

SCHOOL MEDICAL POLICY

Harrogate Grammar School

General Statement

Our school welcomes and supports children and young people (CYP) with medical and health conditions. We aim to include all CYP with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

In addition to this school policy, we also use the more detailed North Yorkshire 'Guidance for Supporting Children and Young people with Medical Conditions in School Feb 2015'

Planning Ahead

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- Having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions.
- Ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
- having record keeping procedures in place for administering medication
- having storage facilities in place for medication
- having identified a suitable area within school for undertaking health care procedures
- having suitable toileting facilities for CYP which are clean, safe and pleasant to use
- Having flexible policies which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any CYP with a medical condition that requires this.
- appointing a member of staff to be our Named Person for medical needs
- following the guidance provided by the Local Authority in 'Supporting Children and Young People with Medical Conditions in School ' Jan 2015

Emergencies

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Headteacher ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the phone at the school, all year managers and SLT know the procedure. This procedure is revisited every term in the staff bulletin.

If a CYP needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany, and school will phone the parent/s to meet the

ambulance at casualty. The member of staff will stay with the CYP until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a CYP to hospital in their own car unless it is an absolute necessity and never unaccompanied.

First Aiders

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school.

Procedure to be followed when school is notified that a CYP has a medical condition

1. Seek further information from parents and health professionals
2. Determine whether an Individual healthcare plan or a risk assessment is required
3. Arrange a meeting to develop the Individual health care plan
4. Arrange any staff training
5. Implement and monitor Individual healthcare plan.

Staff Training

Staff who support CYP with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual Healthcare Plans. The Head teacher / Lead First Aider is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the Lead First Aider who will make appropriate arrangements.

The Lead First Aider keeps a training record and ensures training is refreshed as appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures (see Working **Together**).

Staff who complete records are shown by the Lead First Aider how these are to be completed and managed. The Lead First Aider / School Health and Wellbeing Worker quality assures this on a half termly basis.

Arrangements for induction of new staff that undertake first aid duties is they attend a 3 day training course to become a first aider at work. Wider staff are made aware of first aid procedures in the new staff handbook and via induction.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient and the Lead First Aider will determine this.

Whole School Staff Awareness Training

We aim for all staff to receive basic awareness training in the following more common conditions:

- asthma
- epilepsy
- allergic reaction

This information is delivered by the Lead First Aider at least annually or for training where more appropriate via NHS training.

This is supported by having information about students with these conditions located in Arbour and information about these conditions in prominent positions: The atrium, hub, main reception, PE block.

Staffing

The Year Manager is responsible for ensuring that all **relevant** staff will be made aware of a CYPs condition as soon as possible.

Any supply teachers / covering staff will be informed, as appropriate, via the pack given on entry to the school or the cover sheet from staff highlighting key information about students.

CYP with Individual Healthcare Plans have staff named in their plan who have been trained to undertake the procedures in the plan. The Headteacher/ Deputy Headteacher ensures there are enough staff named to cover for absences and to allow for staff turnover.

Administration of Prescribed Medication at School

Wherever possible we allow CYP to carry their own medicines and relevant devices and where CYP self-administer we will provide supervision as appropriate

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a CYPs health.
- We will only accept medication that has been **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- We will not give **Aspirin** to any CYP under 16 unless it is prescribed.
- We only give medication when we have written parental permission to do so.
- Where appropriate, CYP are encouraged to carry and administer their own medication with a spare being kept in first aid when it is provided.
- Medication not carried by CYP is stored in first aid.
- Controlled drugs are stored in the private medicines' cabinet in first aid.
- CYP who do not carry and administer their own medication know where it is stored and how to readily access it.

Administration of Non-Prescribed Medication at School

Non-prescribed medication can only be administered in Harrogate Grammar School where it is absolutely essential to the CYP's health and where it cannot be taken out of the schools/settings hours.

- When non-prescribed medicine is administered it must have prior written parental consent form, and a record of administration form must be kept.
- Non-prescribed medication is treated the same as if it were prescribed i.e. checking the packaging, expiry date, dosage, administration instructions, correct storage.
- Harrogate Grammar School agree to administer non-prescribed drugs in the form of paracetamol only after consent has been received from a parent. Consent must be gained in each instance paracetamol is required. This is in line with the Trust Paracetamol Policy see appendix 5.
- Non – prescribed medication would be provided by the parents.

