



## The Falcons School for Girls

# FIRST AID AND MEDICAL CONDITIONS POLICY (including Head Lice policy)

**Policy reviewed by** Janis Hawkins

**Review date:** September 2018

**Operational from:** September 2018 – July 2019

**Next review date:** June 2019

**Reviewer's Signature:**

**Head Teacher's Signature:**

Please note: 'School' refers to The Falcons School for Girls; 'parents' refers to parents, guardians and carers.

This policy should be read in conjunction with the School's Health and Safety Policy and Medical Conditions Policy.

## Legal Status

This policy is written to comply with the regulatory requirement that *The school shall have and implement a satisfactory written policy on first aid.*

This policy also applies to the EYFS

This policy includes:

- (a) practical arrangements;
- (b) the names of those qualified in first aid and the requirement for updated training every three years;
- (c) arrangements for ensuring that at least one first-aid trained person is on site at all times when children are present;
- (d) showing how accidents are recorded and parents informed;
- (e) access to first aid kits;
- (f) arrangements for pupils with particular medical conditions;
- (g) hygiene procedures of dealing with the spilling of bodily fluids;
- (h) guidance on when to call an ambulance;
- (i) reference to RIDDOR

## 1. Aims

The Falcons School for Girls recognises its responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors.

The School aims to identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.

The School aims to ensure that first aid provision is available at all times while pupils and adults are on the school, and that provision is available off the premises whilst on school visits.

The School will provide relevant training and ensure monitoring of training needs.

The School will provide sufficient and appropriate resources and facilities.

The School will inform staff and parents of the School's First Aid arrangements.

All staff understand their duty of care to pupils in the event of an emergency. In an emergency situation staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication;

The School will keep accident records and report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## **2. Aims – Medical Conditions**

At The Falcons School for Girls we understand that we have a responsibility to make the School welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future. We ensure that the whole School environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities. We are committed to providing a physical environment that is accessible to pupils with medical conditions in line with our SENDA and Disability and Inclusion Policies.

We aim to provide all children with all medical conditions the same opportunities as others at School. We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the School to help them to do this. Parents/carers of pupils with medical conditions feel secure in the care their children receive whilst in School. We ensure that all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.

This Policy has been drawn up in consultation with a wide range of local key stakeholders within both the School and health settings, including Headteacher, SLT, First Aid Officer, Teachers, SENCO, Parents and Pupils with medical conditions.

## **3. Communication Plan**

The First Aid and Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation. Parents are informed and regularly reminded about the Medical Conditions Policy:

- At the start of the school year when communication is sent out about healthcare plans.
- When their child is enrolled as a new pupil

School staff are informed and regularly reminded about the Medical Conditions Policy through copies handed out at the first staff meeting of the school year.

Individual Health Plans are discussed between the First Aid Officer and members of staff; in addition, IHPs are available as a hard-copy in the First Aid room and on SIMS.

Relevant local health staff are informed and regularly reminded about the School Medical Conditions Policy via primary care links and the local specialised health practitioner;

## **4. Trained and Appointed First Aiders at Work**

The school has 13 trained First Aiders at Work with Paediatric First Aid training:

- Janis Hawkins (First Aid Officer; used as Appointed First Aider);

- Maria Herry (used as Appointed First Aider);
- Amber Walters
- Chrys Heath
- Stephen Ashton
- Jackie Rehill
- Olivera Bogoevska
- Yvonne Nelson
- Zaklina Pitman
- Manjit Singh
- Philippa Paris

The named First Aiders all have a certificate, which includes the words 'child', 'children' or 'paediatric' somewhere on the certificate.

In addition, Janis Hawkins and Maria Herry are trained to administer insulin.

The certificates for the First Aiders at Work are displayed in the First Aid Room at No. 11 & No.22

A trained First Aider is always on site until the close of school at 5pm.

As per EYFS requirements, at least one person on the premises and at least one person on outings will have a paediatric First Aid certificate.

Training at present is a two day paediatric course in first aid for the named First Aiders. The training is appropriate to the age of children in the school.

