



# The Bourne Academy

## Medical Conditions and First Aid Policy

### VISION

Our central belief is that everyone is a learner and everyone is a teacher.

### PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE:

**A**mbitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

### RATIONALE

The Bourne Academy is an inclusive community, which aims to support and welcome students with medical conditions. The Bourne Academy understands that it has a responsibility to make the Academy welcoming and supportive to students with medical conditions who currently attend and those who may enroll in the future. This includes:

- Accessibility of the physical environment
- Involvement in social activities such as break, lunchtime, after school clubs, Academy productions and residential visits
  - Appropriate reasonable adjustment to sports, games and other activities to make physical activity accessible to all students
  - Appropriate reasonable adjustments and extra support so that all students can participate fully in all aspects of the curriculum.

Students with medical conditions are encouraged to independently manage their condition. Parents/Carers of students with medical conditions need to feel secure in the care their children receive at this Academy. We aim to include all students with medical conditions in all Academy activities. The Academy understands that certain medical conditions are more serious and can be potentially life-threatening, particularly if ill-managed or misunderstood. All staff understand the importance of medication being taken as prescribed and understand some of the common medical conditions that affect children at this school. Staff receive training on the impact that medical conditions can have on students.

For students with serious and long-term medical conditions this Academy uses a **Healthcare Plan** to record the important details about individual student's medical needs at the Academy, their triggers, signs, symptoms, medication and other treatments. These are drawn up with the parent/carer, a healthcare professional, the Tutor/SEND/CO/First Aid Lead and, if appropriate, with the student. All stakeholders sign the Healthcare Plan. Further documentation can be attached to the Healthcare Plan if required. Parental permission for the Healthcare Plan to be sent with the student to hospital will be included in the plan. The Healthcare Plan hard copies are filed in the First Aid Room and also held on the Academy's computer system. The First Aid

Lead is responsible for reviewing it with the parent/carer once a year, or, if the condition changes. The parent/carer also keeps a copy.

The Academy ensures all staff understand their duty of care to students in the event of an emergency and feel confident in knowing what to do in this situation. The Academy will provide adequate First Aid and Medical attention for students, staff and visitors in the Academy. The aims of a First Aider are to preserve life, to prevent worsening and to promote recovery. Qualified First Aiders are available at The Bourne Academy to deal with accidents that occur on the Academy premises only. The First Aid procedure at the Academy is designed to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that First Aid is provided by qualified First Aiders and not trained doctors or nurses. In the event of an accident all members of the Academy community should be aware of the support available and the procedures available to activate this. The term 'First Aider' refers to those members of Academy staff who are in possession of a valid First Aid At Work certificate or equivalent.

The Academy aims to:

- Provide effective, safe First Aid cover for students, staff and visitors
- Ensure that all staff and students are aware of the system in place
- Provide awareness of Health & Safety issues within the Academy and on Academy trips, to prevent, where possible, potential dangers or accidents
- Give all its students opportunities to access the curriculum
- Ensure that students with medical needs experience the best possible care whilst at the Academy.

## **PARENTAL RESPONSIBILITY**

- Parents/carers should ensure that their children are not sent to the Academy if they are unwell or requiring medical attention for accidents incurred out of the Academy, as facilities in the Academy are limited
- Parents/carers are responsible for ensuring that the Academy Office maintains accurate records of emergency contact names and telephone numbers. Students should also record these details in their student planner
- No student will be allowed to go home without a member of staff contacting a parent/carer first
- Students must sign out at the Academy Office if leaving the Academy
- If the Academy cannot contact a Parent/carer in the event of an emergency, the Academy will arrange for an ambulance or other means of transport to convey a casualty to hospital. It should be noted however, that treatment might be delayed until parental consent is available.
- DFE guidelines states; 'Generally staff should not take students to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have Public Liability Vehicle Insurance.'

## **GUIDANCE ON THE ADMINISTRATION OF MEDICINE IN SCHOOL**

### **Emergency Medication**

All students with medical conditions such as asthma, diabetes, epilepsy and allergies keep their medication/testing kits on their person. They understand the arrangements for a member of staff to assist in helping them to take their medication safely.