Administration of Medication – General

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a CYP taking medication unless they have been specifically contracted to do so or it is in their job description.

For medication where no specific training is necessary, first aiders will administer prescribed and non-prescribed medication to pupils but only with a parent's written consent.

Some medicines require staff to receive specific training on how to administer it from a registered health professional.

CYP Who Can Manage Their Own Needs

We encourage all CYP to manage as much of their own needs as is appropriate. The Year Manager / Lead First Aider will determine after discussion with parents whether a CYP is competent to manage their own medicine and procedures. Where a CYP has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible.

We aim for our CYP to feel confident in the support they receive from us to help them do this.

School Trips

Staff organising our school trips ensure:

- They plan well in advance.
- They seek information about any medical / health care needs which may require management during a school trip. This is specifically relevant for residential visits when CYP may require medication / procedures that they would not normally require during the daytime.
- That any medication, equipment, health care plans are taken with them and kept appropriately during the trip.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some CYP may require an individual risk assessment due to the nature of their medical condition.

Safe Storage - General

- The Lead First Aider/Health and wellbeing worker ensures the correct storage of medication at school.
- The Lead First Aider/Health and wellbeing worker ensures the expiry dates for all medication stored at school are checked half termly and informs parents by letter/email in advance of the medication expiring.
- Some medications need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in first aid. This area is inaccessible to unsupervised CYP.

Refusal

If a CYP refuses to take their medication school staff will note this on the administration of medication record. Parent/s will be informed as soon as is reasonably possible so that they can make alternative arrangements.

Accepting Medicines

The Lead First Aider/ Year Manager, along with the parent/s/carers, ensures that all medication brought into school is clearly labelled with the CYPs name, the name and dose of medication and the frequency of dose. It must be in the original, full packaging containing the accompanying information leaflet.

Wherever possible medicines should be passed from the parent to the Year Manager/school office.

Safe Disposal

Parents are asked to collect out of date medication.

If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal.

Disposal of medication is recorded on the administration of medication record.

Record Keeping

The following records are kept in school

Name of record	Location of record	Who completes it	Who quality assures it & how often
Whole school administration of medication record	The First Aid Teams folder	Health and wellbeing worker The Lead First Aider	The Lead First Aider, every fortnight
Individual administration of medication record - for CYP who have frequent & regular medication	Arbor	Health and wellbeing worker/The Lead First Aider	The Lead First Aider every fortnight
Staff training log – including first aid	The First Aid Teams area	Health and wellbeing worker/The Lead First Aider/ admin	The Lead First Aider every fortnight
School Medical Register	Arbor	The Lead First Aider/admin	Lead First Aider/ Deputy Headteacher, half termly

All these records will be kept securely and in accordance with NYCCs Records Retention and Disposal Schedule. All electronic records will be password protected.

Enrolment Forms

We ask on our enrolment form if a CYP has any medical /health conditions and again at regular times.

Individual Health Care Plans

For CYP with more complex medical needs we use Individual healthcare plans to record important details. Individual healthcare plans are held in Arbor in accordance with data protection. They are updated when and if there are significant changes and also annually reviewed with parents and health care professionals.

Individual Healthcare Plans are shared on a need to know basis with staff who are directly involved with implementing them.

Individual Healthcare Plans are also shared, with parent/s permission, with NYCC risk management and insurance.

The Lead First Aider is responsible for ensuring any Individual healthcare plans are developed.

The Headteacher / Deputy Headteacher is responsible for checking Individual Healthcare plans on an at least annual basis or earlier if there is evidence that the students' needs have changed, to ensure they are up to date and being implemented correctly.

School Medical Register

We keep a centralised register of CYP with medical needs. The Headteacher / named person has responsibility for keeping the register up to date.

Asthma

School staff are aware that, although it is a relatively common condition, asthma can develop into a life-threatening situation.

We have a generic asthma plan in place in school which details how asthma attacks are managed. This plan is displayed in prominent locations in school.

CYP who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.

The Headteacher and Governing body have chosen to keep emergency Salbutamol inhalers and spacers in school for use by CYP who have a diagnosis of asthma and whose parent/s have given us written permission for their CYP to use it. This would be in rare circumstances where an inhaler has become lost or unusable. Parents are informed by standard letter if their child has used the school's emergency inhaler.

