

Brixham College

Medical and First Aid Policy

September 2021

Date Adopted	September 2021
Prepared by:	R Burden
Ratified by	The Trustees
Reviewed	September 2022



1. Aims

The aims of our medical & first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and trustees are aware of their responsibilities with regards to health and safety
- Provide a framework for recording medical information, responding to an incident, recording and reporting the outcomes
- Students, staff and parents understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of student's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring individual healthcare/medical plans (IHPs, MCPs)

The named person with responsibility for implementing this policy is the College DSL currently Mr Richard Burden

2. Legislation and guidance

This policy is based on advice from the Department for Education on first aid in Colleges and health and safety in Colleges, and the following legislation:

- First Aid in Schools 2014 – Department for Education
- Supporting Students at School with Medical Conditions 2015 – Department for Education
- Notes on Infectious Diseases in Schools and Nurseries (Spotty Book) – Public Health England updated Sept 2019
- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees

- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent College Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of students

3. Roles and responsibilities

3.1 The Trustees

The Trustees has ultimate responsibility for health and safety matters in the College, to make arrangements to support students with medical conditions but delegate operational matters and day-to-day tasks to the Site Manager and staff members.

The Trustees will ensure that sufficient staff have received suitable training and are competent before they are responsible for administering first aid or supporting children with medical conditions.

3.2 The Principal

The Principal will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all medical care plans (MCPs) or individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of MCP/IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions. This could include the administration of medicines on the full agreement from parent/carers, medical professionals & following the appropriate training.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

College staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in College are
- Informing the Principal or their manager of any specific health conditions or first aid needs

3.4 The Site Manager

The site manager is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained personnel are present in the College at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's MCP/IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the MCP/IHP e.g. provide medicines and equipment

3.6 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their MCPs/IHPs. They are also expected to comply with their MCPs/IHPs.

3.7 School nurses and other healthcare professionals

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools nurses and notify them of any students identified as having a medical condition.

4. Data collection of existing medical conditions

Information on existing medical conditions will be collected in a number of ways;

- The admissions process & annual data collection sheet
- Transition discussions eg Yr6-7
- Through parental communication
- Submission & cross referencing of SOE3 consent forms used for participation in out of college based activities
- Communication from Torbay Health Team
- Information from external medical professionals

This will then be collated onto SIMS, Classcharts, Behaviourwatch in the appropriate areas for sharing key aspects with college staff.

When the college is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an MCP/IHP.

The college will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our college.

Students with any medical conditions will be triaged into the following categories;

- M1 : Serious condition (possibly life threatening). Under medication & student has a specific Medical Health Care Plan (MCP) or Individual Healthcare Plan (IHP)

These students will be recorded in Classcharts via SIMS with a red triangle attached to their quick student overview information. They will also appear on the college Medical Students With Care Plans (Quick View) Photoboard which is displayed in prominent positions across the college & made known to any temporary staff (supply) who might come into contact with these students in some capacity.

- M2 : Students with Underlying Health Conditions but do not warrant a MCP but should an incident occur the resulting injury could be serious & possibly life threatening.

These students will be decided upon entry to the college or at the meeting of the Brixham College Medical Support Team (meet half termly) who will discuss each condition the student suffers from & whether they need to be added to list recorded under M1. If it is felt they meet this threshold they will be added to the Photoboard & also be recorded in SIMS/Classcharts with a red triangle attached to their quick student overview information.

- M3 : Students with known minor health conditions (non life threatening, possibly under medication)

These students will be recorded on the medical data spreadsheets stored in TEAMS – Safeguarding & in SIMS under medical information. This information needs to be viewed & acknowledged should a staff member be taking students offsite or participating in an activity that might increase breathing / heart rates or responding to a first aid incident. An awareness also needs to be accounted for with any more sensitive issues such as weak bladder for example

M4 : Students with unknown non-diagnosed illnesses.

5. Supporting students with medical conditions

The Principal has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to the DSL

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an MCP/IHP. It will be agreed with a healthcare professional and the parents when an MCP/IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Principal will make the final decision.

Plans will be drawn up in partnership with the college, parents and a relevant healthcare professional, such as the college nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

MCP/IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a student has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Trustee board, the Principal and the DSL with responsibility for developing MCP/IHPs, will consider the following when deciding what information to record:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons

- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the college needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents and the Principal for medication to be administered by a member of staff, or self-administered by the student during college hours
- Separate arrangements or procedures required for college trips or other college activities outside of the normal college timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

Please see appendix A – proforma of Brixham College MCP/IHP

6. Managing medicines

Prescription and non-prescription medicines will only be administered at college:

- When it would be detrimental to the student's health or college attendance not to do so **and**
- Where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The college will only accept prescribed medicines that are:

- In-date
- Labelled

- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The college will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

6.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the college office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

6.2 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their MCP/IHPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the MCP/IHP and inform parents so that an alternative option can be considered, if necessary.

