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*This document should be considered in conjunction with Welling School Health & Safety Policy and Safeguarding Policy.*

*Welling school is an inclusive community that welcomes and supports students with medical conditions and provides all students with any medical condition 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 wellbeing once they leave school.*
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## **Medical Conditions at Welling School**

- Makes sure 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.
- Understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- Understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions which affect students at Welling School.

Staff receive training on the impact medical conditions can have on students.

All employees are expected to have read the school Medical Conditions with First Aid Policy and understand their role and responsibilities in regards to duty of care. The named members of school staff responsible for this medical conditions policy and its implementation are:

Head Teacher  
Director of Learning AEN  
Director of Business  
Senior First Aider

## **Policy framework**

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term medical conditions.

The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority

### **1. Welling School is an inclusive community that supports and welcomes students with medical conditions**

- Welling School is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place in Welling School because arrangements for their medical condition have not been made.
- Welling School will listen to the views of students and parents.
- Students and parents feel confident in the care they receive from Welling School and the level of that care meets their needs.

- Staff understand the medical conditions of students at Welling School and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- Welling School understands that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

**2. Welling School's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings**

- Stakeholders should include students, parents / carers, schools nurse, school staff, governors, the school employer, relevant local health services and relevant supporter organisations.

**3. The medical conditions policy is supported by a clear communication plan for staff, parents /carers and other key stakeholders to ensure its full implementation.**

- Students, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

**4. All children with a medical condition should have an individual healthcare plan (IHP).**

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

**5. All staff understand and are trained in what to do in an emergency for children with medical conditions at Welling School.**

- All school staff, including temporary or supply staff, are aware of the medical conditions at Welling School and understand their duty of care to students in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's IHP should, explain what help they need in an emergency. Parental / carer permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

**6. All staff understand and are trained in the school's general emergency procedures.**

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them in school until a parent / carer arrives, or if the parent / carer does not arrive in time, the member of staff will accompany the child taken to hospital by ambulance. Staff will not take students to hospital in their own car unless it is in an emergency. Approval by the Headteacher / SLT member / Lead Safeguarding must be sought first. Also the parent / carer will be contacted in the first instance to gain consent

for their child to be taken in a staff member's car. Advice will be sought to determine whether additional staffing is required to accompany the student in the car.

#### **7. Welling School has clear guidance on providing care and support and administering medication at school.**

- Welling School understands the importance of medication being taken and care received as detailed in the student's IHP or through the Request to Administer Medication Form (RAM) (see Appendix 1).
- Welling School will make sure that there are more than one members of staff who has been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. Welling School will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Welling School's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Welling School will not give medication (prescription or non-prescription) to a child under 16 without a parent / carer's written consent.
- When administering medication, staff must refer to the RAM.
- Welling School will not give a student under 16 aspirin unless prescribed by a doctor.
- Parents / carers at Welling School understand that they should let the school know immediately if their child's needs change.
- If a student misuses their medication, or anyone else's, their parent / carer will be informed as soon as possible and the school's disciplinary procedures will be followed.

#### **8. Welling School has clear guidance on the storage of medication and equipment at school.**

- Welling School makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Students may carry their emergency medication with them if they wish/this is appropriate.
- Students may carry their own medication/equipment, if it is detailed on the IHP / RAM, or they should know exactly where to access it.
- Students can carry controlled drugs if they are competent, otherwise Welling School will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at Welling School can administer a controlled drug to a student once they have had specialist training.
- Welling School will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.
- Welling School will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Welling School disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

#### **9. Welling School has clear guidance about record keeping.**

- Parents / carers at Welling School are asked if their child has any medical conditions on the enrolment form.
- Welling School uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- Welling School has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the student's needs change.
- The student (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the students in their care.
- Welling School makes sure that the student's confidentiality is protected.

- Welling School seeks permission from parents before sharing any medical information with any other party.
- Welling School discusses with the student (where appropriate), parent / carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to outline a plan for any extra care requirements that may be needed. This is recorded in the student's IHP which must accompany them on the visit.
- Welling School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Welling School makes sure that all staff providing medical support to a student and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and Welling School keeps an up-to-date record of all training undertaken and by whom.