## **5. Roles and Responsibilities**

The directors of Alpha Plus are ultimately responsible for the health and safety of their employees and anyone else on the premises. This includes the Head, teachers, non-teaching staff, pupils and visitors (including contractors).

The Head Teacher, in conjunction with Alpha Plus Head Office, will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Senior Leadership Team (SLT) will ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The Headteacher is responsible for ensuring the policy is put into practice and that there are detailed procedures.

The Headteacher will ensure that there is an ongoing cycle of training to meet the requirements of Early Years, First Aid at work and schools. Training information will be logged.

All Staff (teaching and non-teaching) are expected to do all they can to secure the welfare of the pupils.

Each member of our School and health community knows their roles and responsibilities in maintaining an effective medical conditions policy.

We work in partnership with all relevant parties including the School's governing body, all School staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully

### **The Role of the Head Teacher**

The Mistress (Sara Williams-Ryan) has a responsibility to:

- Ensure the School is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including pupils, School staff, special educational needs coordinators, the School Health Service, and the local emergency care services
- Ensure the policy is put into action with good communication of the policy to all
- Ensure that information held by the School is accurate and up to date and that there are good information sharing systems in place using pupils' healthcare plans
- Ensure pupil confidentiality
- Access the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the Medical Conditions Policy
- Ensures that the First Aid Officer checks the expiry date of medicines kept at School and maintains the School medical conditions register
- Monitor and review the policy at least once a year, with input from pupils, parents/carers, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation

### **The Role of Staff**

All staff at The Falcons School for Girls have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Know which pupils in their care have a medical condition and be familiar with the content of pupil's healthcare plan
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents/carers including informing them if their child has been unwell at School
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in

### **The Role of Teaching staff**

Teachers at The Falcons School for Girls have a responsibility to:

- Ensure pupils who have been unwell catch up on missed School work
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents/carers and SEN coordinator if a child is falling behind because of their condition

### **The Role of First Aiders**

First aiders have the responsibility to:

- Help update the School Medical Conditions Policy
- Help provide regular training for School staff in managing the most common medical conditions at School
- Provide information about where the School can access other specialist training
- Give immediate help to casualties with common injuries or illness and those arising from specific hazards with the School
- When necessary ensure that an ambulance or other professional medical help is called

## **The Role of the SENCO**

SENCO has the responsibility to:

- Help update the First Aid and Medical Conditions Policy;
- Know which pupils have a medical condition and which have special educational needs because of their condition
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work

## **The Role of Pupils**

Pupils have the responsibility to:

- Tell their parent/carer, teacher or nearest staff member when they are not feeling well

## **The Role of Parents/Carers**

The parents/carers of a child have a responsibility to:

- Tell the School if their child has a medical condition
- Ensure the School has a complete and up-to-date healthcare plan for their child
- Inform the School about the medication their child requires while taking part in visits, outings and other out-of-school activities
- Tell the School about any changes to their child's condition
- Ensure their child's medication and medical devices are labelled with their child's full name
- Provide the School with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates
- Keep their child at home if they are not well enough to attend School
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

## **6. The First Aid Officer (Appointed Person)**

The First Aid Officer is Mrs Janis Hawkins.

Her responsibilities are:

- To manage the First Aid rooms and first aid station;
- To manage the first aid equipment e.g. restocking the first aid boxes;
- To maintain a first-aid notice boards in the first aid rooms;
- To give inductions to staff and volunteers as required;
- To supervise the taking of medication;
- To log times, dates and dosages of medication when given;
- To ensure that training is undertaken, e.g. specific training to meet the needs of pupils with specific medical conditions. Paediatric Training for appropriate staff is refreshed when needed (usually every three years)
- Ensures that all staff who work with groups of pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions.
  
- Check the expiry date of medicines kept at School and maintain the School medical conditions file.

First Aiders at Work will support the First Aid Officer by:

- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensuring that an ambulance or other professional medical help is called.
- By checking that the First Aid Stations remain fully equipped and reporting when stock needs to be replaced.

- By supervising the taking of medication;
- By log times, dates and dosages of medication when given;

The First Aiders at Work are able to leave the classroom/other activities to go immediately to an emergency.

