

# **ST. ANNE'S CATHOLIC PRIMARY SCHOOL, BUXTON**

## **MEDICAL NEEDS & FIRST AID POLICY 2013**

### **Medical Needs**

The Governors of St. Anne's School recognise that where the school is able to provide for a child's full entitlement to the National Curriculum, and where the child fulfils the Admission Criteria of the school, it is part of our mission to provide support, regardless of need.

In order to fulfil this, the Governors have adopted the Local Authority's document entitled 'The Administration of Medicines and Associated Complex Health Procedures for Children – Advice and Guidance for Children's Services in Derbyshire', dated April 2013, and expect the Headteacher to ensure that parents/carers are aware of these Guidelines.

Governors expect the Headteacher to arrange for parents/carers to be given the opportunity to notify the school where a child requires medication or suffers from an ongoing condition requiring medication, especially on induction. Governors acknowledge that the administration of medicines is the responsibility of parents/carers, who have the prime responsibility for their child's health, and there is no legal duty on the school to administer medicines. However, they have set up the post of 'Pastoral Welfare Assistant', with responsibility for overseeing the administration of medicines within the school. The Governors expect the Headteacher to ensure that appropriate training and support from health professionals is given to the member of staff concerned, with the use of outside agencies where appropriate.

Where parents/carers require any medicines to be given to their child in school, they should complete the relevant form giving written agreement. The Pastoral Welfare Assistant will be expected to keep appropriate records of any written agreements and ensure the safe storage of any medicines.

Where a child is capable of administering their own medication (e.g. asthma inhalers), they will be allowed to do so. Inhalers and prescription medicines may be left in the Medical Room, under the supervision of the Pastoral Welfare Assistant, at the request of parents/carers.

The Pastoral Welfare Assistant should ensure that any teacher taking children out of school, e.g. on a trip, has the requisite first aid equipment and should also ensure that the class teacher has any prescription medicine for any child in the group.

In the event of children having long-term or complex medical needs, Governors expect that parents/carers will liaise with the school regarding administration of any medicines. They expect the Headteacher to ensure that relevant staff, including class teachers, are made fully aware of a child's medical needs and to ensure that the role of relevant support staff is clearly defined, in negotiation with outside agencies. The Governors would also expect the Headteacher to ensure that appropriate staff are provided with relevant training and support, with the use of outside agencies where appropriate, and that individual Health Care Plans are set up, where necessary, for individual pupils by the SENCO, School Nurse and Pastoral Welfare Assistant meeting with the parents/carers. Health Care Plans will need to be signed off by appropriate medical professionals.

In all instances, the Governors expect the Head to ensure liaison with parents provides clear guidance as to the school's expectations in line with school policy.

## **First Aid**

Governors recognise that arrangements need to be in place in school to ensure that any pupil, visitor or staff member who suffers an injury or falls ill (whether work related or not) receives immediate attention and that an ambulance is called in serious cases.

In order to accomplish this, Governors have adopted the Local Authority's guidance on First Aid. In line with these, they expect the Headteacher to ensure that there is adequate and appropriate equipment and facilities, and that competent persons carry out first aid.

The Governors have to ensure that the school has a minimum of:

- 1 Appointed Person for First Aid;
- 1 first aid box;
- a designated area to administer first aid.

In order to fulfil this, the Pastoral Welfare Assistant's job description includes the role of Appointed Person for First Aid for the school. Governors expect the Headteacher to ensure that this person attends the requisite emergency First Aid Course (minimum four hours), in order to ensure they receive the skills necessary to give appropriate emergency treatment. The Governors recognise that an Appointed Person is not a First Aider and should only give treatment for which they have been trained. The Headteacher is also delegated to provide a suitable area to administer first aid and to provide an appropriate first aid box for that area.

Governors expect the Headteacher to ensure that the nominated Appointed Person for First Aid, together with one member of the Foundation Stage staff, have successfully completed a Paediatric First Aid training course (2 days).

In line with Local Authority guidance, Governors expect the Headteacher to ensure that adequate provision of first-aid is available for pupils and staff at all times the school is in session. This means that arrangements made for the provision of first aid in the school must be adequate to cover for any absences of the first aiders or Appointed Person. In order to ensure that First Aid cover is also available over lunchtimes, Governors expect the Headteacher to ensure that at least one Mid-day Supervisor attends an emergency First Aid Course.

As the school also has an Early Years Foundation Stage (EYFS), there has to be at least one Paediatric First Aider on site when those children are present and also on any trip they may go on, to ensure compliance with the Statutory Framework for the EYFS. Governors therefore expect the Headteacher to ensure that these arrangements are in place.

**This policy was reviewed on 11<sup>th</sup> November 2013 and has been assessed in the light of all other school policies including the Disability Equality Scheme.**

**Written April 2007**

**Reviewed June 2009**

**Reviewed July 2011**

**Reviewed November 2013**