**10. Welling School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

- Welling School is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. Welling School is also committed to an accessible physical environment for out-of-school activities.
- Welling School makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- Welling School understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out-of-school clubs and team sports.
- Welling School understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.
- Welling School makes sure that students have the appropriate medication/equipment/food with them during physical activity.
- Welling School makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition. Welling School will not penalise students for their attendance if their absences relate to their medical condition.
- Welling School will refer students with medical conditions who need support educationally to the SENCO who will liaise with the student (where appropriate), parent / carer and the student's healthcare professional.
- Students at Welling School learn what to do in an emergency.
- Welling School makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**11. Welling School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.**

- Welling School is committed to identifying and reducing triggers both at school and on out-of-school visits.
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs.
- Welling School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

**12. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), Welling School will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.**

- Welling School works in partnership with all relevant parties including the student (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

**13. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**

- Welling School works in partnership with all relevant parties including the student (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Welling School is committed to keeping in touch with a child when they are unable to attend school because of their condition.

**14. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

- In evaluating the policy, Welling School seeks feedback from key stakeholders including students, parents / carers, school healthcare professionals, specialist nurses, training and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer.

**REQUEST TO ADMINISTER MEDICATION FORM (RAM)**

Parents / Carers have the prime responsibility for their child's health and are responsible for medication. The request form must be signed by parents / carers and handed into a member of staff in the Main Office **before any medication (either prescribed or non-prescribed) is accepted**. This form will be retained for reference by the school and shared with relevant members of staff. A separate form will be required for each medication accepted.

**Student Details**

Name			
Date of Birth		Tutor Group	

**Parent/Carer Contact Details – (refer and check eportal record)**

Name			
Address		Contact Number:	

**Medication Details & Directions for use**

Name of Medication			Expiry Date of medication:
Type of medication and amount received – eg tablets, liquids etc			
Dosage/frequency (ie mg and how often to be taken)			
Method (injection/inhaler/oral etc)			
Time of the day			
Possible side effects			
Start date of medication being required		End date of medication being required	
Individual Healthcare Plan Required?	Yes/No	If Yes, please indicate whether a meeting time has been arranged or an IHP completed with this form and who by.	

Any other medical information relevant/shared:
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**Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration, prescribed dose and expiry date. The student's name should be marked on the packaging. Any un-used medication must be collected & disposed of by parents / carers.**

