



Alderman White School

A member of The White Hills Park Trust

# First Aid and Medicines Policy

Statutory or non-statutory:	Statutory
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## Statement of intent

The Alderman White School wishes to ensure that all students receive appropriate health care, emergency first aid and students with medical conditions receive additional appropriate care and support at school.

This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions" and:

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

At The Alderman White School, we aim to:

- Provide all students with appropriate emergency aid as required under the Guidance on First Aid for Schools 2014 (DfE).
- Meet the duties under Section 100 of the **Children and Families Act 2014**. The Governors will make additional arrangements to support students within the school with medical conditions.
- In meeting the duty, the Governors **must** have regard to guidance issued by the Secretary of State under this section.
- The Alderman White School will aim to be inclusive for all students with medical conditions so that they have full access to education, including school trips and physical education.
- The Governors **must** ensure that arrangements are in place in schools to support students with medical conditions.
- The Governors will ensure that school leaders consult health and social care professionals, students, and parents to ensure that the needs of children with medical conditions are effectively supported.

## 1. Key roles and responsibilities

### 1.1. The Local Authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

### 1.2. The Governors are responsible for:

- 1.2.1. The overall implementation of the Emergency Aid and Supporting Students with Medical Conditions Policy and procedures of The Alderman White School.
- 1.2.2. Ensuring that the Emergency Aid and Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability, or sexual orientation.
- 1.2.3. Handling complaints regarding this policy as outlined in the Trust's Complaints Policy.
- 1.2.4. Ensuring that all students with medical conditions can participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions and provide emergency first aid.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Keeping written records of all medicines administered to [individual students](#) and [across the school population](#).
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

**1.3. The Headteacher is responsible for:**

- 1.3.1. Ensuring that the day-to-day implementation and management of the Emergency Aid and Supporting Students with Medical Conditions Policy and procedures of The Alderman White School is carried out effectively.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.
- 1.3.4. Ensuring enough trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.5. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.6. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- 1.3.7. Ensuring appropriate ratios of Emergency First Aiders are always available onsite when school is in operation and on school trips and visits.
- 1.3.8. Ensuring appropriate risk assessments are completed as required to ensure safe working systems.
- 1.3.9. Reporting relevant medical information to relevant authorities where required.
- 1.3.10. Ensuring that parents are aware that the school has a health and safety policy including arrangements for first aid.
- 1.3.11. Ensuring that appropriate PPE is available as required to the conditions and risk assessment.

**1.4. SENDCo and Assistant Headteacher (Personal Development) are responsible for:**

- 1.4.1. Ensuring the development of Individual Healthcare Plans (IHCPs).
- 1.4.2. The day-to-day implementation and management of the Emergency Aid and Supporting Students with Medical Conditions Policy and procedures of The Alderman White School.
- 1.4.3. Collating relevant healthcare information and sharing this as required under GDPR guidance.

- 1.4.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.4.5. Making staff who need to know aware of a child's medical condition.
- 1.4.6. Contacting the school nursing service in the case of any child who has a medical condition.

**1.5. Staff members are responsible for:**

- 1.5.1. Ensuring they are aware of and following any additional risk assessments that run-in conjunction with this policy.
- 1.5.2. Responsible for routine personal and environment hygiene practices to ensure safe working conditions.
- 1.5.3. Taking precautions to prevent infection following basic hygiene procedures and using appropriate PPE provided.
- 1.5.4. Taking appropriate steps to support children with emergency aid and medical conditions.
- 1.5.5. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- 1.5.6. Administering medication if they have agreed to undertake that responsibility.
- 1.5.7. Undertaking training to achieve the necessary competency for supporting students with emergency aid and/or medical conditions if they have agreed to undertake that responsibility.
- 1.5.8. Familiarising themselves with procedures detailing how to respond when they become aware that a student in an emergency or with a medical condition needs help.
- 1.5.9. Only trained staff will be responsible for administering injections.
- 1.5.10. Only trained First Aiders are to administer emergency first aid. Untrained staff may support in an emergency but should prioritise getting direction from a qualified first aider.
- 1.5.11.

**1.6. School nurses are responsible for:**

- 1.6.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.

1.6.2. Liaising locally with lead clinicians on appropriate support.

**1.7. Parents and carers are responsible for:**

- 1.7.1. Keeping the school informed about any changes to their child/children's health and medication.
- 1.7.2. Completing a [parental agreement for school to administer medicine](#) form before bringing medication into school.
- 1.7.3. Providing the school with the medication their child requires and keeping it up to date.
- 1.7.4. Collecting any leftover medicine at the end of the course or year.
- 1.7.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.7.6. Where necessary, developing an [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

**1.8 The appointed person for First Aid is responsible for:**

- 1.8.1 Looking after the first aid equipment e.g., restocking the first aid boxes.
- 1.8.2 Ensuring that staff in school know who the designated first aiders are.
- 1.8.3 Holding the accident book and reporting information to the HSE and local authority as required.
- 1.8.4 Ensuring that all staff are aware of the locations of first aid equipment, including the defibrillator.

