



Moreton Church of England Primary School



# Moreton Church of England Primary School



## Medical & First Aid Policy

Written by: N Batt, Headteacher  
Date: September 2023

Agreed by Governors (Date):  
Signed (CoG):



## Introduction

Under the Children and Families Act 2014 the governing body is responsible for making arrangements for pupils at Moreton Church of England Primary School with medical conditions. This is to ensure that all children 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.

In addition the governors are also responsible for the first aid and administration of medicines in the school under the Health and Safety (First Aid) Regulations. The implementation of these is through the Headteacher and Health and Safety Coordinator.

This policy is to be read in conjunction with our other policies; in particular our SEN and Health & Safety policies.

## Administration of Medicines and/or Medical Care Provision

Moreton Church of England Primary School is committed to ensuring that pupils at school with medical conditions are properly supported so that they have full access to education, including school trips and physical education. This policy sets out our arrangements for this to happen. We consult with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported. Our aim is to clearly capture the steps required to help the child to eventually manage their condition and overcome any potential barriers to their education. Some children may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their SEN provision. The flowchart shown in Annex A will be used to determine whether an IHCP is required.

Children at school with medical conditions will require support to manage their condition to keep them well and may also require monitoring and/or interventions in emergency circumstances. As children's health needs may change over time, in ways that cannot always be predicted, any child with a medical condition will have regular reviews with our SENCo or member of SLT. This may be weekly, monthly, termly or yearly depending on the recommendation from health professionals and in consultation with parents. This will be based on the individual need of each child.

Where a child requires medical care either an IHCP is required or a form is required to be completed (Annex B), indicating clear written instructions on the circumstances of either the medication or procedure required. We will ensure:

- The child has 2 dedicated members of staff who are both willing to undertake the role and have been suitably trained;
- Training needs are assessed and reviewed annually;
- The child has their own file and records which are kept in the medical room;
- Dedicated medibox for the child;
- All relevant staff are made aware of the condition;
- Staff absences are covered;
- Supply teachers or cover supervisors are fully informed;



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- Risk assessments for school visits (including residential), sporting activities (if required) and other school activities outside the normal timetable are completed for the individual;
- Healthcare plan is regularly reviewed.

As part of a pupils' development, we will work together with parents to encourage children to become competent in managing their own health needs and medicines. Any responsibility for this will be reflected on the relevant paperwork. Wherever possible, children will be allowed to carry their own medicines and relevant devices or have suitable access to their medicines for self-medication quickly and easily eg.. asthma inhalers, blood glucose testing meters or adrenaline pens. Appropriate levels of supervision will be given as required.

There may be times where the school needs to apply flexibility in attendance for the child 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. We will work with parents and healthcare professionals to consider how to reintegrate children back into school after a period of absence to ensure that they are properly supported with their educational, social and emotional needs associated with their medical condition.

In line with our safeguarding duties we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. We would not accept a child in school at times where it would be detrimental to the health of that child or others.

When a child moves from year 6 to year 7 transitional arrangements between Moreton Church of England Primary School and the relevant secondary school will take place. Every effort will be made to ensure that suitable arrangements are discussed and put into place within two weeks.

At times pupils' will require medication throughout the school day. An appropriately trained member of staff will administer medication provided we have the following:

- Clear written instructions from the parent (Annex C)
- Medication that is in the original container dispensed by the pharmacist or
- In the case of non-prescribed drugs in an unopened correctly labelled bottle which is in date. We will not administer Aspirin or medicines containing ibuprofen unless prescribed by a doctor.

In the case of eye-drops, creams and ointments, these will be kept in the School Office and the medication will be given to the child to administer themselves. Any medication taken during school hours will be entered into the Medical records kept in the School Office. Sun cream is not applied by staff. We ask that sun cream is brought into school and is labelled with the name and class of the pupil. Children are then given appropriate times before lunch or afternoon sessions to apply the cream themselves as required.

Parents should make teachers aware of how a child's medical condition may impact on their participation in school trips and visits or in sporting activities. This should be undertaken at the beginning of the school year for ongoing conditions, through an appointment with Mrs Batt for any hospital treatment received or via a letter for that day. Wherever possible arrangements for the inclusion of pupils in such activities will be made, with any necessary adjustments, unless evidence from a clinician such as a GP states that this is not possible.