**Parents / Carers Consent**

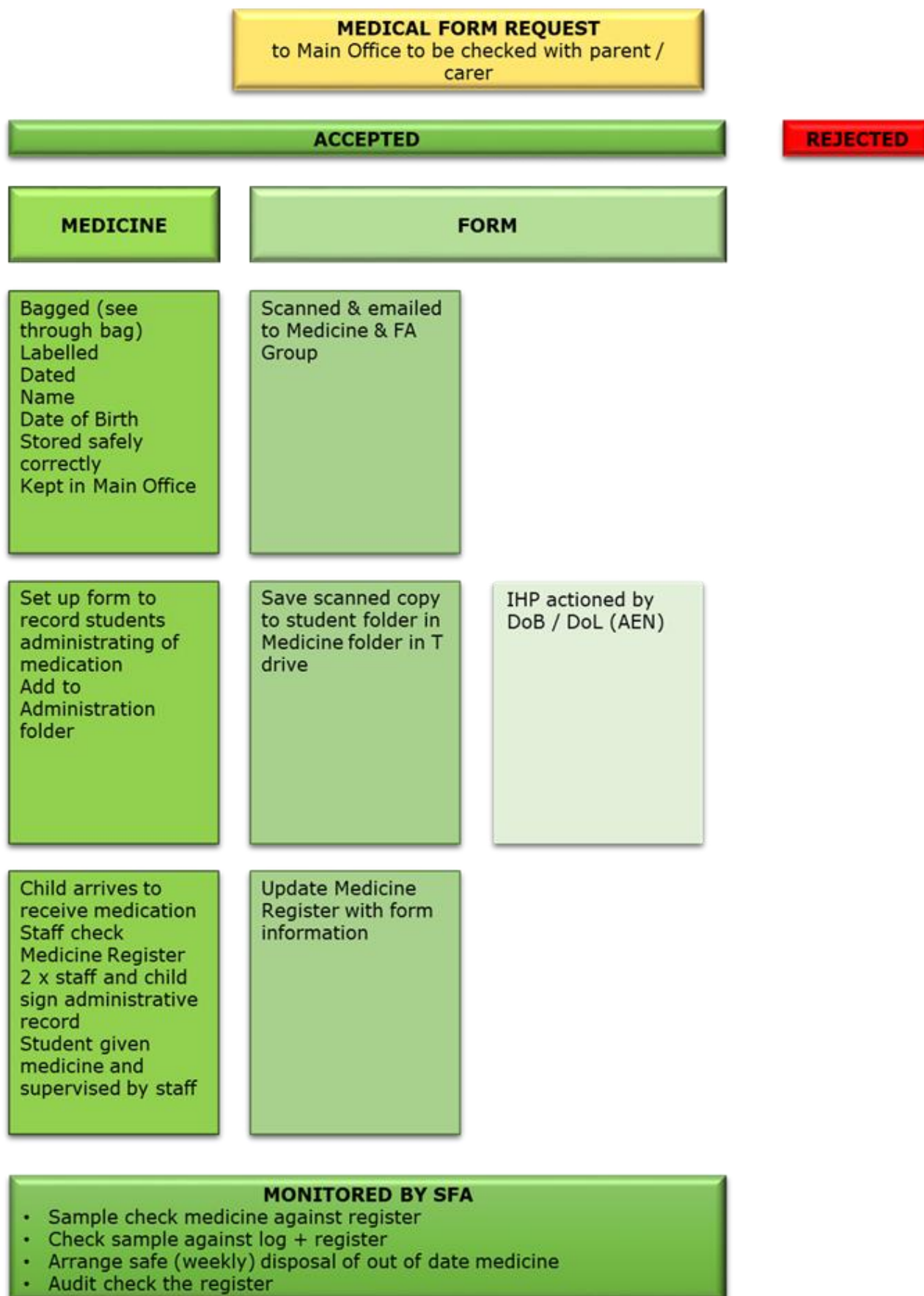
- I accept that there is no legal duty requiring school staff to administer medication. Therefore, it should be noted that this is a service that the school is obliged not to undertake
- I understand that I must complete this form and return it to a member of staff at Welling School Office before any medication (prescribed or non-prescribed) can be accepted
- I give my consent for a member of Welling School staff to administer the above medication to the child in my care as outlined by the above information
- I give my consent for this medication to be stored Please consider whether medication can be administered more effectively at home, before and after school.
- I confirm the above information is correct as at the date below and I will notify the school of any changes to the listed medication information.

Name		Signature	
Mobile		Date	

**On behalf of Welling School**

Name		Date	
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## Flowchart





## **First Aid at Welling School**

The Health and Safety at Work (etc.) Act 1974 requires that the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety and this requirement is addressed in the Welling School Health & Safety Policy.

The employer recognises its duties under the Health and Safety (First Aid) Regulations 1981 (as amended), and the Approved Code of Practice (L74). Welling School will ensure compliance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, commonly known as RIDDOR.

Welling School Health & Safety Policy contains arrangements for first aid, reporting accidents, injuries and diseases and record keeping. Arrangements specific to First Aid are supplemented with greater detail in this document.

The Governing Body acknowledge the importance of providing first aid for employees, pupils and visitors within the school and are committed to:

- provide adequate First Aid cover and ensure appropriate training is in place
- monitor the First Aid policy and provide support to the school where required
- receive information on serious incidents and 'near' misses
- ensure all new staff are made aware of First Aid procedures in school

## **Organisation**

All employees are expected to have read the school First Aid Policy and understand their role and responsibilities in regards to duty of care. The Head Teacher is accountable for First Aid at Welling School, in operational terms, responsibility and the tasks are delegated to the Director of Business Services (DBS) who may delegate tasks to the Senior First Aider (SFA).

