



## **Guidance on Managing Healthcare in Schools and Settings**

### **Colindale School**

**Updated February 2020**

We follow the Barnet LA and PCT Guidance as in the: -

- Guidance on Managing Health Care in Schools and Settings 2007 updated 2010
- Statutory guidance Supporting Children at School with Medical Conditions December 2015

This document was produced by the Primary Care Trust and London Borough Education Authority.

The following additions have been made to the guidance to reflect the practice in Colindale School

- **Gathering Information on health care needs**  
Parents are required to supply medical information on the admissions form on the child's entry to school.
- New admission forms are checked by the Office Manager who will update Integris with medical information and inform the Welfare Assistant.

A class list will be compiled and distributed – it will be kept in the 1<sup>st</sup> Aid Cabinet in each class.

If a parent discloses information to a member of staff, then the teacher will pass this information onto the Welfare Assistant in the Medical Room.

On return to school having had an accident, parents must see the Welfare Assistant and complete a risk assessment and discuss reasonable adjustments.

Letters from doctors are kept in a separate folder in the Medical Room and will be scanned into a secure file.

- **Dissemination of Information**

Once the Welfare Assistant receives new information, s/he will

1. Inform the Assistant Head for Inclusion
2. Add the information to the Class Medical Information electronic file
3. Send a copy to the class teacher and others on a need to know basis

The class grid which contains medical information for each class will be kept in the medicine cabinet in the relevant classroom and updated for each new addition.

All members of staff and supply staff will be required to read the information before they have contact with the children in class.

Supply teachers will be directed to the 1<sup>st</sup> Aid Cabinet of children with healthcare needs by the Deputy Headteacher Wendy Wayland.

- **Authorised Persons**

There is a list of qualified 1<sup>st</sup> Aiders in the Medical Room. A 1<sup>st</sup> Aider will be available at all times.

The Welfare Room will be staffed by a 1<sup>st</sup> Aider Lourdes Celi

In case of absence, another qualified 1<sup>st</sup> Aider member of staff will take their place. There is guidance in a document "Covering the Welfare Room as a First Aider – 10 Key Instructions" on the cupboard door.

1<sup>st</sup> Aiders will consult the information kept on individual children for previous information or pre-existing conditions.

- **Training**

There will be appropriate training for staff undertaking medical procedures. This training will usually involve the School Nurse. More than one person will be trained to administer emergency medication or perform a procedure. This is to allow for staff absence.

- **Alerting 1st Aiders IN AN EMERGENCY Procedure**

Each classroom has a 1st Aid Cabinet containing medicine and medical information and procedures including Emergency Medical Health Care Plans.

Each class has a phone which should be used to summon help. The green card in class should be used if the phone is out of order.

An adult can use the phones situated throughout the school to contact the office.

If the child needs an epi-pen it should be taken from the 1st Aid cupboard immediately and administered by any trained member of staff who is present. (All non-teaching staff are trained annually in how to administer an epi-pen).

When the First Aider arrives, ensure that they have an additional adult to assist them if necessary. The teacher may remove the class from the classroom if necessary. Alternatively, the teacher may leave the class in the care of a neighbouring teacher or teaching assistant.

- **1st Aid for minor situations**

**Procedure**

If a child is unwell or has a minor injury they can be sent or taken to the Welfare Room

- **1<sup>st</sup> Aid on the Playground**

There will be a 1<sup>st</sup> Aider posted at the entrance next to the astroturf. Basic 1<sup>st</sup> Aid supplies will be kept in a 1<sup>st</sup> Aid Cabinet at the foot of the stairs. All children can be taken to this 1<sup>st</sup> Aider for 1<sup>st</sup> Aid including Reception Class children.

1<sup>st</sup> Aiders on the playground will be identified by green high visibility jackets.

All staff have lists of children with the following emergency medical needs on their lanyard pass:-

- Epipens
- Epilepsy
- Shunts
- Diabetes Rare genetic disorders

Children with asthma are **not** listed on this lanyard. The names are in the medicine cabinets, including the medicine cabinet by the 1<sup>st</sup> Aid point next to the astroturf.

Inhalers are kept in the following places

EYFS – in class

KS1 – in class

KS2 in medical room.

If a child needs an inhaler for an asthma attack, the 1<sup>st</sup> Aider will keep the child with them and send another adult to fetch the inhaler. In an emergency, the generic emergency inhaler can be used.

Refer to asthma policy for more details

- **Accidents to Children**

Staff must report all head bumps, facial and limb injuries or bleeding to the first aider immediately.

If children bump their heads, they should always be accompanied to the Welfare Room by an adult. They must be closely monitored when they return to class in case other symptoms develop. A 'head injury sticker' will be put on the child.

