



WARBLINGTON  
SCHOOL

# FIRST AID AND EMOTIONAL HEALTH & WELLBEING SUPPORT FOR PUPILS WITH MEDICAL CONDITIONS

Current document may be accessed under the policies tab at: [www.warblington.hants.sch.uk](http://www.warblington.hants.sch.uk)

## Document Control

Baseline Document	Comments/ Scheduled/Review Date	Action/ Reviewed by	Approved by the Governors
Spring 2012	Spring Term 2012 <i>(3 year review)</i>	Headteacher	Finance and Site Committee
	Autumn Term 2015	Assistant Headteacher	Finance and Site Committee
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Document Owner: The Governing Body, Finance and Site Committee

Leadership Team member responsible: Assistant Headteacher

As a Silver Rights Respecting School, we have adopted a child rights approach based on the United Nations Convention on the Rights of the Child (CRC) and we embedded it in our school policy, practice and culture. By reflecting on the United Nations Convention on the rights of the child and placing it at the heart of everything we do, we believe that our community is working together to enable our students to take an active role in developing their place in society both now and as adults of the future (Articles 28 & 29). Our children have a right to protection, regardless of age, gender, race, culture or disability. (Articles 1, 2 & 3).

The school believes that every child has the right to life and that we are dedicated to ensure that children have every opportunity to survive and develop to their full potential (Article 6). We have based our First Aid (Supporting Children with Medical Conditions) Policy around these rights and in particular Article 23 “Children who have any kind of disability should receive special care and support so that they can live a full and independent life”

We believe that our First Aid (Supporting Children with Medical Conditions) policy is a supportive document which enable us to put the education of our students at the forefront of our practice.

## **Introduction**

Warblington School will ensure compliance with the relevant legislation with regard to provision of first aid for all students, staff and visitors to the school.

Responsibility for first aid and supporting children with medical conditions at Warblington School is held by the School Matron and the school first aid trained staff, under guidance of the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children’s Services Safety Guidance Procedure SGP 08-07 (First aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## **Aims and Objectives**

Our first aid policy requirements will be achieved by;

- Carrying out a First Aid Needs assessment to determine the first aid provision requirements for our premises

It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provisions. The Children’s Services First Aid Needs Assessments Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site

- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid

## **Qualified First Aiders**

Naomi Ison	certified until 19/04/21
Carl Knight	certified until 21/03/21
Kay Raistrick	certified until 28/01/19

## **First Aid Provision**

- The School Matron carries a radio enabling contact at all times throughout the school day for treatment of illness or injuries
- Parents/carer will be contacted if their child is unwell/injured and needs to either rest at home or seek further medical attention (minor illness/injuries would not require contacting parent/carer if deemed fit to continue the school day by the School Matron or first aider)
- First aid kits are kept in the Health & Well-Being Suite in a locked cupboard
- All kits are checked on a regular basis ensuring contents are in date and fit for use
- All off site activities are equipped with a first aid kit and checked on return
- The school mini bus is equipped with a first aid kit and a portable kit is carried for off-site activities
- The Health & Well-Being Suite is fully equipped to enable first aid to take place in a safe and secure environment
- Medication for students is locked in a secure cupboard within a lockable room. A completed 'Administration of Medication' form is required to administer any medication (this must be completed by a parent/carer),
- First aid provision is available at all times while students, staff and visitors are on site.
- Matron's current working hours are 9am-3pm. Outside these hours first aid provision is available through contact via the school reception.
- Students who present with a medical condition will be accommodated within the school timetable on an individual basis with the advice and guidance from School /nursing team and other appropriate agencies.
- Other staff members may receive additional lifesaving training to be able to treat students on site depending on the students need.

## **Administration of Medication**

- Medication is stored in a locked cupboard at all times.

- An 'Administration of Medication' form must be completed enabling trained first aiders to administer any form of medication. This form can be found on our school website or paper copies can be located at school reception.
- Only trained first aiders administer medication
- Administration of medication is recorded using SIMS
- Medication left at reception must be clearly labelled with the students name and Administration of Medication form completed from a parent/carer to enable safe and correct administration of medication whilst on site
- Diabetic equipment is kept in a secure cupboard. All diabetic students are responsible for replenishing their kits when needed. Insulin is kept in the medical fridge in the Health & Well-Being suite. Equipment is reviewed by a Diabetic School Nurse annually. There is regular communication with home by the School Matron and Diabetic Nursing team for all diabetic students.
- A sharps box is available for the disposal of all needles and is kept in a secure room
- Epi pens are kept in the Health and Well Being suite clearly labelled and are available for use by epi pen trained staff.
- Liquid forms of medication can be stored in the medical fridge in the H&WBS.
- Only first aid trained staff will administer medication.

### **Diabetic Protocol**

All diabetic students keep their equipment in a cupboard in the H&WBS.