The Organisation will be sufficient in ensuring the implementation of the following arrangements:

- Place individual duties on all employees & pupils
- Display the H&S law poster
- Undertake a risk assessment of the first aid requirements: To consider staff, pupils and visitors; site size, age and location.
- Determine the optimum number of first aiders based on statutory requirement, risk assessed needs and allowing for annual leave or sick leave and non-teaching staff for cover outside of term time.
- Provide sufficient provision of training, for example First Aid at Work. Maintain a record of that training and review annually.
- Provide suitable and sufficient equipment and materials to carry out first aid.
- Locate First Aid boxes, with a white cross on a green background, around the site. Inspect the containers at regular intervals to ensure that all first aid kits are kept clean and contain an appropriate level of material
- To report, record and where appropriate investigate all accidents, incidents, injuries and near misses.
- Produce and maintain records of all occasions when first aid is administered to employees, pupils and visitors
- Provide information to employees on the arrangements for First Aid
- Provide Off-site First Aid as determined in the Welling School Trips & Visits Policy
- Assign a designated medical room, equip with the necessary equipment

## Arrangements

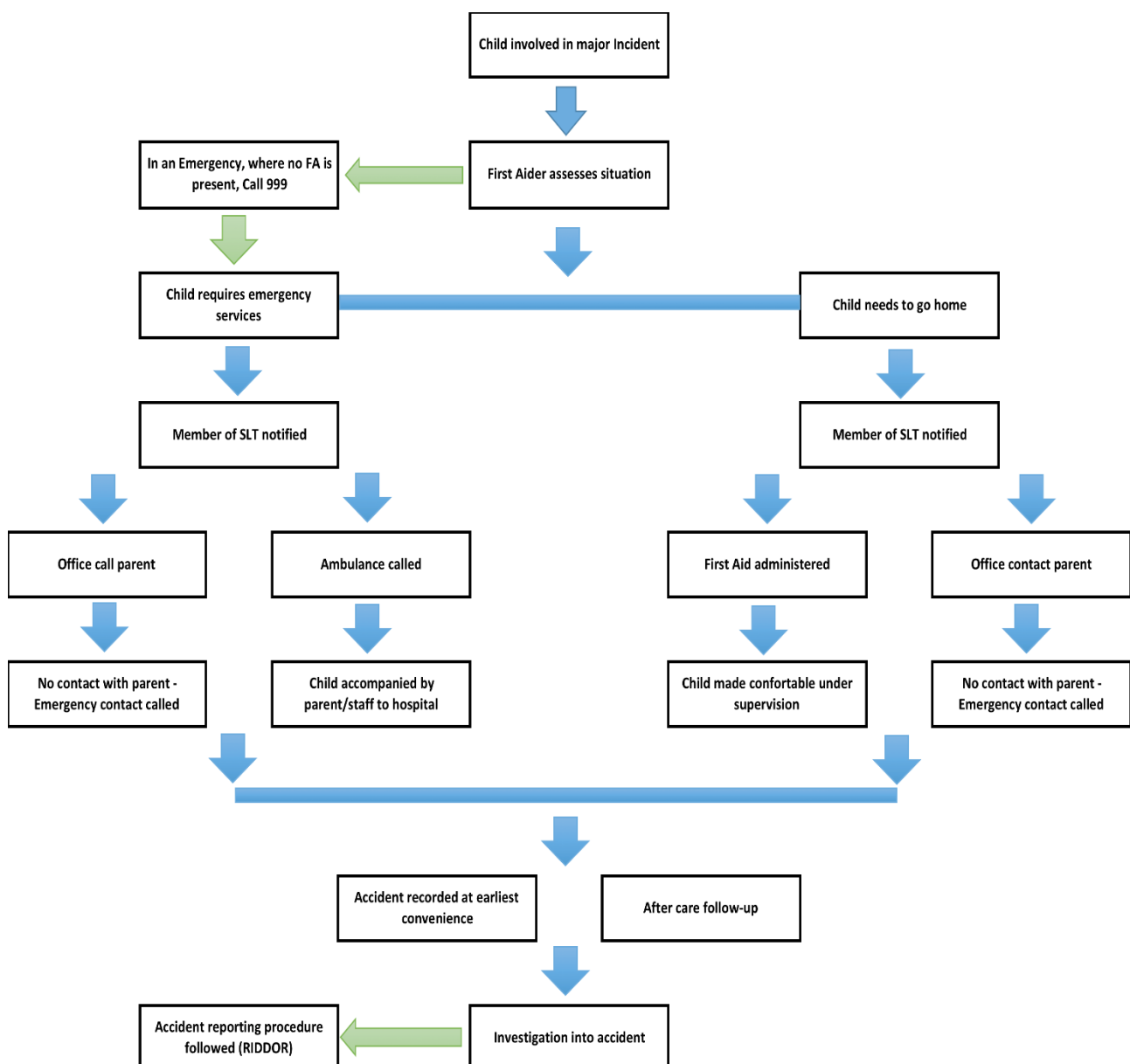
### Emergencies

**In the event of a medical emergency, staff should call 999 immediately (9999 from an internal school telephone)**

The Main Office should then be contacted immediately, **Dialling "0"**. Members of staff at the scene should give clear, precise details to enable the Main Office to advise the first aider, who will then attend as soon as possible.

In any situation where the emergency services are called or a child is sent home following receiving first aid, a member of SLT must be contacted immediately.

### Flow Chart for Major Accident, Incident or Illness



## First Aid for students

In the event of an accident first aid should (where possible) only be administered by a qualified first aider.

- **Illness during Lessons** - When a student is affected by a minor ailment, the member of staff should make an assessment and, where possible, encourage the student to continue with the lesson. If the student is unable to continue, he/she should be sent to Care & Guidance, with an explanatory note in his/her planner. They will make a decision on first aid needs.
- **Accident, incident leading to injury** - When a student is affected by an accident or incident that leads to injury, the member of staff should radio or phone for a first aider; or if the injury allows, assist the student to the Main Office to receive First Aid.

Where there is suspicion of serious illness, injury or distress there must be a proper handover of care to a First Aider; a child must not be left in an unsupported environment.