The Lead First Aider is responsible for managing the stock of the emergency school Salbutamol inhalers.

The emergency salbutamol inhalers will be kept in first aid.

The Lead First Aider/ First Aid team are responsible for ensuring the emergency inhalers and spacers are washed as necessary

School Defibrillator

As part of our first aid equipment, we have chosen to purchase a defibrillator. We have notified our local NHS ambulance service of this decision, and our first aiders are trained in its use. The Lead First Aider is responsible for checking the unit is kept in good condition. This is done on a monthly basis.

Working Together

A number of people and services may be involved with a CYP who has a medical condition e.g. parent/s, CYP themselves, Healthy Child Nurse, specialist nurse, community nurse.

We seek and fully consider advice from everyone involved and from the Local Authority to assist us in our decisions around a CYPs medical needs.

We aim to maintain regular contact with our Healthy Child nurse who may inform us of any CYP who have health conditions that we are not already aware of e.g. where a CYP has developed a new condition.

We work together to identify needs, identify training, draw up Individual Healthcare Plans, identify staff competency in procedures etc. However, the Headteacher and Governing body take overall responsibility for ensuring a CYPs needs are met in school.

We work together to ensure our policy is planned, implemented and maintained successfully.

Head Teacher's Responsibilities

The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to the Deputy Headteacher:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including CYP, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, Healthy Child Nurse, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare plans.
- Ensure CYP confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Provide/arrange provision of regular training for school staff in managing the most common medical conditions in school.
- Ensure all supply staff and new teachers know and implement the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.

- Ensure Individual Healthcare plans are completed and reviewed annually.
- Check medication held in school half termly for expiry dates and dispose of accordingly
- Inform parents when supply of medicine needs replenishing / disposing
- Quality assure record keeping
- Work together to quality assure staff competency in specific procedures
- Regularly remind staff of the school medical policy and procedures

School Staff Responsibilities

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand and implement the medical policy.
- Know which CYP in their care have a medical condition.
- Allow all CYP to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure CYP who carry their medication with them have it when they go on a school trip or out of the classroom e.g. to the field for PE
- Be aware of CYP with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all CYP with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure CYP have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching Staff Responsibilities

Teachers at this school have a responsibility to:

- Ensure CYP who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a CYP's learning and provide extra help when needed.
- Liaise with parents, healthcare professionals and special educational needs co-ordinator if a CYP is falling behind with their work because of their condition.

First Aiders Responsibilities

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary.

School Educational Needs Co-Ordinator Responsibilities

The SEN Co-Ordinator has a responsibility to:

- Help update the school's medical condition policy in relation to those students where the need impacts on learning.
- Know which CYP have a special educational need because of their medical condition.

- Ensure teachers make the necessary arrangements if a CYP needs special consideration or access arrangements in exams or coursework.

CYP Responsibilities

CYP have a responsibility to:

- Treat other CYP with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they or another CYP is not feeling well. We remind all CYP of this on an annual basis in (assembly)
- Treat all medication with respect.
- Know how to gain access to their medication (includes emergency medication)
- Ensure a member of staff is called in an emergency situation

Parent Responsibilities

Parents are expected to support their child by:

- Telling school if their child has / develops a medical condition
- Immediately informing (the school office) in writing if there are any changes to their child's condition or medication.
- Ensuring that they/ their emergency representative is contactable at all times.
- Administering medication out of school hours wherever possible
- Undertaking health care procedures out of school hours wherever possible
- Ensuring they supply school with correctly labelled in date medication.
- Contributing to the writing of individual health care plans / intimate personal care plans as appropriate
- Completing the necessary paperwork e.g. request for administration of medication
- Collecting any out of date or unused medicine from school for disposal
- Keeping their child at home if they are not well enough to attend school / infectious to other people
- Ensure their child catches up on any schoolwork they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Parents who do not provide this support should be aware that we may not be able to fully support their CYP's medical condition in school.

School Procedure on Being Notified of a CYPs Medical Condition

Notification of a CYPs medical condition may come via a number of routes e.g. by parents, Healthy Child nurse, admission forms etc.

Whatever the route the Headteacher / named person must be informed as soon as possible.