Any accident is to be **recorded on an Accident Report Form**; these are kept at all the first aid stations and in both first aid rooms. The forms are delivered to the first aid room at number 7 on the day they are filled out. The First Aid Officer will file them and store them in the accident folders.

Risk assessments will be carried out at least annually, and when circumstances alter, by the Health and Safety Committee, department leaders or any relevant teacher.

All Staff, including the School Office staff, will ensure that an ambulance or other professional medical help is summoned when appropriate.

## 7. Training

The named First Aiders have all achieved and passed a two day paediatric training course;

First Aiders at Work hold a valid certificate of competence, issued by an organization approved by the HSE.

First Aid training will be undertaken by the named appointed staff on three-year cycle; this will be monitored by the Head Teacher in conjunction with the First Aid Officer and Senior Leader in charge of training.

## 8. Accident Slip

Parents are informed of minor accidents through the use of the accident slip, which is stapled into the pupil's homework diary. Parents are required to sign the slip.

First Aid equipment is kept in the First Aid rooms in No.11 & No.22, the staffroom First Aid cupboards No.11, the PE teacher also has a First Aid box to take to the sports field, and there are First Aid bags in all classes and Halls attached to the grey teacher board on a hook.

A First Aid bag is to be taken on school trips.

The First Aid Officer has a mobile phone to be called to the First Aid room or off site in case of emergencies.

## 9. Procedures

### Minor incidents

During lesson times everyday cuts and bruises are dealt with by the class teacher or member of staff on playground duty. If staff regard it as being warranted, they will send for the First Aid Officer.

For minor incident and head injuries, the Accident Sheet must be completed and the relevant class teacher informed. Thereafter, parents should be contacted. Staff will also need to inform the teacher of the following lesson, if it is not the class teacher.

## **Sickness**

In the event of sickness, staff follow the procedure listed below:

1. A child will be seen by a First Aider;
2. If the child has any of the following she must be sent home, once the Head Teacher/SLT member or First Aid Officer has been informed: temperature, sickness or diarrhoea;
3. If the First Aider is unsure then a second opinion must be sought from the Head Teacher, First Aid Officer or a member of the Senior Leadership Team.

*Please note that a child cannot be sent home until The Head Teacher/SLT/First Aid Officer member has been consulted.*

## **Serious Incident**

In the event of a serious incident, please follow the procedure listed below:

- a. The First Aider Officer is called to the scene of the incident;
- b. The Head, or in her absence a SLT member, and the First Aid Officer to be informed that there has been an incident;
- c. Permission to be given by Head/SLT member to contact parents;
- d. If the child needs to go to hospital immediately and the parent or guardian cannot be reached, an ambulance is to be called;
- e. If a visit to hospital is necessary, but not immediate, the Head or SLT will contact parents to suggest that a visit is necessary. The parent will collect their child from school and accompany them to hospital. If the parent cannot be reached, one member of staff will take the child to hospital whilst the school will continue to try to reach parents;
- f. If necessary, the pupils Individual Healthcare Plan (IHP) should be copied and taken to hospital along with any other relevant information and medication.

## **Hospitals to visit:**

**Chelsea & Westminster Hospital** – 0203 315 8600 / 0203 315 8601

369 Fulham Road, London, SW10 9NH

**Queen Mary's Hospital, Roehampton (St. George's Healthcare Services)** – 020 8487 6000

Roehampton Lane, Roehampton, London, SW15 5PN

[www.stgeorges.nhs.uk](http://www.stgeorges.nhs.uk)

**Parsons Green NHS Walk In Centre (Minor Injuries)** – 0208 846 6758



5-7 Parsons Green, London, SW6 4UL

[www.clch.nhs.co.uk/locations/parsons-green-nhs-walk-in-centre.aspx](http://www.clch.nhs.co.uk/locations/parsons-green-nhs-walk-in-centre.aspx)

**Charing Cross Hospital** – 020 3311 1234

Fulham Palace Road, London, W6 8RF

[www.imperial.nhs.uk/charingcross/index/htm](http://www.imperial.nhs.uk/charingcross/index/htm)

### **If an ambulance is deemed necessary**

Immediate treatment must be given by the First Aider as required whilst a second member of staff is sent to call an ambulance.