6.3 Unacceptable practice

College staff should use their discretion and judge each case individually with reference to the student's MCP/IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal college activities, including lunch, unless this is specified in their MCP/IHPs
- If the student becomes ill, send them to the college office or medical room unaccompanied or with someone unsuitable

- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend college to administer medication or provide medical support to their student, including with toileting issues. No parent should have to give up working because the college is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of college life, including college trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in college toilets

7. Emergency procedures

Staff will follow the college's normal emergency procedures, administering first aid or requesting professional help (for example, calling 999). All students with MCP/IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

8. First aid procedures

8.1 Appointed person(s) and first aiders

The College's current first aiders are retained on a college spread sheet kept in TEAMS – Safeguarding. The main first aid leads are Dawn Mortimer, Helen Roberts, Tracey Mulholland, and Richard Burden. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Filling in an accident report using our bespoke Behaviourwatch slips on the same day, or as soon as is reasonably practicable, after an incident. In addition, more serious incidents to be recorded and logged on the Torbay Online System
- Keeping their contact details up to date

Our College's first aiders are listed in Appendix B. Their names will also be displayed prominently around the College.

8.2 In-College procedures

In the event of an accident resulting in injury:

- The closest member of staff present will seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a student is too unwell to remain in College, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, reception/administration staff will contact parents immediately
- The first aider will complete an accident report using a Behaviourwatch slip. This should be completed on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- Any injuries that pertain to meet Local Authority thresholds must also be recorded on the Torbay Online System at the same time.

8.3 Off-site procedures

When taking students off the College premises, staff will ensure they always have the following:

- Trip Leader mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the trip leader via Evolve prior to any educational visit that necessitates taking students off College premises.

A typical first aid kit in our College will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room cupboard
- Reception (at the desk) – requests for kits to be emailed to Dawn Mortimer
- The College kitchens
- College vehicles
- The Science faculty
- Technology Department
- Any area deemed as higher risk due to nature of equipment or activities undertaken

9. Record-keeping and reporting

The governing board will ensure that written records are kept of all medicine & first aid administered to students. Parents will be informed if their student has been unwell at college.

9.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury on Behaviourwatch. All facts and outcomes should be completed.
- More serious injuries need to be recorded using Torbay online system.
- Records held on the above system will be retained by the College for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

9.2 Reporting to the HSE

The site Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The site Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident on the Torbay Online System.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to Colleges include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

10. Training

Staff who are responsible for supporting students with medical needs & first aid will receive suitable and sufficient training to do so.

The training will be identified during the development or review of MCPs/IHPs & basic first reviews. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the DSL. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the MCP/IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

All College staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The College will keep a register of all trained first aiders, what training they have received and when this is valid until

Staff are encouraged to renew their first aid training when it is no longer valid.

11. Children with Health Needs who cannot attend college

Initially, the college will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend college.

Factors that will be considered are as follows;

- Who in your college will be responsible for making and monitoring these arrangements
- What sort of arrangements will be made (e.g. sending work home, hospital colleges)
- How you'll consult with parents and students about these arrangements
- How you'll reintegrate students back into college

11.2 If the local authority makes arrangements

If the college can't make suitable arrangements, Torbay Local Authority will become responsible for arranging suitable education for these children.

In cases where the local authority makes arrangements, the college will:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the student
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the student is as effective as possible and that the child can be reintegrated back into college successfully
- When reintegration is anticipated, work with the local authority to:
- Plan for consistent provision during and after the period of education outside the college, allowing the student to access the same curriculum and materials that they would have used in college as far as possible
- Enable the student to stay in touch with college life (e.g. through newsletters, emails, invitations to college events or internet links to lessons from their college)
- Create individually tailored reintegration plans for each child returning to college
- Consider whether any reasonable adjustments need to be made

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the DSL in the first instance. If the DSL cannot resolve the matter, they will direct parents to the college's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed by the Brixham College Medical Team part of the Brixham College Safeguarding Group.

At every review, the policy will be approved by the College Trustees.

14. Links with other policies

This medical & first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Accessibility plan
- Compla
- Safeguarding & Child Protection
- Special educational needs information report and policy