## Student sent home

If it is decided that a child should go home, it must be established that a parent/carer is there to either receive or collect the child from the school. A child is never to be sent home alone, inside school hours, and if escorted home, be escorted by a member of staff and not another student. Where a child is escorted home, the escort should report to a member of SLT to confirm the child was delivered into the care of the parent/carer.

## First Aid for Employees, Contractors or Visitors

In the event of an accident causing injury to employees, contractors or visitors the injured person must be cared for and a first aider summoned immediately, or if the injured person is able, to make their way to the Main Office.

## Students' medication/Casualty requiring medication

Referenced in '*Medical Conditions at Welling School*'.

## Acid Attack

The following equipment is located at First Aid sites A to C, marked on the school First Aid Box map (attached):

- 5L bottles of water
- Acid/alkali resistant gauntlets (standard gloves are not suitable in an acid attack situation)

In the event of an acid attack, put on gauntlets, and slowly pour water over the affected area. Where the burns are serious, remove the victim's clothes and jewellery (if necessary) and take them to the school shower room and run cool water over the victim for at least 10 minutes. Wrap the affected area in clean sterile cloth and where necessary call 999.

## Nearest Hospitals

The nearest hospitals with Accident and Emergency (A&E) or Urgent Care Centre (UC) are:

Queen Mary's (UC)	Queen Elizabeth (A&E)	Erith & District (UC)
Frognal Avenue Sidcup Kent DA14 6LT Tel: 020 8302 2678	Stadium Road Woolwich London SE18 4QH Tel: 020 8836 4550	Park Crescent Erith Kent DA8 3EE Tel: 020 8308 3131

## Qualified First Aiders

For employees, contractors and visitors Welling School is considered a low risk environment (pre-dominantly office based) which would require as a minimum one first aider for every 100 employed.

For students, based on risk assessment, supervision levels during breaks, site layout and specific faculty requirement; it is considered there should be a minimum of one first aider for every 300 students.

The following employees have qualified in First Aid at Work

Name	Location	Extension	Cert Expiry date
Celia Clark (SMC)	Admin Block (124)	2728	17/09/2023
Tracey Burvil	Reception (A25)	2703	17/09/2023
Carly Britton	Reception (A25)	2704	17/09/2023
Dan Jolly	PE	2779	17/09/2023
Gill Eves	Maths	2852	17/09/2023
Lisa Kiernan	Food Tech	2823	17/09/2023
Wesley Bartlett	PE	2779	17/09/2023
Simone Mahoney	The Elsa Centre (T4)	2824	17/09/2023
Rosie Myrie	The Berwick Centre	2781	17/09/2023
Debbie Davies	KS3 Office	2879	17/09/2023

## First Aid Boxes

There will be sufficient First Aid Boxes around the site. The Approved Code of Practice (ACOP) states that first aid kits should contain a sufficient quantity of first aid material and nothing else. It does not include medication of any kind or cotton wool. All first aid boxes will be marked with a white cross on a green background. Where it is possible, first aid boxes will be kept near to hand washing facilities.