Once that member of staff has confirmed to the First Aider that an ambulance is on its way, the second member of staff must organise to inform the parents, guardians or emergency contacts. Basic information only should be given to the parent and there should be no speculation as to the injury unless certain of the details.

If the parents have not arrived before the ambulance leaves, a member of staff must accompany the child to hospital and this member of staff will take a mobile phone with them. Staff remaining at school must find out from the ambulance to which hospital the child is to be taken so that the parents can be kept informed. If there is any change in this destination en route the accompanying member of staff must report this back to school as soon as possible.

### **'Near misses'**

Should any member of staff witness a 'near miss' they should write a note to the Head Teacher, initialling the comment. The Headteacher will investigate and take such remedial action as they consider necessary. The Head Teacher will make a judgement about whether it is necessary or appropriate to inform the pupil's parents.

## **10. First Aid Room (FO4)**

In accordance with Part 5 of The Education (Independent School Standards) Regulations 2014 The Falcons School for Girls has two specific first aid rooms for pupils who are ill: the first floor of building number 7 (F04) and the first floor of building number 22 (F58). These include:

- Wash basin;
- Bed;
- Easy access to a lavatory;
- First aid materials outlined below (8).

### **First Aid Materials**

The First Aid Officer will ensure that each classroom, playground First Aid Station and PE off site all have appropriate first-aid containers;

All first-aid classroom packs are marked with a white cross on a green background. All first-aid classroom packs contain:

- Plasters of various sizes

- Gloves
- Bandage
- Triangular bandage
- Eye wash

First-aid pack (trips and outings):

- Body wipes (Early Years only)
- Eye pad
- Gloves
- Plasters: Large and Medium
- Plasters: Square
- Plasters: Sterile
- Safety Pins
- Sick Bag
- Triangular Bandage
- Un-medicated Dressing
- Ice pack
- Eye wash

Available in First Aid room:

- Body wipes
- Eye pad
- Gloves
- Plasters: Large and Medium
- Plasters: Square
- Plasters: Sterile
- Safety Pins
- Sick Bag
- Triangular Bandage
- Bandages
- Un-medicated Dressing
- Eye wash
- Biohazard bags for disposal of body fluids
- Biohazard spillage kit
- 'Sharps' box (for needles)
- Burn kit

An ice pack is always available in the First Aid rooms and staffroom

All the coaches used by the school must carry a first-aid container;

First aid containers must accompany PE teachers off-site; the containers are stored in the First Aid room in number 22;

Spare stock is kept in the First Aid rooms in No. 7 & No.22.

## **11. Storage and Return of Medicines**

We have clear guidance on the storage of medication at School.

### **Safe storage-emergency medication**

Emergency medication is readily available to pupils who require it at all times during the School day or at off-site activities.

### **Safe storage-non emergency medication**

- Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

### **Safe storage-general**

- The First Aid Officer ensures the correct storage of medication at School;
- The First Aid Officer ensures that all emergency and non- emergency medication is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves;

Please note:

- a. Parents are responsible for checking the expiry dates for all medication;
- b. Medication is not necessarily sent home at the end of term/School Year: it may be required for holiday clubs. It is the responsibility of parents to arrange for the return of medicines with the First Aid Officer.

### **Safe disposal**

- The First Aid Officer is responsible for liaising with parent to check the dates of medication and arranging for parents to safely disposal of any that have expired.
- Sharps boxes are used for the disposal of needles. All sharps boxes are stored in a safe and secure manner.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services by the parents and collected by the parents.

## **12. Record Keeping**

Statutory accident records are readily accessible in the First Aid room as **accident records**. They are written in the standard Accident Folder, filed in consecutive order and kept for a minimum of seven years.

The Accident Book is a record that all legislation requirements are met.

The member of staff who witnesses the accident, or first on the scene, must fill in the Accident Report Form (which is added to the Accident Book by the First Aid Officer and filed in the Accident Folder) as soon as possible, giving as much information and detail as possible including time/cause/action taken. This includes:

- date, time and place of incident;
- name (and class) of the injured or ill pupil/adult;
- details of their injury/illness.