They must then:

- Seek further information about the condition
- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required (see Appendix 7)
- Identify any medication / health care procedures needed
- Identify any aspects of a CYPs care they can manage themselves

- Identify which staff will be involved in supporting the CYP
- Identify what, if any, training is needed, who will provide this and when
- Identify which staff need to know the details of the CYPs medical condition and inform them as appropriate
- Ensure parent/s written permission is received for any administration of medication

Unacceptable Practice

School staff use their discretion about individual cases and refer to a CYP's Individual Healthcare Plan, where they have one, however; it is not generally acceptable to:

- Prevent CYP from accessing their inhalers or other medication
- Assume every CYP with the same condition requires the same treatment
- Ignore the views of the CYP and their parents
- Ignore medical evidence or opinion although this may be challenged
- Send CYP with medical conditions home frequently or prevent them from staying for normal school activities e.g. lunch unless it is specified in the CYP's Individual Healthcare Plan
- Send an ill CYP to the school office or medical room without a suitable person to accompany them
- Penalise CYP for their attendance record if their absences relate to their medical condition e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition
- Require parents, or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues
- Prevent CYP from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring the parent to accompany the CYP.

Data Protection

We will only share information about a CYPs medical condition with those staff who have a role to play in supporting that child's needs. In some cases e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

School Environment

We will ensure that we make reasonable adjustments to be favourable to CYP with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical Environment

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.

Education and Learning

We ensure that CYP with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

Teachers and support staff are made aware of CYP in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers and PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for CYP with medical conditions to have special educational needs (SEN). The school's SEN coordinator consults the CYP, parents and pupil's healthcare professional to ensure the effect of the CYPs condition on their schoolwork is properly considered.

Insurance

RKLT will ensure the appropriate level of insurance is in place.

The school's insurance arrangements are covered by the DfE Risk Pooling Arrangement (RPA). The Headteacher is responsible for ensuring staff are insured to carry out health care procedures and administer medication.

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Deputy Headteacher in the first instance. If the Deputy Headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

Home to School Transport

Parents are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

Dignity and Privacy

At all times we aim to respect the dignity and privacy of all CYP with medical conditions we do this by only sharing information with those who have a role in directly supporting the CYPs needs.

We are considerate when giving / supervising medication / managing health care needs.

Distribution of the School Medical Policy

Parents are informed about this school medical policy:

- Via the school's website, where it is available all year round

School staff are informed and reminded about this policy

- Via online school medical register
- At scheduled whole school staff meetings

Governing Bodies should review this policy annually

Person responsible:	Louise Butterfield
Date:	28 11 24
Review Date:	November 26

Appendix 1: Procedure for calling an Ambulance to school

PROCEDURE TO FOLLOW IF A STUDENT HAS AN ACCIDENT OR SERIOUS ILLNESS THAT REQUIRES AN AMBULANCE TO BE CALLED TO SCHOOL

- Following a serious accident or serious illness to a student the member of staff present will contact reception to ask for a First Aider to attend.
- The First Aider on call will attend and assess the situation and if required will call or ask a member of SLT to call an ambulance.
- The First Aider will request a member of SLT to attend, preferably the Director of School for that Key Stage, and the Year Manager.
- The Year Manager will call the parents of the injured/ill student.
- The person calling an ambulance must be at the scene.
- Parents will be asked by the Year Manager to come straight to school to escort the student in the ambulance to hospital.
- If parents cannot get to school in time they will be asked to go straight to the hospital to meet up with the student. If this is the case the student must be escorted in the ambulance by a member of staff who will stay with the student until passed onto the care of a parent. This will be arranged by the First Aider and the member of staff does not need to be first aid trained. Once the student has been passed into the care of a parent the member of staff will return to school.
- The Site Team will be contacted to help direct the ambulance staff the way to the student who is injured or not well.
- If the accident is routine i.e. fracture, dislocation the First Aider will work through the routine and a report will be sent to the Headteacher plus the member of SLT attending and the appropriate Year Manager once the ambulance has left or when they return from A & E after escorting the student.
- The member of SLT plus lead First Aider will then ensure an accident form is completed by all members of staff. Sarah Davies will issue the accident form.
- The accident form must be completed the same day and returned to Sarah Davies who will file it and send a Riddor report to the Trust.
- If a student suffers an injury i.e. sprain/strain, bruising, possible fracture, but can be moved it is advised that parents are contacted to take their child to hospital by car. Please only call an ambulance if a student cannot be moved or if they have life threatening injuries.