First Aid boxes will be maintained, checked at regular intervals and re-stocked when required by the Senior First-Aider.

First Aid boxes are located as follows (see below for map of school site highlighting First Aid Box locations)

First Aid Box Location	Position in room
Main Office	Near Sink
Medical Room	
T2 – Material Tech	Next to the sink
T3 – Wood Tech	
T5 – Food Tech	
T6 – Food Tech	
Science Prep Room	
A124 - Senior First Aider	
PE Office	Above sink
E20 - KS3 Care & Guidance	
A53 - KS4 Care & Guidance	
Berwick Centre	

## **School trips & visits**

The Health and Safety at Work (etc.) Act 1974 requires that the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises. The provision of First Aid on offsite activities is made under the School Trips & Visits Policy.

## **School Vehicles**

All School vehicles will be provided with a suitably stocked First Aid Kit. It will be the responsibility of the supervisors to ensure that all kits are adequately stocked, and the responsibility of employees to inform them for a re-supply.

## **Defibrillator**

Welling School has a defibrillator located at the school office; this piece of equipment should be available to any member of public who requires its use.

Information on the use of a defibrillator can be found on the DfE website:

*Automated external defibrillators (AED). A guide for schools – June 2017.*

## **Reporting & Recording Application of First Aid**

All accidents, incidents and injuries are logged on the 'Every' system by a First Aider. All First Aiders should be trained on how to use the 'Every' system. All records are given a level of severity; Near Miss, Minor, Major and RIDDOR. Any log recorded as a Major incident will automatically notify the DoB via the system. 'Major' severity should always be recorded in situations where a child is sent home, or an ambulance is called.

For any serious 'specified injury' at Welling School, for which treatment is needed and is reportable under statutory regulations, as defined under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), a detailed incident investigation will be produced and reported under arrangements established within the Welling School Health & Safety Policy. In the event of a reportable incident, the DoB will upgrade incidents on Every from Major to RIDDOR.

Accidents must be reported where an employee is incapacitated for more than seven consecutive days as the result of their injury. Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

The arrangements for the above are established within the Welling School Health & Safety Policy.

### Completing an incident form on 'Every':

The following fields are mandatory when completing an incident form: name, severity, date and time, location, action, description and outcome.

Description - completed with details of the incident and information that has been provided by witnesses.

Outcome – completed with details on any risk assessment that has been conducted, any after care that has been provided and an update on the subjects wellbeing.

Documents can be uploaded to the incident form. I.e. photos, risk assessment etc.

Where a student returns to a lesson or back into school a note will be written in the students' planner to inform parents / carers.

Where it is necessary for a student to return home or be transported by ambulance:

- Parents / carers will be contacted for consent.
- No students will leave the premises without appropriate arrangements.
- Only the duty first aider, Senior First Aider, Heads of Year, Key Stage Leads or a member of the Senior Leadership Team are authorised to send students home and a member of the Senior Leadership team must be informed.
- Where the cause of injury is from a 3<sup>rd</sup> party, a member of SLT will co-ordinate communication and where necessary initiate investigation.

### **After Care**

In the event where either the emergency services are called or a child is sent home, as a result of injury or illness, a formal follow up with the parents/carer must occur. The initial follow up will be conducted by the child's HoY who will enquire about their welfare and recovery. C&G will follow up with parents/carer for any subsequent days the child is off school; where a child is off school for longer than 5 days, due to injury, provisions will be made to ensure the child's educational needs are met.

### **For Reference**

DfE: Guidance on First Aid for Schools

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/268803/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268803/guidance_on_first_aid_for_schools.pdf)

HSE: School trips and outdoor learning activities

<http://www.hse.gov.uk/services/education/school-trips.pdf>

## Map of school site highlighting First Aid Box locations

FEB 07



FEB 07