## General Medication

Students taking prescribed medication must be well enough to attend the Academy.

Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition. In many cases, it is possible for a student's GP to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in school hours.

Parents/carers must give written permission for the administration of medication. The staff receiving the medication must ask the parent/carer to sign a consent form (see Appendix 1) stating the following information:

- Full name of child and date of birth
- Full name and description of medication
- Dosage/timing/method of administration
- How the medication should be stored and expiry date
- Any possible side effects that may be expected should be noted
- Signature and printed name of parent and date.

**Years 7-11:** The appointed First Aider should be informed of any medication brought into the Academy at any time. Students taking any prescribed medication should bring them to the First Aid room to be dispensed by the Appointed First Aider (as outlined above).

**Years 12-13 (6<sup>th</sup> Form):** Taking into account the Gillick competence and Fraser guidelines, students may self-administer Paracetamol or Ibuprofen provided by staff. This is part of UK Medical law which allows a young person with sufficient maturity to consent to his or her medical treatment without parental permission or knowledge being required.

**All: No student should carry medication on their person.** (Diabetics, asthmatics and students with an Adrenaline Auto Injector will have a medical card to say they have permission to carry their emergency medication/testing kit).

In the event of any special form of administration of medication being required, the parents/carers must contact the Academy so that arrangements can be made for this to occur and training given to staff to administer medication. No medication may be given without these details being provided. All use of medication defined as a controlled drug, even if the student can administer the medication themselves, must be done under the supervision of a member of staff at this Academy.

**Pain Relief** – 'Over the counter' style paracetamol and ibuprofen can be provided by the Academy but the parent/carer must have given written permission. Verbal consent may be accepted with written permission to follow as soon as possible. Parents will be contacted where a student presents at the First Aid Room before 12.30pm for pain relief, to ascertain the time of last dose, if any.

**Hayfever/Minor Common Allergy Relief** – 'Over the counter' style medication (cetirizine hydrochloride and chlorphenamine) can be provided by the Academy but the parent/carer must give written permission. Verbal consent may be accepted with written permission to follow as soon as possible. Parents will be contacted each time a student presents at the First Aid room for minor common allergy relief unless we hold specific permission for allergy medicine provided by the parent/carer.

All staff are aware that there is no legal or contractual duty for them to administer medication or to supervise a student taking medication, unless they have been specifically contracted to do so. Most members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed medication to students under the age of 16, but only with the written consent of the student's parent/carer. Verbal consent over the phone may be accepted followed by completed permission form as soon as possible.

Parents/carers understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the Academy immediately. If a student refuses their medication, staff will record this. Parents/carers are informed as soon as possible.

All staff attending off-site visits are aware of any students 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 student misuses medication, either their own or another student's, their parents/carers are informed as soon as possible. These students are subject to disciplinary procedures.

## **MEDICAL TREATMENT – SEEKING CONSENT FOLLOWING ACCIDENT OR INJURY**

The Academy follows the advice from the Department for Education – “Schools may experience problems when a child has had an accident and consent might be needed for emergency medical treatment. The [Children Act 1989, section 3](#) provides that people who do not have parental responsibility but nonetheless have care of a child may: ...do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare.

This would allow schools to act ‘in loco parentis’, in place of a parent, or allow them to seek consent from a parent who may not hold parental responsibility.

It would clearly be reasonable for a school to take a child who needs to have a wound stitched up to hospital, but the parents, including the non-resident parent who has asked to be kept informed of events involving the child, should be informed as soon as possible.”

## **GUIDANCE ON THE STORAGE OF MEDICINE**

### **Emergency medication**

Emergency medication is held by the student along with a medical card showing their condition.

### **Non-emergency medication**

All non-emergency medication is kept in a locked cupboard in a cool dry place. Staff ensure that medication is only accessible to those for whom it is prescribed. There is an identified member of staff who ensures the correct storage of medication at Academy, checks the expiry dates at least three times a year and ensures (with the parent/carer) that all medication brought into the Academy is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose.

