



Park Primary School Policy

Ensuring every individual achieves their very best through high expectations for all: with a focus on confidence, creativity and care.

Park is an inclusive school where we focus on the wellbeing and progress of every child and where all members of our community are of equal worth. We believe that the Equality Act 2010 provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people. It also ensures that we continue to tackle issues of disadvantage and underachievement of different groups. We recognise that these duties reflect international human rights' standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Park Primary's First Aid Organisation and Medical Needs Policy

Member of Staff Responsible	Victoria Loughran
Position	AHT
Dated (approved by the Governing Board)	16th September 2021
Date of next review	September 2023



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Park Primary School First Aid Organisation

Detailed procedures are in place to cover first aid and medical needs, including the administration of medicines in school.

This document sets out procedures for everyday first aid administration.

Staffing

Staff are trained on a rolling programme. This training is organised by Sultana Khan/Victoria Loughran using an approved provider .

Staff are deployed across the school with attention to maintaining the correct ratios, particularly with regard to paediatric first aid training for EYFS. Qualified Staff are on duty across the school throughout the day.

All Class based TAs are trained and key members of the Inclusion Team. A full list is displayed in the First Aid room.

Careful records of incidents and treatment given are kept on Medical Tracker, our online recording system.

These **must be** accurate and clearly recorded as they are potentially a legal document. ALL First aid records are monitored regularly by SLT to check for patterns and to ensure accuracy and appropriateness. Staff will be briefed if actions result from this monitoring activity.

Mili Ali maintains stocks of first aid equipment and liaises with Sultana Khan to secure further orders.

First aid equipment is stored in clearly marked cupboards out of children's reach.

If a child is taken ill during the day the nearest available first aid trained person is called upon and arrangements are made as appropriate to the situation.

Serious accidents are reported to the Local Authority by the Headteacher or Deputy Head using an online procedure.

If a child requires hospital treatment parents will be called and if they are unable to reach school quickly a member of staff who is known to the child will accompany him or her to hospital and stay with them until parent(s) arrive. They will return to school in a cab on the school account.

In planning off site activities consideration must be given to first aid arrangements both on the visit and in school- sufficient cover must be maintained in school.



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Informing Parents

Parents are informed by letters and/or emails from Medical Tracker and/or telephone calls:

1. advising of indicators of possible concussion following a head injury or likely head injury.
2. advising of first aid given for a significant injury that does not include a head injury ie grazed nose/ cut finger etc

However parents should always be told in person if a child has had an accident during the day and given as much information as possible.

Best practice is for a follow up phone call to be made the day after a serious incident to check on the welfare of a child- regardless of whether they are in school or not.

Medical Needs Policy

Aims

- To provide opportunities for all pupils to learn and to achieve
- To meet the needs of all our pupils with medical conditions
- To overcome actual or potential barriers to learning faced by pupils with medical conditions

Responsibilities

As a school we will all work closely with parents and healthcare professionals to ensure we fully understand the medical needs of our pupils and how they might impact on a child's access to a full and rich educational experience.

After being made aware of medical needs the School Medical Officer (Sultana Khan) will meet with parents and, as far as possible consult with healthcare professionals in advance of a school admission but we recognise that in some instances such as a newly diagnosed condition or lack of availability of school nursing staff this may be impossible. We will aim to have plans securely in place within two weeks of admission.

Communication is key to maintaining the safety of children with medical needs:

Who	Responsibility
Headteacher will	<ul style="list-style-type: none">● Ensure the policy is known and followed by staff● Ensure office staff are aware of and sensitive to the circumstances around a child's health and will accommodate medical appointments and absences due to illness without placing pressure on parents with regard to attendance.● Ensure risk assessments are in place for educational visits



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Inclusion manager will	<ul style="list-style-type: none"> • Ensure sufficient staff are properly trained to provide the support the child's needs, including plans to cover staff absence
School Medical Officer/Welfare Assistant	<ul style="list-style-type: none"> • Keep parents informed of any issues which may affect their child's health or well-being such as the presence of infectious diseases in school. • Regularly check medication in school is in date and alert Parents if the expiry date is approaching • Ensure cover teachers/ TAs are fully aware of needs and understand risks and know what to do in the event of... • Administer medicines once adequately trained
Parents will	<ul style="list-style-type: none"> • Provide up to date information about their child's needs and any changes • Ensure school has in date medicines • Sign consent forms

Healthcare plans

The School Medical Officer will liaise with the school nurse or other medical professionals to develop and monitor healthcare plans.

Their scope will include:

- The medical condition- triggers, signs, symptoms and treatments
- The resulting needs: medication, dosages, storage, timings, equipment, access to food and drink, dietary requirements and environmental issues such as private space for treatment
- Specific or additional support
- Level of support and the extent to which a child is able to self-care
- Who provides support, their training needs, clarity over their role- what is expected, cover arrangements
- Who (in school) needs to know
- Written permission from parents for medicine to be administered in school
 - Separate arrangements for educational visits
 - Arrangements to maintain confidentiality
 - Emergency arrangements (see below)

The Educational Visits Lead will liaise with the class teacher and Inclusion manager to carry out relevant planning and risk assessments.

In an emergency

Should medical assistance be required an ambulance will be called. Parents will be called. If they cannot reach school before the emergency services arrive a familiar member of staff will accompany the child to hospital- taking information about the child and their medical needs with them.



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Medicines in school

Medicines will only be administered in school if it would be detrimental to a child's health or attendance to not do so.

We will ensure we have written parental consent (form in office) with clear instructions from parents.

Medicines will not be locked away but will be stored safely and sensibly and children will know where they are kept. Medicines that need to be stored in the fridge are kept in the First Aid Room.

We will administer prescription medicines and familiar common non prescription medicine such as antihistamines as long as clear, signed instructions are given by parents. Any member of staff can administer medicine but no one is compelled to do so. A note should be made on the consent form indicating the time and dosage administered.

We will always

- Include children with medical needs in learning activities in school
- Ensure children know how to access medical equipment or medicines such as asthma inhalers and know who can help them
- Follow agreed procedures as outlined in this policy
- Listen to the views of children and their parents
- Take the advice of healthcare professionals
- Try hard not to send children home from school unnecessarily
- Be understanding about attendance where it is impacted by medical conditions

If there is a problem

If parents are unhappy with the arrangements or care given in school they should talk in the first instance with the Inclusion manager. If their concerns are not resolved then, in line with the school's complaints procedures they should address their concerns to the Headteacher and if still not resolved, the Governing Body.