The First Aider completes the 'treatment given' section of the Accident Report Form. They include:

- first aid that was given;
- what happened to the person immediately afterwards;
- name and signature of the first aider and person dealing with the incident.

Parents will be informed of the administration of significant first aid as soon as feasibly possible, preferably by a telephone call from the First Aider, or the School Office. The appropriate class teacher must be informed of the accident.

For all accidents and minor incidents, an accident Form is sent home in the pupil's homework diary. This form includes:

- Information on the accident/illness;
- Treatment given
- Name of First Aider

This form is signed by a parent/carer, and shown to the class teacher on the pupil's return to school. The form must remain attached to the pupil's homework diary.

## **13. Record Keeping – Medical Conditions**

### **Enrolment forms**

- Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each School year. Parents of new pupils starting at other times during the year are also asked to provide this information on the enrolment forms.
- We use an Individual Healthcare plan to record important details about individual children's medical needs at School, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the IHP if required;
- Individual Healthcare Plans, accompanied by an explanation of why and how it is used, are sent to all parents of pupils with a long-term medical condition on enrolment;
- If a pupil has a short term medical condition that requires medication during School hours, a medication form plus explanation is sent to the pupils parents to complete.

We ensure that all staff protect pupil confidentiality.

### **Residential visits**

\* All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's individual healthcare plan.

\* All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

### **Other record keeping**

All School staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. We keep a register of all staff that have had the relevant training.

## **14. Reporting Accidents (RIDDOR)**

As per the Statutory requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), some accidents must be reported to the HSE (Health and Safety Executive) Telephone: 0845 300 9923. This may be reported by the Head Teacher or the First Aid Officer.

All of the following will be reported:

- (a) loss of life;
- (b) major injuries;
- (c) over-three-day injuries;
- (d) an accident causing injury to pupils, members of the public or other people not at work;
- (e) a specified dangerous occurrence, where something happened which did not result in an injury, but could have done.

If there is a reportable injury, disease or dangerous occurrence, this will be recorded in the Accident Book, giving the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

### **Involving employees or self-employed people working on the premises**

The following incidents will be reported to the HSE:

- incidents resulting in loss of life or major injury (including as a result of physical violence);
- incidents which prevent the injured person from doing their normal work for more than three days.

For definitions, see HSC/E guidance on RIDDOR, and information on Reporting School Accidents.

### **Involving pupils and visitors:**

The following incidents will be reported to the HSE:

- an accident resulting in loss of life or the person being taken from the site of the accident to hospital and the accident arises out of or in connection with work, i.e. *if it relates to any school activity, both on or off the premises, or the way the school activity has been organised and managed;*
- equipment, machinery or substances;
- the design or condition of the premises.

HSE will be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring this happens, but may delegate the duty to another member of the Senior Leadership Team.

## **15. Hygiene/Infection Control**

Basic hygiene procedures must be followed by staff.

- Single-use disposable gloves must be worn when the incident involves the discharge of blood or other body fluids;
- Care should be taken when disposing of dressings or equipment;
- Yellow hazard bags are used for body fluids and soiled clothing;
- Sharps boxes for needles

### **Spillage of body fluids**

- Body fluids may be removed by any member of staff;
- The member of staff must wear plastic gloves and an apron; these are available from the First Aid rooms;
- All biohazardous materials should be placed in the yellow biohazard bag;
- The First Aider on duty will dispose of the biohazard bag appropriately, having arranged for collection with the appropriate services;
- If appropriate, the child's clothing is placed in a yellow biohazard bag; it is returned to parents;
- A set of spare uniform is available from the second-hand uniform stock (if no other available)

## **16. Induction**

The First Aid Officer will:

- provide initial first aid guidance for new staff as part of their induction programme;
- introduce staff to the first-aid notice board;
- give the member of staff information on the location of equipment, facilities and first-aid personnel.

## **17. Arrangements for Pupils with Particular Medical Conditions: Individual Healthcare Plans**

The school will create an Individual Healthcare Plan (IHP) for any pupil with a particular medical condition.

IHPs are written by the First Aid Officer following consultation with parents and other key stakeholders.