## First Aid Provision

***'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'.*** Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

## Arrangements for First Aid

The School will provide materials, equipment and facilities to provide First Aid. First Aid medical posters are displayed around the school which provides information on the location of the first aid kits. Our standard first aid kits are kept in the medical room by the front office. All classes will have a basic first aid kit which contains wipes, plaster and gloves. The contents of the kits will be checked 6 monthly in September and February by a qualified first aider. As a school we have also purchased equipment for emergency use such as asthma inhalers. We follow the Department of Health protocol in the use of these.

The School First Aiders are:

*Main First Aider: Mrs L Nicholls*  
*Additional First Aider: Mrs Claire Chalkley and Mrs Becky Barros*

Before undertaking any off site activities the level of first aid provision will be assessed by the Headteacher, Mrs Batt, and at least one first aid kit will be taken along.

Sharp boxes will be used for the disposal of needles and other sharps. A bin is provided for medical waste to be disposed of appropriately. These are kept in the medical room/office.

## Information on First Aid Arrangements

The Health and Safety Coordinator, Mrs Mainwaring, will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition we will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- Their room number or extension number;
- Location of the First Aid Box.

All members of staff will be made aware of the School's First Aid Policy. No member of staff should attempt to give First Aid unless they have been trained. The school uses CPOMs as an online system which records any first aid treatment given. Where necessary serious injuries are recorded "on-line" via the Health & Safety section on Essex County Council



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Infolink; this is for both employees and pupils. If emergency First Aid is administered to a child, the parent/guardian will be informed.

## **Accidents involving bumps to a Pupil's head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time. Where emergency treatment is not required a 'Head Bump' slip will be sent home to the parent/guardian. They will also receive an email message.

## **Transport to hospital or home**

The Headteacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Headteacher may decide to transport the pupil to the hospital.

Where the Headteacher makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil;
- A member of staff will stay with the child until the parent arrives.