All medication is supplied and stored, wherever possible, in its original containers. Some medication may need to be refrigerated. This must be stored in the First Aid fridge and clearly labelled. Medication that needs to be taken home at the end of the school day must be collected by the parent/carer/student from the front office.

## **Safe Disposal**

Out of date medication is disposed of by the Academy appropriately.

## **Record Keeping**

The Bourne Academy keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded in the First Aid log and in the student's planner. All Academy staff who volunteer to administer certain medication are provided with the necessary training by a healthcare professional. The Academy keeps a list of staff who have had relevant training. A list of staff who have received general First Aid training is displayed in the First Aid Room.

## **RESIDENTIAL TRIPS, EDUCATIONAL VISITS AND SPORTING EVENTS**

The Academy believes that all students are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate students with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept.

When a student with medical conditions is going on an outing, the member of staff organising the trip/visit/event will consult the Healthcare Plan. The member of staff in charge is fully aware of the student's needs, action to take in an emergency, and that they need to administer the medication. Medication for the student is taken, clearly labelled with the student's name, with a copy of the consent form and record of administration and, where applicable, a copy of the Healthcare Plan. On returning to the Academy the medication, consent form and Healthcare Plan are returned and re-filed.

## **HOSPITAL VISITS**

If a student on medication has to be taken to hospital, the student's medication is taken along, clearly labelled with the student's name and the name of the medication. Also included is a copy of the consent form signed by the parent/carer and, where applicable, a copy of the Healthcare Plan.

## **HEALTH & SAFETY**

This Academy is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The Academy will actively work towards reducing or eliminating these health and safety risks where appropriate and will have written a schedule of reducing specific triggers to support this. Risk assessments are carried out by this Academy prior to any out-of-school visit and medical conditions are included in this process. A Health Care Needs Risk Assessment will be carried out for any student already at the Academy who develops a medical condition and before a new student with a medical condition joins the Academy. This will be carried out by the Tutor/SEND/CO/First Aid Lead with the parent/carer and may involve a healthcare professional. This may lead to the drawing up of a Healthcare Plan.

## **FIRST AID**

The Appointed Lead First Aider is Mrs Rachael Copelin Irvine. A full list of First Aiders is available in the front office. If Mrs Copelin Irvine is not available please contact any First Aider from the list.

The First Aid Room is situated near the front office and is open every day at break and lunch times, with emergency on-call provision throughout the Academy day.

## Location of first aid boxes:

- First Aid Room (including on-call bag and travel kits)
- Sixth Form
- 2x PE Dept
- 2x Minibus
- 2x Facilities Dept
- Lettings (for public use out of Academy hours)
- HU8 (including burns kit)
- HU9
- AWE04
- English Office
- Maths Office
- TED/Prep/Cutting Room
- STEM 9, 11, 14 and 16 (including burns kit)
- Dance Studio
- Kitchen (maintained by Innovate)

There are First Aid kits available to take out on field trips and there is a First Aid kit in each minibus.

### Students Requiring First Aid during Academy Time

Staff and students should follow the First Aid Procedure (including COVID-19) which is posted in all classrooms and prominent notice boards around the Academy (See appendix 2). Students may visit the First Aid Room when open i.e. at break and lunch times. During lesson times, students must report at Reception with a First Aid pass obtained from their teacher. If the student cannot be moved, help will be summoned via the Academy's on-call system. The First Aid Protocol (including COVID-19) will be followed and is displayed in all classrooms.

All students reporting to First Aid during lesson time must be given a First Aid Pass by a teacher to indicate that they are too ill to continue lessons.

### Training

The **Principal and Governors** are responsible for First Aid training which will be organised by the Lead First Aider with refresher courses regularly booked, using an appropriate training provider, ensuring adequate first aid cover in the Academy at all times.

## MONITORING, EVALUATION AND REVIEW

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy. The execution of this policy will be monitored by both the appointed First Aid Team and Governors.

*Last reviewed : May 2021*

*To be reviewed by the Principal and Governing Body in May 2023*

# APPENDIX 1

<b>REQUEST FOR ACADEMY TO ADMINISTER MEDICATION – Parent/Carer Consent Form</b>
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*The Academy will not give your child medicine unless you complete and sign this form and it has been agreed by the Lead First Aider. The Academy is not obliged to administer medication.*

Student Name.....