- All diabetic equipment is kept in individually named trays in a cupboard.
- Each student is responsible for replenishing their equipment.
- Parents/carers will be contacted to remind students to bring in new stock every half term.
- Insulin files are kept in a fridge in the H&WBS. Insulin pens (injections) are kept in their individual boxes.
- All needles are disposed of in a sharps box which is kept in a secure cupboard.
- Each new student will have a meeting with the School Matron and parent/carer to discuss an individual plan and assess each child's needs individually.
- The School Matron meets termly with the Diabetic Nurse to discuss each students current condition
- If any concerns arise regarding a student's diabetes, parents/carers will be contacted to either discuss over the phone/email or are invited into school for a meeting.

- If concerned about blood sugar levels continually low, paramedics will be contacted as well as parents/carers.

All diabetic students are to:

- Check their blood sugar level before they eat at break/lunch times.
- If below their specific level, they are to take a sugar substitute i.e. Dextrose/coke or glucose gel.
- After taking a sugar substitute the student needs to wait 10-15 minutes before re-testing their bloods. If their level is still low, reference will be made to the individual student plan which is kept in Health and Well-Being in the treatment room. Once the students blood levels are above the predicted level they can inject insulin (if dependant whilst at school) and then eat lunch
- All sharps are to be put in the sharps box provided (NOT to be kept in their boxes)
- All readings are recorded on our SIMS system and information from this may be shared with the School Nursing Team/Diabetic Nursing Team.
- Master copies of Health Care Plans are kept in a locked cupboard in H&WBS.

### **First Aid Provision for Off-Site Activities**

- A medical form must be completed by a parent/carer enabling each student to legally leave the school site for an activity with appropriate medical needs identified.
- The lead member of staff taking the trip will be given additional information and medication (if required) for students.
- A first aid box must be carried at all times. The appropriate size for the amount of students will be provided.
- Staff taking a trip must record details of any first aid given and inform the School Matron of any provision used upon their return to school.
- Residential trips take a large first aid kit, with medical forms which are produced in a pack of additional information i.e. emergency contact numbers and GP information
- On the return from all trips and activities each first aid box is checked and replenished if required by the school Matron

### **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid/emergency treatment commensurate with their training. Following assessment of the injured person, the first aider will administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to either call an ambulance or radio through to reception to make the call whilst still administering first aid treatment. In the vast majority of accidents on school sites, the school Matron will make the decision to call for an ambulance.

An ambulance will be called:

- in the event of serious injury
- in the event of significant head injury
- in the event of unconsciousness
- in the event of a possible fracture where medication (given by paramedics) is needed
- whenever the first aider is unsure of the severity of the injuries or unsure of correct treatment

If an ambulance is called, then immediate contact is made with parents/carers.

In the event of an accident/illness, where appropriate, it is our policy to contact parent/carer when:

- there is information that the school has that needs to be shared with home regarding H&WB of students
- an injury is considered to be serious
- the first aider requires medical assistance from paramedics
- a student is taken ill on site or injured and needs to go home/hospital

In the event of not being able to contact parent/carer the first aider/member of staff would accompany the student to hospital until a parent/carer is contacted or arrives.

### **Heart Defibrillator.**

A DefibSafe 2 heart defibrillator device is situated outside the main reception door entrance of the school. In the event of an emergency any potential user should follow the instructions which are clearly marked on the front of its container. The user should dial 999 giving the unique code on the front of the container, and the operator will then provide the access code. Within the container are clear instructions of how and when to use the defibrillator. The defibrillator is self-charging and is powered from within the school which activates a status light and an internal heater if the temperature drops below freezing. The defibrillator is checked weekly by the Site Team on the same day as the weekly fire alarm tests (Friday).

### **Access Arrangements**

Students who are on crutches or unable to access a full timetable due to medical reasons have permission to be able to continue a full timetable by working from the Health & Well-Being Suite.

### **Records**

All accidents, illness and administration of medication are recorded. The following information is taken and recorded on SIMS:

- student/staff/visitor name
- date
- time
- type of injury/illness
- method of treatment provided and action taken

### **Additional Information**

Information can be found on our School Website <http://www.warblington.hants.sch.uk> giving more detail for the following;

- What happens if my child should become at home or in school?
- What would happen if my child had an accident in School?
- Is my child allowed to carry their medication around with them?
- Is my child allowed in School if he/she has a plaster cast on his/her leg or arm?
- Permission to leave school during school hours

### **Staff Training and Support**

Regular advice and training updates for short and long term medical conditions is arranged by the school under the guidance of healthcare professionals; the community paediatric nurse and community school nurse.

Individual healthcare plans may be initiated in consultation with the parent/carer by a member of school staff or a healthcare professional, eg. school SENCO, matron, community paediatric or community school nurse, who can best advise on the needs of a child.