**Informing Parents about accidents or when 1<sup>st</sup> Aid is administered**

For major incidents parents will be contacted immediately by phone. If the child has an injury above the neck then parents will be phoned and informed by a letter on green paper sent home with the child. Class teachers will liaise with parents/carers at the end of the day informing them of the injury.

The welfare staff will make the necessary arrangements if children need to be sent home and notify the Headteacher or Deputy Head teacher.

- **Informing teachers about accidents or when 1<sup>st</sup> Aid/Medication is administered**

If an accident occurs when the child is not with their class teacher (for example on PPA), then the member of staff covering the class will inform the class teacher of any child who needs monitoring.

- **Calling 999**

Staff will follow the procedure in *Ambulance Call Chart* which will be displayed in all offices.

The headteacher or deputy headteacher or most senior member on staff, must be informed of a serious accident or if an ambulance is called.

- **The administration of medicines in Colindale School**

Parents must deliver medicines directly to the Welfare Assistant so that they can be stored appropriately. They must be prescribed by a doctor and labelled with a pharmacy label with the child's name. **We are not allowed to administer medicines bought over the counter.**

Medicines are kept in cupboards in the Welfare Room or in the children's fridge in the Welfare Room.

Some children may carry medication in a pack under supervision of essential.

Some medicines such as ritolin are kept under lock and key.

Antibiotics will be given once in the school only if required 4 times a day. Short courses of medicines given such as antibiotics will be recorded on the whiteboard in the Welfare Room.

Asthma inhalers are available to children at all times. As appropriate to age and ability, children administer their own inhalers. Staff must record when the inhaler has been used.

Epipens are kept in 2 places:

1. A clearly marked medicine cupboard in the welfare room.  
Each epipen is in a clearly labelled plastic container
2. The classroom 1<sup>st</sup> Aid Cabinet. All non-teaching staff are trained to administer epipens.

N.B. It is the parent's responsibility to keep medication up to date and to advise of any changes to medication – in writing.

If the medication is out of date then the child cannot attend school or trips.

At the end of term, welfare staff do ensure that medication dates are checked but we note that the borough advice is that parents have this responsibility.

Regular checks are made to check that epipens are in place.

- **Administering Medicines**

Parents/carers are responsible for completing written and signed instructions. Medicines will not be accepted in school without. 1st Aiders must follow procedure outlined in the healthcare plan or directions received through training in the appropriate procedures.

- **Waste/Hygiene**

Staff will follow the instructions on displayed in the Welfare Room  
Medical waste will be disposed in the bins in the medical room which include a sharps bin.

Gloves will be kept in classrooms.

- **1<sup>st</sup> Aid on Trips**

The 1<sup>st</sup> Aider will identify any children with Healthcare needs by consulting the lists of children with medical needs in the Medical Room. The 1<sup>st</sup> Aider will pack the appropriate healthcare plans and necessary medication and equipment in the green medical bag used on trips.

The Educational Visits Coordinator will decide if a 1<sup>st</sup> Aider is needed on trips or whether a responsible member of staff with everyday 1<sup>st</sup> Aid knowledge is appropriate.

- **Health Care Plans**

It is essential that a health care plan be completed where medication is required on a long term basis, e.g. anaphylaxis, epilepsy, diabetes, haemophilia or any complex medical condition.

A health care plan must be completed for any medical condition which may lead to a medical emergency, however unlikely this is to happen. The parent and Welfare Assistant will be involved in drawing up the plan which will be signed by all involved.

- Specialist nurses will be consulted if they are involved with the medical care of a child. The plan will usually be drawn up at the beginning of the academic year or in case of change of setting or if the medication/treatment changes.

- **Travelling on transport with Health Care Plans**

If a child has a healthcare plan and uses SEN transport the school will send a copy of the plan to the SEN Budget and Contract Manager to inform them.

Health Care plans **must** travel with children on trips. (Please see attached guidance.) Health Care Plans will be handed to the assistant by the escort in the mornings and to the escort by the assistant in the evenings.

If a child is clearly unwell then the parent may be called to collect the pupil instead of sending them home on the transport. In any case, the school will inform the escort and attempt to contact the parent.

- **In case of Emergency on the minibus**

There will always be a 1<sup>st</sup> Aider or a trusted adult with working knowledge of 1<sup>st</sup> Aid on the school minibus.

In an emergency the minibus should park responsibly, and a 999 call be made.

In case of an emergency on the school minibus it must be remembered that the space is very tight, and some pupils are unable to be moved in these circumstances. Dynamic risk assessment will be completed in such circumstances.

- **Confidentiality**

All medical information will be kept securely and will not be disclosed to anyone other than those the parent chooses to be informed