Appendix 2: Radio protocol on emergencies:

Radio Protocols

Who has a Radio?
<ul style="list-style-type: none"> • SLT • YM's • Reception • LS • First Aid • Attendance • Site Team

When do we use the Radio?	To communicate in an emergency e.g., invacuation, evacuation, serious injury/illness	To request First Aid	To respond to 'On Call' request	To organise lunchtime queuing	To locate a member of staff
	↓	↓	↓	↓	
How do we request support using the Radio?	"Assistance, Assistance, Assistance. Can I have a member of SLT/First Aider to {insert location} immediately?"	"First Aid staff pick up"	"On Call staff pickup"	"Send Year X to queue."	"Can {insert name of member of staff} tell me their location?"
	↓	↓	↓	↓	↓
How do we respond using the Radio?	"Message received. {insert SLT/First Aider name} on their way."	"{Insert Staff member name} received. Where is the location?"	"{Insert Staff member name} received. Where is the location?"	"Message received. Year X on their way."	"{Insert Staff member name} received. My location is..."

In case of the need to restrict radio traffic to certain staff i.e. invacuation, evacuation
<ul style="list-style-type: none"> • "Can {Insert Staff member name(s)} go to channel x" • "Message received. Going to channel x now."

Remember:

- If “**Assistance, Assistance, Assistance...**” has been called, clear the airwaves.
- Where you notice there has been no response please respond and support where you can.
- Have your Radio on at all times, where possible.
- If you are leaving your office please take it with you, where possible. If not notify your Line Manager, Reception where you will be.

ANY COMMUNICATION BEYOND THE ABOVE MUST BE DONE ON THE PHONE

Appendix 3: Generic Asthma/epilepsy and anaphylactic shock Plan



First Aid at HGS



ASTHMA

What to do if a student has an asthma attack:

- Sit the student or member of staff upright on a chair by an open window or outside.
- **Make an emergency on-call for a first aider to attend.**
- If they have an inhaler, make sure the cap is taken off and they take one puff of their inhaler (usually blue) every 30 to 60 seconds, up to 10 puffs.
- Send someone to collect the spare inhaler in the First Aid kit in Main Reception if the student or member of staff has no inhaler with them.
- Talk to the student: reassuring, calming, slowing down the breathing. Instruct them to take in a breath, hold it for several seconds and release slowly.
- **If there is no improvement after 10 puffs an ambulance must be called by the First Aider / member of SLT.**

DIABETES

What to do if someone is not well in your lesson:

- **Send for a first aider using the on-call procedure.**
- Hypoglycaemia (hypo) is when glucose levels drop too low <3.9.
- Common symptoms include:
 - pale, dark under eyes, hungry, wobbly, shaky, glazed eyes, sweaty, stomach ache, change in character/mood, headache, grumpy, irritable, tearful, weepy
- Do not send the student out of the classroom to treat a hypo.
- The student should have their own hypo box with them. If not, the student may have a spare hypo box in first aid. Please ask the First Aider to check for a hypo box in First Aid when making the call out for a first aider.
- Mild/moderate attack: Student will self-monitor, self-administer, parents to be contacted by the First Aider, the student may need to go home.
- **Severe attack: Put the student in the recovery position and the First Aider/ member of SLT MUST call an ambulance.**
- Diabetes trained staff (First Aider) may need to administer an injection in line with care plan **(do not put anything in their mouth).**

ANAPHYLACTIC SHOCK

Students who carry an Epi-pen in case of an allergic reaction:

- **Lay the person flat** – do **not** allow them to stand or walk.
- Administer the Epi-pen yourself straight through the clothes into the thigh.
- Call for a First Aider using the on-call procedure. They will administer the Epi-pen if you are unable to do so.
- The First Aider/ member of SLT **must** call an ambulance.

Appendix 4 Private Medicines Procedure

If a student requires medication while in school this needs to be recorded, and the steps below followed:

- Student/parent brings in private medicines and meets with Year Manager/Lead First Aider/School Health and Wellbeing worker
- If handed into Reception, Reception team passes this onto the appropriate Year Manager with instructions
- Year Manager fills in the orange columns on the spreadsheet with the student's details, medication details and reason for medication.
- Medicine is then transferred to First Aid for safe storage in the Private Medicines cabinet
- Lead First Aider/ School Health and Wellbeing worker to fill in blue columns on the spreadsheet each time the student takes a dose with the date and time and initials. If there is a set duration for taking the medication, parents are to collect to dispose of this safely after the course is complete. Year Managers Lead First Aider/School Health and Wellbeing worker to make contact to arrange this.
- Agenda item to be added to fortnightly first aid meetings between First Aid Admin and the Lead First Aider to check spreadsheet and expiry dates for any ongoing medications.
- Lead First Aider/School Health and Wellbeing worker to be informed of necessary phone calls they need to make to home each half term to check whether an ongoing medication is still needed.
- If an ongoing medication is no longer needed parents must collect and dispose of any medication left over.



