider / Teacher in charge. If further medical attention is required, the pupil will be passed to another First Aider on the list. The notes should be completed by both First Aiders at the earliest opportunity. This will ensure that the pupil's records are accurate.

### **Head injuries (as per staff handbook)**

1. Assess the situation.
2. Inform parents. (Use the Priority One contact).
3. Inform the parent that the pupil needs to be collected.
4. Advise parents that medical attention is needed straight away.
5. Complete an online Accident Report form.
6. Input the incident to the school system.

### **First Aiders**

<b>Zone</b>	<b>Name</b>	<b>Tel ext.</b>	<b>Requal date</b>
<b>Sports</b>	Mr Matthew Halliwell	160	Oct-16
	Mr Gary Makin	160	Oct-16
	Mr Daniel Allen	160	Oct-16
	Mr Nick Hughes	160	Oct-16
	Mrs Andy Skerry	160	Oct-16

	Miss Ciara Kinsella	160 / 109	Oct-16
<b>Technology</b>	Mr John Mayer	166	04-Dec-16
<b>Science</b>	Miss Hazel Duffy	164	06-Mar-18
	Mr Jonathan Avery	164	04-Dec-16
	Mrs Yvonne Davies	164	25-Sep-18
<b>Pastoral Staff.</b>	Mr Mark Pendlebury	124	14-Nov-17
	Mr Mark White	127	10-Oct-17
	Mrs Allison McCartney	125	24-Mar-19
	Mrs Liz Sheedy	104	12-Mar-18
<b>Sixth Form.</b>	Miss Hannah Moreton	146	06-Feb-18
	Mrs Dawn Kells	144	07-Jul-17
<b>SEN</b>	Miss Natalie Jennings	119 (Medical room)	24-Mar-19
	Mr Robert Stow	156	24-Mar-19
<b>Medical Room</b>	Mrs Sue Robinson	122	25-Sep-18
	Mrs Linda Moorcroft	103	12-Sep-17
	Mrs Anne Marie Moore	106	10-Oct-17
	Mrs Mandy Parker	104	07-Jul-17
	Mrs Helen Quinn	157	24-Mar-19
	Mrs Wendy Bunyan	123	24-Mar-19

### Functions of First Aiders

- To ensure First Aid boxes are stocked, regularly checked and refilled.
- Ensure that records are kept of all First Aid treatment. All First Aid treatment must be recorded on SIMs and, where necessary on the St Helens Accident Reporting system.
- To administer treatment in accordance with the First Aid training they have received.
- To advise the pastoral staff of any concern or consideration regarding the treatment.

### Hygiene and Equipment

At Rainford High, we aim to ensure that we have a healthy and safe environment. We cater for intimate care – please see separate, Intimate Care Policy.

**All zones are equipped with basic First Aid supplies and equipment.**

**Contents of a First Aid Kit (several small kits around the school)**

<b>Item</b>	<b>Quantity</b>
Guidance card	1
Contents list	1
Individually wrapped sterile adhesive dressings	20 (assorted sizes)
Sterile eye pads, with attachment	2
Individually wrapped triangular bandages	2
Safety pins	
Medium sized individually wrapped sterile (12cm x 12cm) un-medicated wound dressings	4
Large sized individually wrapped sterile (18cm x 18cm) un-medicated wound dressings	1
Alcohol free moist cleaning wipes	20
Disposable gloves (pair)	6
Resuscitation face shield (with one way valve)	1
Water resistant plasters (provide blue plasters for food handlers)	40
Finger sterile dressing	2
Burn dressing	1
Conforming bandage (7.5cm wide)	1
Adhesive tape (2.5cm wide)	1
Foil blanket	1
Scissors (suitable for cutting clothing & leather)	1

First Aid boxes and kits should contain only the items that a First Aider has been trained to use.

**They should not contain medication of any kind.**

### **Manual Handling**

Rainford High will work towards a safe handling policy and as part of this process will ensure a current policy of minimal lifting. We will ensure that the necessary arrangements are made to facilitate the information of the policy, for example by provision of appropriate and suitable training by professionally competent persons, for those who have duties under the policy.