Individual Healthcare Plans inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

The School has procedures in place so that a copy of the Individual Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

A hard-copy of the Individual Healthcare Plan will be kept:

- In the First Aid Room;
- Kitchen (for allergies)
- Staff Room (no. 7 & no.22)
- In the child's file
- Teachers will have access to an e-copy through the child's SIMS records.

Appropriate, specific training to meet the needs of the pupil with a particular medical condition will be provided for the members of Staff identified in the IHP; this is monitored by the Head Teacher.

This requirement to create Individual Health Plans includes, but is not exclusive to, pupils with nut allergies, asthma, epilepsy, diabetes and eczema.

Every pupil with a IHP has their plan discussed and reviewed once a year or when deemed necessary, with a named member of staff (Mrs Hawkins)

### **Sharing Allergy Information - Pupils**

- Photographs of pupils with allergies, accompanied with relevant information, are displayed in the pupil's class room, first aid room, the office, staff room, dining hall and the kitchen;
- Parents may choose to request that this information is not displayed 'publicly', e.g. in classrooms. In these circumstances, the school will (a) ensure all members of staff are familiar with the pupil's Individual Health Plan and needs through discussion during a staff meeting and (b) ensure the pupil's picture is displayed in the staff room;
- Visiting or supply staff will be familiarised with this information by the First Aid leader.

### **Sharing Allergy Information - Teachers**

Photographs of members of staff with allergies, accompanied with relevant information, are displayed in the staff room; any member who requests that this information is not publicly displayed must first discuss the issue with the Head Teacher and the First Aid Officer

## **18. Administration of Medication**

We have clear guidance on the administration of medication at school.

The Falcons School for Girls only administers prescription medicine.

If Calpol or Ibuprofen are deemed necessary/appropriate they must be prescribed by a doctor, The parents are then asked to email written permission. A 'Consent to Administer Medication' form is signed by the parents at the next available opportunity.

### **EYFS administration of medication;**

Prescription medicine will only be given to the pupil named on the bottle for the dosage stated Medicines must be in their original containers.

Regarding Calpol or Ibuprofen; both medications can only be administered if prescribed by a doctor and the dosage and pupils name is clearly stated the bottle/package. A permission to give medication form must be filled in and signed by the parents and first aider.

## **Consent to administer medicines**

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the IHP for staff to administer medication.

## **Administration - emergency medication**

- All pupils with medical conditions have easy access to their emergency medication.
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it. They understand the arrangements for a member of staff to assist in helping them take their medication safely.

## **Administration - general**

- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff.
- We understand the importance of medication being taken as prescribed.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes that they should notify the school immediately.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available we will make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

Parents are told that the Falcons School for Girls is not responsible for any and all claims arising from the administration of medicine/treatment.

Whilst the School endeavours to ensure that medication is given, the school cannot offer an absolute guarantee.

## **19. Social interactions**

- We ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after School.
- We ensure the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as School discos, breakfast club, school productions, after School clubs and residential visits.



## 20. **Exercise and physical activity**

- We understand the importance of pupils taking part in sports, games and activities.
- We ensure that teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- We ensure that all staff understand that pupils should not be forced to take part in an activity if they feel unwell.
- We ensure that all staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

## 21. **Education and Learning**

- We ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided;
- All staff are aware of the potential for pupils with medical conditions to have special educational needs due to difficulties with missing out or keeping up with the curriculum. Pupils will be referred to the SEN coordinator who will consult with parents/carers and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- Pupils in our School will learn about what to do in the event of a medical emergency.

### **Residential visits**

Risk assessments are carried out by us prior to any out-of-School visit and medical conditions are considered during this process. Factors we consider include: how all pupils will be able to access the activities proposed how routine and emergency medication will be stored and administered and where help can be obtained in an emergency.

### **Reducing 'Triggers'**

We are aware of the 'triggers' that can make medical conditions worse or can bring on an emergency. We are actively working towards reducing or eliminating these health and safety risks and have a written schedule of reducing specific triggers to support this:

- School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions;
- We use IHPs to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day;
- Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical conditions.