**1.9 First Aiders are responsible for:**

- 1.9.1 Successful completion of a first aid training course approved by HSE.
- 1.9.2 Giving immediate help to students with common injuries or illnesses and those arising from specific hazards at school.
- 1.9.3 Following appropriate hygiene procedures prior to and on completion of any emergency first aid and using PPE provided as required.
- 1.9.4 When necessary, ensuring that an ambulance or other appropriate medical professional is called.

- 1.9.5 Completing the first aid book and other required documentation so appropriate records can be kept and reported on. This must be done as close to completion of the incident as possible.

## 2. Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at The Alderman White School including teachers.

## 3. Training of staff

- 3.1. Teachers and support staff will receive training on Emergency First Aid and the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. Teachers who undertake responsibilities under this policy will receive the suitable relevant training from qualified providers.
- 3.4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- 3.5. No staff member may administer drugs by injection unless they have received training in this responsibility.
- 3.6. No staff member should administer Emergency First Aid without holding an appropriate qualification.
- 3.7. A record of training undertaken, and a list of staff qualified to undertake responsibilities under this policy will be maintained by the personnel function.

## 4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.



- 4.2. Where possible, students will be allowed to carry their own emergency medicines and devices e.g., inhalers and EpiPens. Where this is not possible, their medicines will be stored securely in an easily accessible location.
- 4.3. If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

## 5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Headteacher, Special Educational Needs Coordinator (SENDCo), Assistant Headteacher (Personal Development) and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. Where a student has an Education, Health and Care Plan the IHCP will be linked to it or become part of it.
- 5.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## 6. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- 6.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 6.4. Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- 6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.6. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage

instructions. Medicines which do not meet these criteria will not be administered.

- 6.7. A maximum of one half-term's supply of the medication may be provided to the school at one time.
- 6.8. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- 6.9. Medications will be stored in a suitably secure area within the school.
- 6.10. Any medications left over at the end of the course will be returned to the child's parents.
- 6.11. Written records will be kept of any medication administered to children.
- 6.12. Students will never be prevented from accessing their medication.
- 6.13. The Alderman White School cannot be held responsible for side effects that occur when medication is taken correctly.

## 7. Emergencies

- 7.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 7.2. The school will be compliant with required first aid provision, including:
  - Suitably stocked first aid boxes.
  - An appointed person to take charge of first aid arrangements.
  - Supplement with a risk assessment to determine any additional provision where required.
  - Arrangements for offsite activities and trips and out of school hours arrangements including parents' evenings and lettings.
- 7.3. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- 7.4. Students will be informed in general terms of what to do in an emergency such as telling a member of staff.
- 7.5. If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## 8. Avoiding unacceptable practice

8.1. The Alderman White School understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school
- Sending the student to The Base alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## 9. Insurance

9.1. Teachers who undertake responsibilities within this policy are covered by the Trust's insurance.

9.2. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Head of Educational Support.