School Paracetamol procedure

This procedure allows schools, **who are insured via the Risk Protection Arrangement (RPA) for academy trusts** to administer non – prescribed Paracetamol to children and young people in their setting if **it is essential to do so**.

This includes Paracetamol tablets, capsules and liquid suspension (e.g. Calpol)

The following requirements must be adhered to...

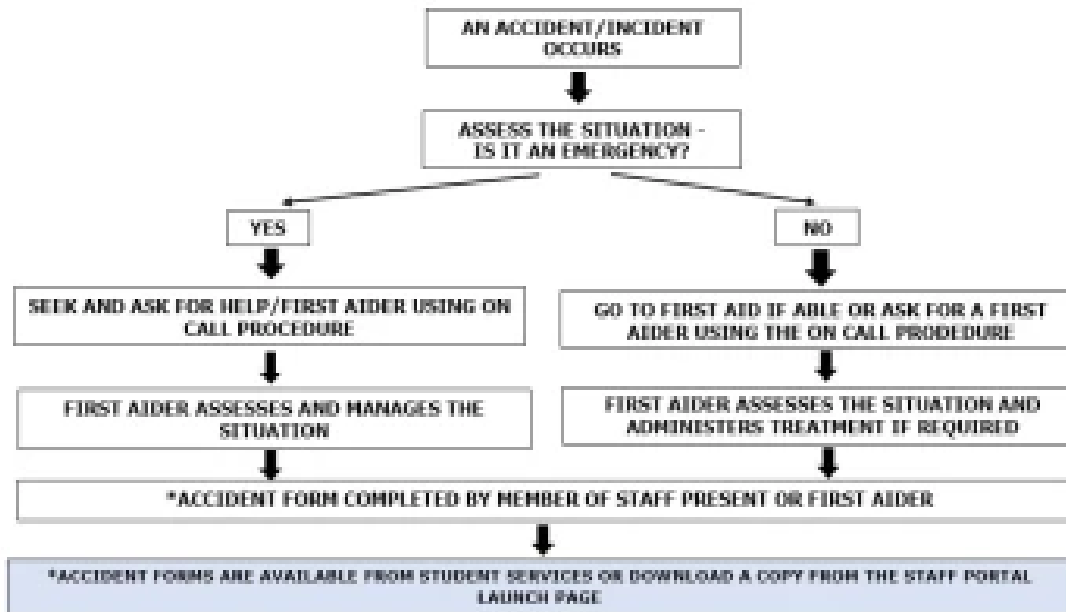
- Written parental consent must be obtained in advance. It is recommended that the DfE template be used.
- School must know the date and time the most recent dose was taken by the child / young person.
- The schools administration of medication record must be completed
- The child / young person's parents must be informed as soon as is reasonably possible.
- The medicine must be age appropriate i.e. Calpol Six Plus must not be given to children under 6.
- Follow DfE guidance 'supporting children and young people with medical conditions in school'.
- Follow dosage instructions on the pack.
- Early years settings must follow any further guidance within their own frameworks.
- Pain relief must not be given following a head injury or accident without first seeking medical advice.



First Aid at HGS



What to do if an accident/incident occurs at HGS



Appendix 7: Model Individual Health Care Plans (IHCP)

INDIVIDUAL HEALTHCARE PLAN				
Date of plan				
Planned review date				
1 Child's/Young Person's Information				
1.1 Child/Young Person's Details				
Child's/ Young Person's name				
Name of school/setting				
Address of school/setting				
Academic Year				
Date of birth				
Child's address				
Medical diagnosis or condition				
1.2 Family Contact Information				
Name				
Relationship to child				
Phone no. (work)				
(home)				
(mobile)				
Address				
Email				
Name				
Relationship to child				

Phone no. (work)	
(home)	
(mobile)	
Address	
Email	