



# The Priory School of Our Lady Of Walsingham



## Medical Conditions Policy

Reviewed by: Executive Committee

On: .....

Next review due: September 2024

Signature of Principal .....

## Medical Conditions Policy

*This Policy should be read in conjunction with the School's policies on Child Protection and Safeguarding, Emergencies, First Aid and Health & Safety Policies.*

*These and other policies reflect the fact that the School fully complies with the requirements of the Education Act 2002, the Children and Families Act 2014, and the Equality Act 2010.*

*This policy also aims to comply with Part 3 of the Schedule to the Education (Independent School Standards Regulations, 2014), the Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First Aid at Work.*

*Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance, and the Management of Health and Safety at work Regulations (1999).*

*This policy also applies to the EYFS.*

### Policy Statement

Priory School welcomes and supports pupils with medical conditions.

The School will listen to the views of pupils and parents. Pupils and parents should feel confident in the care provided and that the level of that care meets their needs.

All teaching and non-teaching staff understand the medical conditions of pupils at Priory School and that these may affect a child's quality of life and impact on their ability to learn.

All staff understand their duty of care to children and young people and know what to do in an emergency and are aware of the requirements of this Policy. The School understands that all children with the same medical condition will not have the same needs.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the School about all staff, pupils, and visitors.

This policy is part of several School policies aimed at safeguarding children in all circumstances. It describes how the School will meet the needs of children and young people with long-term conditions - which may include diabetes, epilepsy and asthma.

### Aims of this Policy.

- To ensure that the School has adequate, safe and effective first-aid provision for every pupil, member of staff and visitor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that medicines are administered at the School only when express permission has been granted for this by the parents or guardians, or by relevant healthcare professionals, and in accordance with their approved usage.
- To work with children in the management of their healthcare and not undermine the child's ability and confidence to self-manage.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.
- To ensure that all staff understand their duty of care to children and young people in the event of an emergency, and feel confident in knowing what to do in an emergency.
- To ensure that all staff understand the medical conditions that affect pupils at this School and receive training on the impact medical conditions can have on pupils.
- To ensure that training is updated on a yearly basis or sooner if new treatments are developed for anyone with a Medical Condition.
- The following members of staff have completed an HSE-approved first-aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW): Mr Simon Lynch, Mr Scott Byrne, Mrs Shellie Kirby, Mrs Kate White, Mrs Jennie Hull (Paediatric First-Aider), Mr Jeremy Strickley, Mr Andy

Woodward, Miss Mia Rowdon (Paediatric First-Aider), Miss Rebecca Mulligan and Miss Lillie Mildenhall.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

To achieve the Policy aims, the School will:

- Have suitably stocked first-aid boxes, with items all in date.
- Carry out a suitable and sufficient assessment of the risks posed to persons if they suffer an accident, injury, or ill health.
- Appoint sufficient trained paediatric first-aiders to take charge of first aid.
- Provide information to employees, pupils, and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff, and parents.
- Review and monitor arrangements for first aid as appropriate on a regular basis (and at the very least on an annual basis)

### **First-aid boxes and first-aid travel bags**

The first-aid boxes are located in the following locations:

- First Aid room
- The Science laboratories (kept in room 16)
- KS1 (Year R class)
- One mobile sports bag (Kept in First Aid room)
- 2 mobile trip bags (Kept in First Aid room)

At least one first-aid kit should be taken on all off-site activities along with individual pupil medication such as inhalers, insulin for injection, syringes and EpiPens. Contact details, including medical information, should be taken on all School trips.

First-aid kits will be stocked with a minimum of:

- Waterproof Plasters
- Wrapped sterile adhesive dressings.
- Sterile eye pads
- Individually wrapped triangular bandages
- Finger dressings
- Individually wrapped sterile wound dressings of various sizes.
- Disposable gloves
- Burn relief dressings.
- Moist cleansing wipes
- Scissors
- Foil blankets
- Sterile water pods
- Micropore tape
- Tweezers
- Cool packs

The School's minibus(es) also have a prominently marked first-aid box, which is stocked in accordance with *Part 2 Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986*.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

The Principal has made sure that there is the appropriate level of insurance and liability cover in place.

Only those staff named above (who are trained first-aiders) are authorised to give medication (prescription or non-prescription) to a child under 16 without a parent's written consent if in exceptional circumstances.

Every effort will be made to encourage the pupil to involve their parents, while respecting their confidentiality.

The School will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays. Parents understand that they should let the School know immediately if their child's needs change.

If a pupil misuses their medication, or anyone else's, their parents are informed as soon as possible, and the School's disciplinary procedures are followed.

The School will store medication and equipment securely but accessibly, ensuring that it is in date and labelled and in its original container, in accordance with instructions.

The exception to this is insulin, which must still be in date, but will generally be supplied in an insulin injector pen or a pump, which is kept by the diabetes sufferer him/herself.

Parents are asked to collect all medications and equipment at the end of the School term, and to provide new and in-date medication at the start of each term.

The School has clear guidance about record keeping. Parents of pupils are asked if their child has any medical conditions on the admissions form.