## **22. Head Lice**

- Like the common cold, anyone can catch head lice. It is a community problem, which affects adults and children.
- The head louse is a small insect, which lives close to the scalp for warmth and feeds by sucking blood. It moves by crawling through hair and cannot jump or fly.
- The female lays five to eight eggs a day. They are glued to the base of the hair shaft and take 5-7 days to hatch.
- The louse grows to full size in ten days, and is then ready to lay eggs, and can live for up to 40 days.
- Empty egg cases are white and called nits. They grow out with the hair. They cannot spread head lice.
- Head lice can affect adults and children; therefore the responsibility for the prevention and control of head lice lies with the individual if adult, and parent or carer if a child is affected. Control of head lice is possible with proper contact tracing and management of treatments.
- All adults should inspect their own and their children's hair at least once a week if head lice are a problem locally. They should use a detection comb.
- If live lice are found, then a treatment option should be chosen and carried out as described below.

Advice on treatment should be available from practice nurses, health visitors, school nurses/first aiders general practitioners, pharmacists and child health clinics.

### **How Are Head Lice Spread?**

- Head to head contact is the only way of spreading head lice. Head lice do not jump or fly.

### **Head Lice: Responsibilities**

#### **The General Public:**

- Individuals are responsible for ensuring that all contacts are asked to check their hair for head lice. Parents/Carers in particular are responsible for the detection and treatment of head lice in their children's' hair and their own hair.

#### **Teachers, First Aider and the First Aid Officer should:**

- Emphasise the responsibility of individuals to detect, treat and prevent head lice.
- Emphasise the responsibility of individuals to instigate contact checking.
- In the case of recurrent outbreaks, ensure current policy and advice is being followed, and offer advice to individual families particularly affected; consider further measures in conjunction with general practitioners, the Local Health

Protection Unit, community paediatricians, social services, education welfare officers, and head teachers if appropriate.

### **School**

- School should send out a standardised letter to every parent following a reported case of head lice.
- School should encourage regular detection of head lice by parents/carers.
- Offer additional support and advice about treatment if required.
- Supply specific information about head lice control and prevention.

## Head Lice: Exclusion from School

- Children can be excluded from school when found to have live head lice or eggs, to ensure the outbreak is contained.
- In cases where persistent infection occurs then the advice of the school First Aid Officer should be sought, who may seek to involve other agencies, such as General Practitioners and Practice Staff/Health Visitors
- General practitioners may prescribe insecticidal lotions/Bug Busting kits when head lice have been confirmed.

## Other Linked Policies

The School's First Aid policy is commensurate with our Medical Conditions Policy.

All staff and relevant stakeholders should see the following relevant school's policies for further guidance and procedures concerning these areas:

- Safeguarding (Child Protection)
- Risk Assessment
- Health, Safety and Welfare Policy

## Policy and Procedure Evaluation

Evaluation and review of the Behaviour Policy takes place on an annual basis. However, the School may review the policy earlier than this if the government introduces new regulations, or if the School receives recommendations on how the policy might be improved.

Throughout the year, stakeholders are encouraged to feedback information and ideas regarding the implementation of this policy

A review will take place following any serious incident or 'near miss'.

## Appendix 1: RIDDOR FORM

The School is required to report to Health and Safety Executive (tel: 0845 300 9923):

- (a) deaths;
- (b) major injuries;
- (c) over-three-day injuries;
- (d) an accident causing injury to pupils, members of the public or other people not at work;
- (e) a specified dangerous occurrence, where something happened that did not cause an injury, but could have done.

RIDDOR INCIDENT REPORT FORM  
THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES  
REGULATIONS (RIDDOR)

Contact: HSE Incident Contact Centre, Caerphilly Business Park, Caerphilly CF84 3GG

Website: [www.riddor.gov.uk](http://www.riddor.gov.uk) email: [riddor@natbrit.com](mailto:riddor@natbrit.com)

This form is to be completed by the member of staff who witnesses the incident or the School Office if there is a reportable disease; they are to give the completed form to the First Aid leader and a copy to the Head Teacher, within 6 hours of the incident, if there is an occurrence that is reportable.

The examples of the forms to be filled are bellow – these forms are accessible online and can be completed electronically.