**The main objective is to reduce the risk of injury and disablement caused by manual handling in the workplace to the minimum.**

Rainford High has a duty of care to ensure that:

- Minimum requirements for the manual handling of loads are followed where there is a particular but not exclusive risk of back injury to workers.



- The need for manual handling is avoided or, when it cannot be avoided, an assessment is made of the operation and where there is a risk of injury, appropriate steps taken to reduce or avoid that risk.
- Assessment of manual handling operations take into account factors which include characteristics of the load, the physical effort required, characteristics of the working environment and the requirements of the task.
- Information and training is provided to staff ensure that manual handling requirements are clearly identified when recruiting staff so that appropriate medical advice can be taken as part of pre-employment health screening.
- Make allowance for any known health problems which might have a bearing on an existing employee's ability to carry out manual handling operations safely.
- Refer to occupational health advisors if there is any good reason to suspect that an individual's state of health might significantly increase the risk of injury from manual handling operations.
- Monitor and review manual handling assessments when there is reason to suppose that they are no longer valid due to changes in working conditions, personnel involved or a significant change in the manual handling operation affecting the nature of the task or the load.
- Maintain records of accident and ill health related to manual handling operations.

#### **The responsibilities of the employee:**

The employee must;

- Take responsible care of their health and that of others whose safety may be affected by their activities when involved in manual handling operations.
- Co-operate with the owner/manager in the making of assessments of hazardous manual handling tasks.
- Observe safe systems of work and use of safety equipment
- Participate in training given in manual handling.
- Report pregnancy or any medical conditions which may affect their ability to handle loads safely.
- Report any change in working conditions, personnel involved in manual handling risks or a significant change in the nature of the task or the load which may necessitate a review of the assessment.
- Employees have a duty to use manual handling equipment provided and ensure it is used correctly.

#### **Care Plans**

All our Care Plans are written by the School Nurse along with the child, parents and School. All Care Plans are kept in Individual Student Files and are kept in a file in the general office for easy access to epipens/diabetes equipment as quickly as possible. Should the student be under a specialist for health issues, the care plan will be written by them and passed on to School.

Copies of Care Plans are kept in School, parents have a copy, the family GP is sent a copy and one is put into the child's health record for the School Health Team.

The main aims of having a care plan in place are to ensure the child is safe in School and to ensure their medical conditions do not interfere with students enjoying or achieving in School.

All Care Plans are updated annually.

Victoria Waters: School Nurse Specialist Practitioner (St Helens School Nursing Service)  
Child and Family Services  
Bridgewater Community Healthcare NHS Trust  
Billinge Clinic, Rainford Road, Billinge, WN5 7PF  
Tel: 01744 624350 Fax:01744 600041  
Email: [victoria.waters@bridgewater.nhs.uk](mailto:victoria.waters@bridgewater.nhs.uk)

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Review: September 2018

### **First Aid - Key Points**

1. If a First Aider is present at the accident, or near the accident, then that First Aider should deal with the incident at the location.
2. If there is no First Aider present, or near to the accident, then the pupil should be sent, or go to the Medical Room.
3. A first aider will have a walkie talkie on during lesson time on a rota.
4. The Medical Room will be staffed on a rota at breaks and lunches.
5. If the accident is recordable, it should be completed by the responsible person present at the accident (not necessarily the first aider!).
6. First Aid is recorded by the First Aider using the SIMS system.
7. Pupils who are “feeling generally unwell” should be referred to their Pastoral Leader
  - KS3: Alison McCartney / Mark Pendlebury
  - KS4: Mark White / Liz Sheedy
  - Sixth Form: Hannah Moreton
8. In the event of an emergency, or if in doubt, call an ambulance immediately.
9. Injuries sustained outside of school should be initially dealt with as first aid and the parents informed immediately. Remember that only first aid can be given. Any further treatment should be refer to the parents to deal with through their family G.P. or A&E.

10. For pupils with temporary/new medication, the standard form must be completed and the medicine stored in the Medical room.
11. Only give medication that belongs to the child. Under no circumstances should an alternative be offered.