## 10. Complaints

10.1. The details of how to make a complaint can be found in the Complaints Policy:

10.1.1. Stage 1 - Complaint Heard by Staff Member

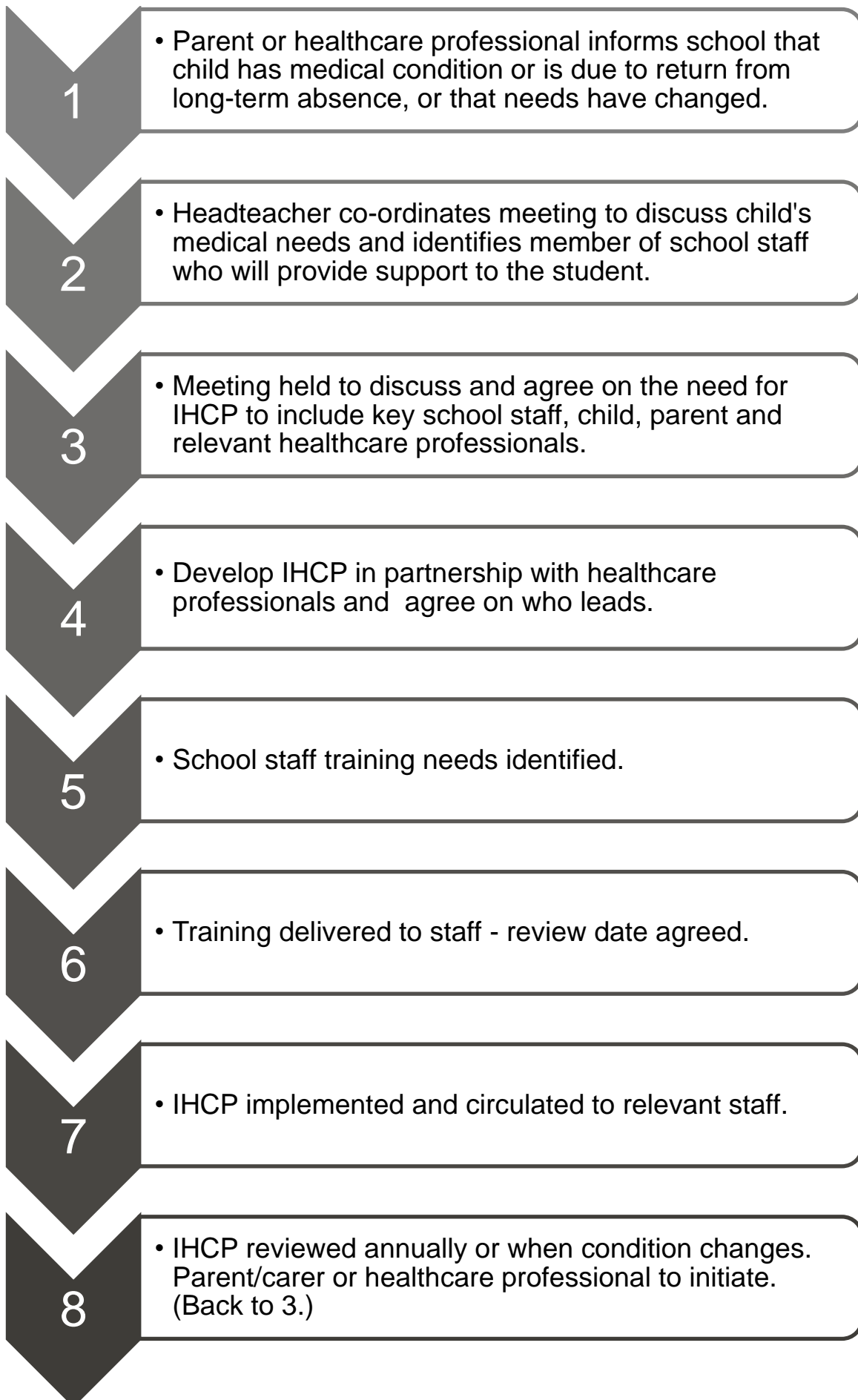
10.1.2. Stage 2 - Complaint Heard by Headteacher

10.1.3. Stage 3 – Complaint Heard by the Governors Complaints Appeal Panel (CAP)

## 11. General Data Protection Regulations (GDPR) & Data Protection Act (DPA 2018)

11.1.1 Data will be processed in line with the requirements and protections set out in the GDPR and the DPA 2018. Data will be held in accordance with the Trust's Management and Retention of Record's policy. Data may also be shared when appropriate in accordance with our statutory duties and as detailed in the Trust Privacy Notice.

## Appendix 1 - Individual healthcare plan implementation procedure



## Appendix 2 - Individual healthcare plan template

### The Alderman White School Individual Health Care Plan

Child's name

Form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

#### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Relationship to child

#### Clinic/Hospital Contact

Name

Phone no.

#### G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

Daily care requirements

Specific support for the student's educational, social, and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs.

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 3 - Parental agreement for a school to administer medicine template.

The school will not give your child medicine unless you complete and sign this form.

**The Alderman White School medicine administering form.**

Date for review to be initiated by	
Name of child	
Date of birth	
Form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy.**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

I give consent to school staff administering medicine in accordance with the school policy. I will inform the school if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Appendix 4 - Record of medicine administered to an individual child template.

**The Alderman White School record of medicine administered to an individual child.**

Name of child

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Date

Time given

Dose given

Staff initials


Date

Time given

Dose given

Staff initials


Date

Time given

Dose given

Staff initials


Date

Time given

Dose given

Staff initials


Date

Time given

Dose given

Staff initials


Date

Time given




Dose given  
Staff initials


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Staff initials


Date  
Time given  
Dose given  
Staff initials


## Appendix 6 - Staff training record – administration of medicines

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:


I confirm that add name of member of staff has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by add name of member of staff.

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## Appendix 7 - Contacting emergency services.

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

- Your telephone number:
  - Alderman White **0115 9170424**
- Your name.
- Your location as follows:
  - Alderman White, Chilwell Lane, Bramcote, Nottingham
- The satnav postcode (if different from the postal code.)
  - Alderman White **NG9 3DU**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

## Appendix 8 - Model letter inviting parents to contribute to individual healthcare plan development.

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in most cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Name of Headteacher