House..... Date of Birth.....

**Condition or Illness**.....

**Medication** (Name & Type).....  
*(Please ensure medication is in its original packaging displaying student name and prescribing doctor)*

Dosage/Timings/Method.....

Date Dispensed.....How long will your child need to take this medication?.....

Self-Administered? YES/NO (please delete as appropriate)

Procedures/who to contact in an emergency.....  
.....

Special precautions/any other information.....  
.....

Signed (Parent/Carer)..... Name.....

Relationship to student.....Date.....

*All medication along with this consent form must be handed over to Reception staff on arrival at the Academy.*

*Please be aware it is the Parents/Carer's responsibility to inform the Academy of any illness/condition/medical update and to provide medication, ensuring it is in date. It is not the Academy's responsibility.*

## First Aid Procedure (2020/2021)

If a student/staff member presents as being unwell with potential COVID-19 symptoms, they will not be allowed to enter the Academy. Should a staff member present with COVID-19 symptoms during the day, they should wear a mask and gloves and make their way, externally, to the COVID Quarantine Room, informing reception on the way. We will be using the system detailed below:

Students only to be sent to First Aid in lesson time in an emergency. Follow usual procedure, give student a 'First Aid' Exit Pass and send to Reception. However, if you have a suspected COVID-19 case, the student should be removed from class by the Class Teacher contacting On-Call via Red Slip or an assisting member of staff to inform them there is a First Aid case (suspected COVID-19.) Student to be given mask and gloves by the teacher and to await On-Call outside classroom.



On-Call to radio First Aid immediately and Student to be taken, externally, to the COVID Quarantine Room (Meeting Room in Reception) by On-Call wearing a mask and gloves and maintaining a 2m distance. The student should not touch or open any doors. On-Call to stay in supervision outside the room, at least 2m away and await arrival of First Aider who will have a radio and further instructions.

Minor injuries needing treatment in lesson time - all zones have a First Aid Kit. Plasters, sanitary products, sick bags etc. to be administered by the Teacher/TA/Supervising Adult. Please email details of student, timetable period, injury and treatment given to Rachael, Safeguarding Frontliner for our First Aid log. Should regular medications/pain relief be required in an emergency, send to First Aid with an Exit Pass.



First Aider takes over, assesses and calls home immediately to arrange pick up. Students presenting with COVID-19 symptoms to wait for collection in the Meeting Room (Reception) and to leave the Academy via Reception (not touching any surfaces) to a supervising family member. First Aider to inform Parent/Carer they must arrange a test and log history immediately.

Students requiring serious medical contact within 2m. First Aider to try to maintain 2m distance where possible. If the presenting health conditions make this impossible, PPE equipment must be worn before giving assistance. Refer below/overleaf for further guidance.



### Possible COVID-19 Symptoms:

- **New, continuous COUGH**
- \* **High TEMPERATURE**
- \* **Loss of, change to sense of SMELL or TASTE**

#### Guidance for First Aiders dealing with Covid-19 Symptoms

- Staff assessing/treating to wear PPE equipment – a fluid-repellent surgical mask, gloves, eye protection, apron or other suitable covering.
- No member of staff will be required to administer mouth to mouth, unless willing to do so
- Any waste created by a person presenting with COVID-19 symptoms to be double-bagged by the First Aider in PPE and taken to a marked bin by the site team in an allocated area. Thoroughly clean any equipment used.
- Room to be cleaned by Site Team in full PPE
- Procedure for Track & Trace 'initiated with 'bubble' informed to self—isolate for 14 days (First Aid/SLT to activate this)
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

#### Guidance for First Aiders

- Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.
- If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern.
- Remember the 3P model – preserve life, prevent worsening, promote recovery.
- This website is really useful for 'first aid in non-healthcare settings' and gives all the relevant advice in regard to resuscitation in line with the resuscitation council UK. <https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm>

#### Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use the full PPE equipment.
- Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths

#### Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible