



First Aid, Health and Medication Policy Reviewed September 2016

All policies at GSSC are written to reflect Statutory Requirements or National Guidance and updated in accordance with this. There are times when the Government or Local Authority provide updates to policies that are outside of the policy review schedules. In such instances, an appendix will be added to policies to reflect these updates until the Governing Board can ratify these amended policies. These appendices will supersede previously issued Statutory Requirements or National Guidance.



Policy Written by/date:	Signed/Date: Chair or Vice Chair	Policy due for review:
Tracy Phillips September 2016	Jane Brand 3/10/16	September 2017

This Policy is linked to the following School Policies and/or Procedures

Curriculum Policies	School Policies	School Business/Finance Policies
<ul style="list-style-type: none"> • Curriculum • SEN • English (incl Library) • Art • DT • Forest Schools • Humanities • Maths • P.E • PSHE • ICT/Computing • R.E • Collective Worship • Science • Sex and Relationship Education (SRE) • Careers • Post 16 (inc Consortium) • Communication • ASD • Music • School Council • Spiritual, Moral, Social and Cultural/British Values • Teaching and Learning • Conductive Education 	<ul style="list-style-type: none"> • Child Protection and Safeguarding • Inclusion • SEN Report • Appraisal • Positive Intervention • Prospectus • Pupil Attendance • Anti—Bullying • Designated Teacher (LAC) • Exclusions Policy • Volunteers • Animal Visits • Educational Visits • Exams/Accreditation • Staff Dress Code • First Aid Health and Medications • Intimate Care • Manual Handling/Mobility • Initial Teacher Training • Planning, Preparation and Assessment • Continuing Professional Development • Teaching Assistants • Well-Being of Staff and Student • SEF • SDP • Bereavement • Management of Incident Involving Drugs • Use of Video and Photography • Acceptable Use • E-Safety • Non-Smoking Policy • Complaints • Assessment, Recording and Reporting • Parental Involvement • Student Participation • Home School Agreement • Healthy Eating • Transition • Pupil Premium 	<ul style="list-style-type: none"> • Data Protection • Confidentiality • Pay Policy • Register of Business interests of HT and Governors • Accessibility Plan • Charging • Freedom of Information • Publication Scheme • Staff Grievance • School Companies • School Income • Lettings • Code of Conduct • Governor Allowances • Allegations of abuse against staff • Health and Safety • Retention of data • Recruitment and Selection Policy (Safer Recruitment) • Governing Board Succession Planning • Whistleblowers • Instrument of Government • Staff Discipline, Conduct and Grievance procedures • Equal Opportunity Policy • Equality Duty • Staffing Structure • Staff Attendance Planned • Staff Attendance Unplanned • Anti-Harassment • School Emergency Plan • Critical Incidents • Transport • Pool Safety and Procedures

All our pupils and staff at GGSC are treated equally regardless of race, age, creed, gender religion or sexual orientation.

First Aid, Health and Medications Policy

INTRODUCTION

This policy was written in conjunction with the Headteacher, Deputy Head and School Nurse and ratified by the Governing Board it should be read in conjunction with the 'Supporting Pupils with Medical Needs in School Policy'. It will be reviewed bi-annually in line with school policy, and aims to clarify the roles and responsibilities of all staff in school.

PUPILS WHO BECOME UNWELL AT SCHOOL.

For some pupils there will be a pre-written care plan identifying specific needs and procedures.

(For example: some pupils may require emergency medication /intervention. Care plans are obtained from the School Nurse.

1. If a pupil should become unwell at school a Health Aide and or School Nurse (see attached V2) should be called to assess the pupil
2. In an emergency you may need to follow the aforementioned care plans.
3. If the pupil requires hospitalisation an ambulance should be summoned to transport the pupil to the A&E department and parents/carers will be contacted simultaneously
4. Emergency Forms will be taken to hospital with the pupils in all circumstances.
5. **The decision to send a pupil home must be authorised by a member of the Senior Leadership Team (SLT), initially the Deputy Head or in her absence, the Assistant Head or Headteacher. If no member of the SLT is available then the decision will be made by Middle Leadership Team in conjunction with the SBM.** The member of staff dealing with the illness will need to complete a (sending home form)
6. A member of staff will advise parents/carers, if a student is unwell or injured
7. For pupils who are in respite care the parents will be contacted first before the respite care establishment.
8. In the event of a decision being made to send a pupil home the parents/carers will be contacted by telephone. They will be expected to take responsibility for arranging to collect and take their student home.

FIRST AID

1. As part of this policy there will be a minimum of six members of staff holding a current recognised First Aid certificate
2. All staff will follow the appropriate guidelines when giving first aid and will be aware of the list of excludable illnesses 'Health Advice for Students' Poster Situated in the treatment room. In addition to this a folder 'infections in students factsheets' is available in the Children and Young Peoples Nurse and Head Teachers office.

3. It is the responsibility of the first aider/health aide/member of staff who attends any accident or incident to complete all appropriate paperwork, (first aid injury/accident form and notify class teacher to make a note in home school book if necessary) and report verbally to all staff. Class Teachers to report to parents or carers as required
4. First aid boxes are located around school. A list of all locations is circulated to all areas of the school. It is the responsibility of the Health Aides to maintain supplies and restock. Stock is kept in the treatment room cupboard.
5. Thermometers are available in the treatment room to aid assessment by Health Aides.

ADMINISTRATION OF MEDICATIONS IN SCHOOL

1. Health Aides will dispense regular medications, in the first instance. In their absence this duty **may** be delegated to a member of the Senior Leadership Group with their consent.
2. All Medications including emergency medications administered by school staff should be checked by a second member of staff (see school recording forms), who has been trained by the School Nurse.
3. Emergency medications – Buccal Midazolam, Rectal Diazepam, respiratory inhalors, epipen/adrenalin in the absence of the School Nurse or Health Aide, may be administered by a member of staff who has agreed to take this responsibility and has received the relevant training from the School Nurse. This must also include a second member of staff to check medications given(see staff authorisation and training records).
4. **WHILST THERE ARE STRINGENT GUIDELINES IN PLACE FOR THE STORAGE AND ADMINISTRATION OF MEDICATIONS WITHIN SCHOOLS TO ENSURE ERRORS DO NOT OCCUR: ANY ERRORS WITH MEDICATION SHOULD IMMEDIATELY BE REPORTED TO THE SCHOOL NURSE AND SLT. ANY GUIDANCE REQUIRED ON MEDICATION WILL BE SOUGHT IMMEDIATELY FROM THE NHS. PARENTS/CARERS WILL BE NOTIFIED BY SCHOOL NURSE/SLT. INCIDENT FORMS WILL BE COMPLETED BY ALL STAFF INVOLVED.**

STORAGE

MEDICATION SHOULD NOT BE LEFT IN PUPILS' BAGS

- All medications should be kept in a locked cupboard/trolley and the keys maintained in the locked key safe that is sited in the nurse's room.
- All medication must be properly labelled, in the original container, and only administered to the pupil for whom it was prescribed and in accordance with the directions of the prescriber.
- Any expired or unused medications must be returned to the parent/carer. **This is the responsibility of the Health Aide in conjunction with the School Nurse**
- **ALL MEDICATIONS GOING TO AND FROM HOME/RESPITE VIA SCHOOL OR FOR USE IN SCHOOL MUST ARRIVE IN AN ORANGE BAG – AVAILABLE FROM THE HEALTH AIDES.** These will be handed to a designated member of school staff (usually the Health Aides) by the staff member bringing the pupil into school and counter signed by a 2nd trained member of staff and locked in a designated cupboard. At the end of the day (or sooner if the pupil is leaving before the school day ends) the designated member of staff (usually the Health

Aides) will return these medicines to the appropriate member of staff escorting the pupil out of school, completing the medication return form (counter signed by a 2nd trained member of school staff).

- All medication will be counted and placed in a locked cupboard by the member of staff who will sign it in. When medication is collected by the Health Aide or trained member of staff or collected for forwarding to respite care establishments it will again be counted and signed for and counter signed by a 2nd trained member of staff.
- Oxygen cylinders are kept when not in use in a locked clearly labelled cupboard (Nurses' Room). Any empty cylinders must be clearly labelled 'Empty cylinders'. It is the responsibility of the School Nurse to check stock levels (when oxygen is used in school) all cylinders used in school must be returned to the designated area at the end of each day. The Estate management company Amey will be informed by the School Business Manager when oxygen is stored on the premises.

RECORDS

1. Medication, can only be administered when written consent has been gained and the appropriate paperwork completed. This is organised by the School Nurse. The consent forms are stored in the labelled (medication charts) folders in the Nurses room
2. All medication administered must be recorded on the pupil's school medication chart records, these are kept in the Nurses Room in the medication chart folder.
3. If school staff administer medication at any time they **MUST** complete and sign the school recording forms – e.g day Trips and Residentials when a counter signature should be included. If medication is passed to a member of staff for administration by the School Nurse/Health Aide his/her signature should be recorded.
4. If any emergency medications are administered parents and carers should be informed of the time, dose and reason.
5. Emergency forms must accompany pupils **on outings of all kinds**. The master copies are kept in the main office and in classes.
6. Every class base is issued with a current list of pupils who require regular medication in school and those requiring emergency medications. These also contain details of any important health information i.e. shunts/spinal rods etc These are updated on a regular basis by the School Nurse/Health Aide.
7. Pupils's emergency respiratory inhalers are kept in their classroom in an appropriately labelled container that is transportable and must be taken with the pupil to all locations.