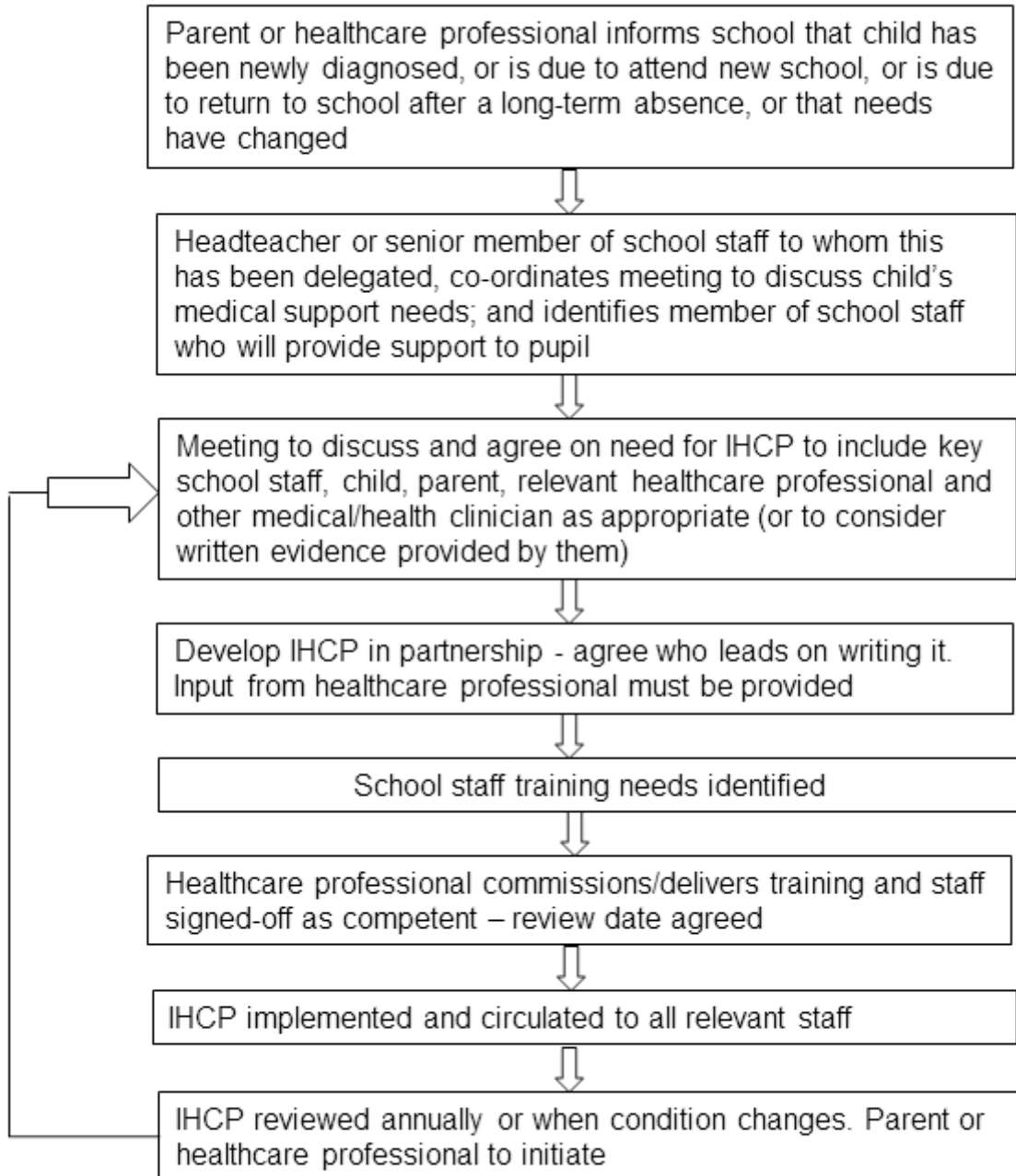
## **Linked policies**

This policy should be read in conjunction with the following:

- Health & Safety Policy
- Supporting pupils with medical conditions
- Intimate Care policy
- SEND policy



## Annex A: Process for developing Individual Healthcare Plans





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## Annex B: Request to administer medical care

The school will not supervise your child's medical needs unless you complete and sign a request form, and the Headteacher has agreed that school staff are fully trained and can undertake the relevant care provided. This form may be used in conjunction with a IHCP. If medicine is required , then a separate form is required.

### DETAILS OF PUPIL

Surname: \_\_\_\_\_ Forename(s) \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_

Condition or illness:

Triggers/Signs/Symptoms:

### MEDICAL CARE

Type of medical care required:

Treatment requirements:

As required		Hourly		Daily		Other	
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Details of treatment:



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Length of time support is required:

Can the child manage their care themselves? Details:

Procedures to take in an emergency:

***If consistent adult support is required for medical conditions eg.. diabetes an IHCP will be completed with the SENCo and relevant health professionals.***

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## CONTACT DETAILS

Name: \_\_\_\_\_ Relationship to pupil \_\_\_\_\_

Contact telephone numbers \_\_\_\_\_

Signed \_\_\_\_\_ Relationship to pupil \_\_\_\_\_





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## Annex C: Request for school to administer medication

The school will not supervise the administration of your child's medicine unless you complete and sign a request form, and the Headteacher has agreed that school staff can supervise the administration of the medication.

### DETAILS OF PUPIL

Surname: \_\_\_\_\_ Forename(s) \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_

Condition \_\_\_\_\_ or \_\_\_\_\_ illness: \_\_\_\_\_

### MEDICATION

Name/type of medication (as prescribed on the container) \_\_\_\_\_

For how long will your child take this medication? \_\_\_\_\_

Date dispensed: \_\_\_\_\_

### FULL DIRECTIONS FOR USE

Dosage and method \_\_\_\_\_ Timing \_\_\_\_\_

Special precautions \_\_\_\_\_

Possible Side effects \_\_\_\_\_

Can child self administer \_\_\_\_\_

Procedures to take in an emergency \_\_\_\_\_

### CONTACT DETAILS

Name: \_\_\_\_\_ Relationship to pupil \_\_\_\_\_

Contact telephone numbers \_\_\_\_\_

**I understand that I must deliver the medicine personally to the school office and accept that this is a service which the school is not obliged to undertake**

Signed \_\_\_\_\_ Relationship to pupil \_\_\_\_\_