In line with the Data Protection Act 2018, the School treats all information about a child's medical condition as confidential. It does not share any such information with any unauthorised third party.

The School meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and plan for any extra care requirements that may be needed.

The School makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support. The School keeps an up-to-date record of all training undertaken and by whom.

The School seeks to ensure that the needs of pupils with medical conditions are adequately considered so they can take part in structured and unstructured activities, extended School activities, sports activities and residential visits. Risk assessments will always be carried out.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the School's bullying policy, to help prevent and deal with any problems. They use opportunities in lessons to raise awareness of medical conditions to help promote a positive environment.

The School understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-School clubs and team sports. There is an understanding that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

The School makes sure that pupils with a medical condition have the appropriate medication, equipment, and food with them during physical activity in order to enable them to participate fully in all aspects of the curriculum and enjoy the same opportunities at School as any other child, and that all reasonable and appropriate adjustments.

All School staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition and that the School will not penalise pupils for their attendance if their absences relate to their medical condition.

The School will refer pupils with medical conditions who are finding it difficult to keep up educationally to the School's SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

School staff have been given training and written information on medical conditions which includes avoiding or at least reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this School, has a plan to reduce potential triggers and is actively working towards reducing and trying to eliminate these health and safety risks.

The School reviews all medical emergencies and incidents to see how they could have been avoided, and is prepared to adapt practices according to these reviews.

The School works in partnership with all relevant parties including the pupil (where appropriate), parent, the Strategic and Operational Executive Committees, all School staff, employers and healthcare professionals to make sure the policy is planned, carried out and maintained successfully.

The medical conditions policy is regularly reviewed, evaluated, and updated.

### **First-aid training**

The Principal will ensure that there are appropriate numbers of staff who have been always trained in first aid and will ensure that they have undergone appropriate training.

The School will maintain a record of employees who have undergone first-aid training, which can be requested from the School office.

### **Emergency procedure in the event of an accident, illness, or injury**

If an accident, illness, or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a first-aider. If summoned, a first-aider will assess the situation and take charge of first-aid administration. First-aiders should be contacted according to availability, as in the 'priority call rota'.

If the first-aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, he/she should arrange for the injured person to access appropriate medical treatment without delay. Any items used in first aid should be reported to the School office so that they can be restocked.

### **Procedure in the event of contact with blood or other bodily fluids**

First-aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing.
- wear suitable disposable gloves when dealing with blood or other bodily fluids.
- use suitable eye protection and a disposable apron where splashing may occur.
- use devices such as face shields, where appropriate, when giving mouth-to-mouth resuscitation
- wash hands after every procedure
- dispose of any equipment used in a hazard bag/sharps box.

If a first-aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water.
- wash splashes out of eyes with tap water and/or an eye wash bottle.
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water.
- record details of the contamination
- take medical advice as appropriate.

## Accident Reporting

All accidents, administration of first aid and/or medicine will be recorded in the Accident Report Book and/or First Aid Book, which is in the First Aid room. There are separate books for staff, students, and trips.

The record shall include:

- Date, time, and place of accident
- Name and form of the person involved (if a pupil)
- Details of injury and treatment and any medication given.
- Outcome of accident
- Name and signature of the person or first-aider dealing with incident.

## Reporting to Parents

In the event of accident or injury to a pupil at least one of the pupil's parents must be informed as soon as possible. Parents must be informed in writing (including email) via the School's 'bumped head' letter of any injury to the head, minor or major.

In the event of serious injury or an incident requiring emergency medical treatment the pupil's form teacher or teacher in charge of the activity at the time of the accident, in consultation with the Principal or head of School, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at the School Office.

In the event of a minor injury, where appropriate, the School will contact parents by telephone by the end of the School day.

A copy of the School's Accident and First-Aid book is available for inspection by parents.

## Reporting to HSE is detailed in the School's First-Aid Policy.

*The separate Health and Safety on Visits Policy provides more information about the School's educational visit requirements.*

A central list of all pupils' medical conditions and any requirements, information regarding relevant parental consent, as well as a record of dispensation of medication, is kept at the School office.

Parents of pupils who need to carry or use an inhaler or EpiPen are required to notify the School of this.

The information held by the School will include a record of pupils who need to have access to asthma inhalers, EpiPens, injectors or similar; also, information regarding relevant parental consent, as well as a record of dispensation of medication (name of pupil, name of medicine, date, time, dosage and signature of person who supervised).

As a rule, first-aiders must not administer any medication that has not been prescribed for that pupil by a doctor, dentist, nurse or pharmacist.

The first-aiders will have access to, and administer where necessary, an inhaler or EpiPen for all pupils deemed not to be sufficiently competent to carry this themselves.

## Short-term medication needs

Some pupils may need to take medication at School, for example antibiotics, creams, pain relief for migraines, etc. If this is necessary the School must have written consent from parents/ guardians/ doctors, and members of staff administering the medication should check:

- the child's date of birth
- written instructions provided by the parent/ doctor.
- that the child has not already received medication
- the prescribed dose
- the expiry date.
- how the medication should be administered

Authorised by the Principal, Mr David EJJ Lloyd

September 2023