SCHOOL OUTINGS/RESIDENTIALS

1. All medications required for trips out of school should be sent in to school from home, in the original container. The Teacher in charge is responsible for obtaining permission from parents in writing (EVC pack) to administer medication prior to the visit and for keeping the appropriate record sheet (EVC pack). On completion these should be filed in the Pupil's File.

2. If a pupil requires emergency medication i.e. Rectal Diazepam, Buccal Midazolam or an Epipen an appropriately trained member of staff must accompany all trips out of school.
3. All medications should be counted and verified to ensure accuracy of administration and records. This must involve two members of staff, a record and signatures should verify this.
4. A separate record (Emergency Form) must accompany each pupil **on outings of all kinds.**
5. Consent must be gained, from parents/carers for all necessary medications to be administered for the duration of the residential. All medications administered by school staff must be recorded at the time and these records filed on the pupil's main file.
6. All medication must be kept in a locked container.

TRAINING

Training will be given to identified staff for the following procedures

1. Administration of rectal diazepam and Buccal Midazolam
2. Basic life support/BLS for hydrotherapy
3. Anaphylaxis Awareness and Epipen training
4. Gastrostomy feeding, refer to non-emergency intimate and invasive medical procedures in school
5. Catheter care
6. Asthma
7. Administration of oxygen/suction/oxygen saturation monitoring
8. First aid
9. Complete records of all training undertaken, will be kept, by the School Nurse/Health Aides and available to the school at their request. All staff have a copy of their personal record. Staff authorisation notices are also distributed to all classes.

The School Nurse is available in school for guidance and advice to any member of staff who require assistance.

Attached V2 First Aid pathway

School medical Recording Forms

Emergency forms

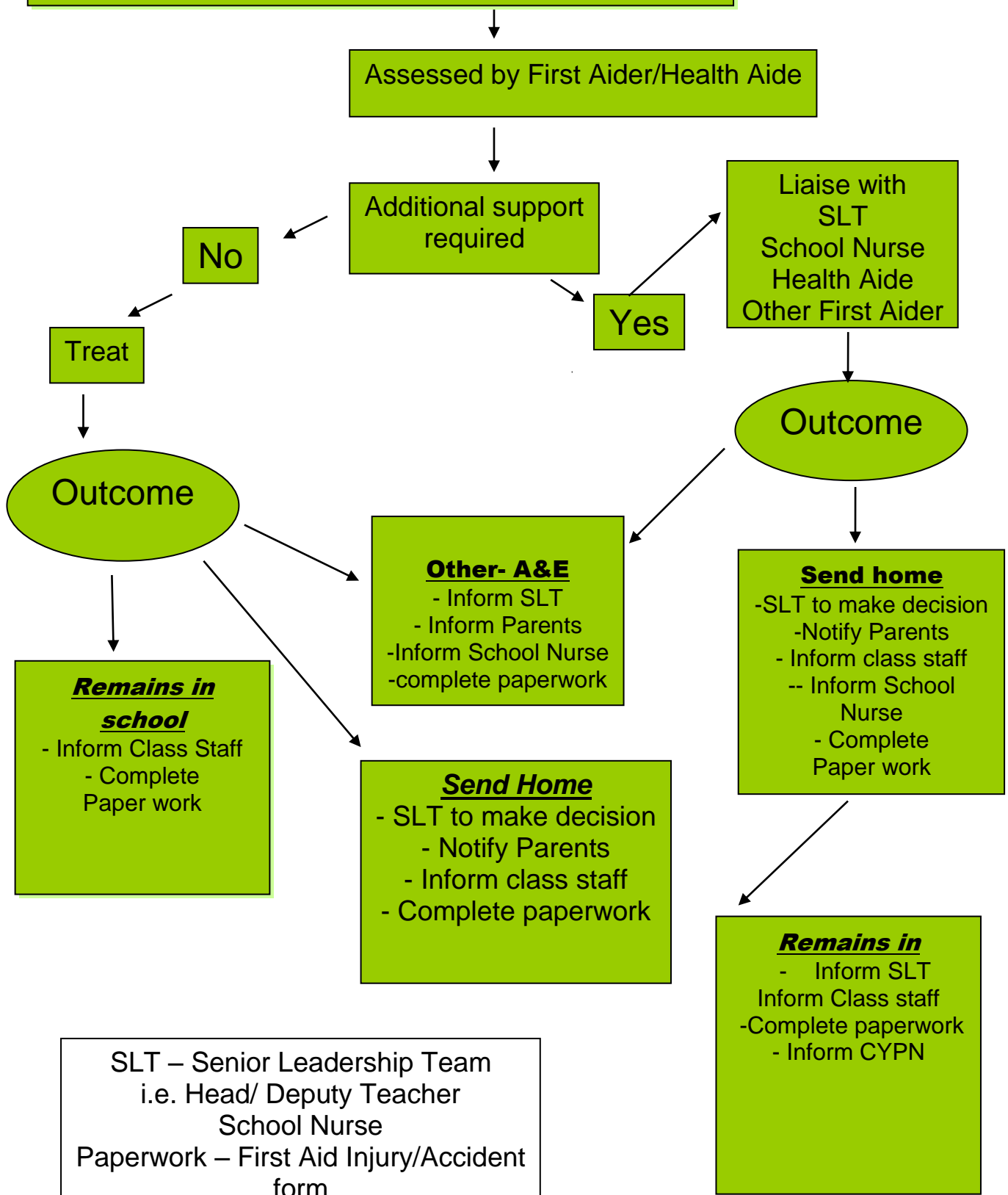
Daily Medication Form

Consent Form

Medication signed out form

NCC Medication administration off-site (residential and community)

Care pathway for children receiving first aid



SLT – Senior Leadership Team
i.e. Head/ Deputy Teacher
School Nurse
Paperwork – First Aid Injury/Accident form

**Greenfields Specialist School for Communication
Accident/Incident Report Form for Staff and Pupils**

1. Personal details of affected person (where applicable)

Is the person: Staff Pupil Other (Please state) Age

Forename Surname Male Female

Home address

.....

2. Details of where and when accident/incident occurred

Name of Premises/Location Telephone Number:

Address & Postcode

.....

Location on Premises Date Time

3. Details of injury and treatment received (where applicable)

Description of injury sustained

.....

Treatment (tick boxes that apply) Received First aid by(name)

First aid treatment received

.....

Sent home Visited Doctor Paramedic/Ambulance called Went to Hospital

Detained in Hospital for/.....(hrs/days)

Resumed Work/Education after treatment Time off work/school (for days)

4. Details of Witness(es) (where applicable)

Name(s)

Address(es).....
.....

5. State precisely what happened (continue overleaf if required)

6. Injured/affected person

Declaration

I declare that to the best of my knowledge and belief the above information is true and no material fact concerning the accident/incident or injured person has been withheld

Print Name Position Date

(in the case of pupils – responsible adult present at the time of accident/incident to sign)

Declaration

I have carried out an initial investigation and declare that to the best of my knowledge and belief the above information is true and no material fact concerning the accident/incident or injured person has been withheld

*Head Teacher/Deputy Head/ Assistant Head (delete as appropriate) Signed

Print Name Position Date



**GREENFIELDS SPECIALIST SCHOOL FOR COMMUNICATION
STUDENT EMERGENCY FORM**



Student's name:

Date of Birth:

Parent/Carer:

Religion:

Address: **Tel No.**

Postcode:

Work Tel No.

Mobile Tel. No

Emergency Contact:
Name: **Tel. No.**
Address:

Do you have your own transport during school hours? Yes/No

Social Worker:
Tel No.

GP: Name:
Address: **Tel. No.**

If female does your child menstruate? Yes/No

Consultant: Name:
Address: **Tel. No.**

Does your child suffer any allergic reactions? Yes/No
Please give details

Immunisations:	Date		Date
Polio		M.M.R	
Anti-tetanus		T.B.	
Diphtheria		Meningitis	

Does your child suffer from any skin conditions that might prevent swimming/hair washing/showering? Yes/No
Please give details

Medication:

Does your child have any special dietary needs Yes/No
Please give details

Any other relevant information:

Signed:

Parent/carer **Date** .../.../.....

**GREENFIELDS SPECIALIST SCHOOL FOR COMMUNICATION
STUDENT EMERGENCY FORM**



**FOR SCHOOL USE
Off Site Visits**

Student's name:

Signed:

Date:

Does the student have a
Positive Handling Plan?

Yes/No

*(If yes attached to Class Copy of
Emergency Form)*

Does the student have a
Manual Handling Plan?

Yes/No

*(If yes attached to Class Copy of
Emergency Form)*

Are there any other risks involved in taking
the student on Off Site Visits?

Please give details and level of risk

Strategies/Alternative arrangements/
etc

Does the student have parental permission
to travel in: school minibus, private cars
driven by a teacher/driven by a Teaching
Assistant, public transport? *Delete as appropriate.*

Does the student have parental
permission to have medication
administered by a group leader on an
education day trip/residential visit?
Delete as appropriate.

Does the student need emergency medication to be taken out of school with them Yes/No
Rectal Diazepam Buccal Miazolam Epi-pen Inhaler Other (Please specify)

Does the student have parental permission to
have photographs taken for school use/in
local press? *Delete as appropriate.*

Does the student have parental
permission to have medication
administered by school staff? YES/NO

Any other relevant information- Please give details