



## **Our Mission Statement**

Granville Sports College is committed to:

- Raising standards of achievement and creating opportunities for all pupils, regardless of needs to develop their full potential and improve their life chances
- Raising the aspirations of the whole school community by creating a culture of continuous learning that celebrates success at all levels
- Developing a school that is the pride of the local area where pupils, parents, staff, governors and wider community feel valued, listened to and welcomed for the diverse contribution they make to our school life

## **Supporting Pupils with Medical Conditions (including administering medicines)**

Co-ordinator:	Mrs J Kingswood (Head Teacher)
Start date:	June 2016
Review date:	June 2018 (Subject to change in legislation)

Granville Sports College will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility.

## **Aims**

- To identify the first aid needs of the School
- To ensure that first aid provision is available at all times when people are on School premises, and also off the premises whilst on School trips

## **Objectives**

- To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the School and to maintain current qualifications for those people
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's first aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

## Definitions

"Medication" is defined as any prescribed or over the counter medicine.

"Prescription medication" is defined as any drug or device prescribed by a doctor.

A "staff member" is defined as any member of staff employed at Granville Sports College

A First Aider is defined as a person who has successfully completed a suitably approved 4-day course. An Appointed Person is defined as a person who has successfully completed a suitably approved 1-day course. Where a first aider wishes to continue as such, qualifications are updated every three years, or shorter periods where required for specialist qualifications.

## Roles and Responsibilities

### **The Local Authority (LA) is responsible for:**

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.

### **The Governing Body is responsible for:**

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Granville Sports College.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.

- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual pupils and across the school population.
- Ensuring the level of insurance in place reflects the level of risk

**The Head Teacher is responsible for:**

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Granville Sports College.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- A suitably nominated member of staff is responsible for all necessary reporting under RIDDOR. Currently this is the first Aider based in the First Aid Room along with the Head Teacher.
- Contacting the school nursing service in the case of any child who has a medical condition.

**Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Suitable nominated member of staff is responsible for administering injections.
- Checking the contents of first aid kits each term and re-stock as necessary.
- Keeping records of all accidents, injuries and other circumstances requiring medical or first aid attention.

- A suitably nominated member of staff is responsible for all necessary reporting under RIDDOR. Currently this is the First Aider based in the First Aid Room along with the Head Teacher.

**The School First Aider is responsible for:**

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

**Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Executive Principal, other staff members and healthcare professionals.

## Medical Facilities

- The School is required by the Education (School Premises) Regulations 1999 to have nominated accommodation for medical examination, treatment and care of pupils.
- The School's nominated accommodation is the First Aid Room; this is situated on the ground floor of the World Studies block.

## Accident Procedure

- An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.
- Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied if the injury occurs in an area where there are first aid boxes e.g. Art, DT, Science and Sports Hall. This enables the lesson to continue with minimum disturbance to the teacher or class.

However this treatment must be reported. Pupils who sustain an injury of this type at School outside lessons should be told to report direct to the First Aid room.

- Serious Injuries and any injuries that may require a qualified First Aider or medical attention. Send a messenger to Reception to request an ambulance if the need is obvious; dispatch another to meet the ambulance and direct it to the incident. For lesser emergencies send a message to Reception and ask for a First Aider to be summoned immediately.
- Stay with the casualty while waiting for assistance.
- Accident Report Forms must be completed for all injuries.
- Parents to be informed of any head or eye injury.

Granville Sports College work within the guidelines as set out in the Department of Education and Employment's 'Guidance on First Aid in Schools' booklet and Derbyshire County Council's 'Accident Reporting'

## Illness

- Any pupil feeling unwell should be sent to the First Aid Room accompanied by another who should
- Be told to return as soon as the pupil is received by the First Aid Room staff. If the First Aid Room is unmanned a sign in the window will indicate where the First Aider will be. Alternatively the escort can go to Reception to ask for assistance.
- Any pupil having difficulty with breathing, dizziness, or feeling faint must remain with a teacher or other member of staff. A messenger should be sent to fetch First Aid Room staff. Reception should be contacted immediately if staff are not in the First Aid Room.

## First Aid Training And Qualifications

- There will, at all times when pupils are at School, be at least one person on site qualified to a minimum level of Appointed Person. The School Nurse is a qualified Registered General Nurse.
- A First Aider is defined as a person who has successfully completed a suitably approved 4-day course. An Appointed Person is defined as a person who has successfully completed a suitably approved 1-day course. Where a first aider wishes to continue as such, qualifications are updated every three years, or shorter periods where required for specialist qualifications.
- A list of staff qualified as First Aiders and Appointed Persons is in Appendix A. This list will be kept up to date and published in the Staff Handbook and Medical Conditions Booklet.

- The School retains the services of a School Nurse and referrals can be made with her directly by completing a referral form obtained from the First Aid Office. The School Nurse can be contacted by phone at Swadlincote Clinic on 01283 818100

See *Appendix A* for a list of First Aiders and Appointed People.

## Off Site Visits

The first aid requirements specific to off site visits are to be found in the Off Site Visits Policy (Evolve).

## First Aid Kit Provision

First aid kits are available at the following locations:

- The First Aid Room
- Reception
- PE Store Room
- Science Prep Rooms (S2 and S5)
- DT workshop (T2/T3)
- Art (A1)
- Food Tech (T4)
- Food Tech (T5)
- English Office
- Library
- School Office (In the kitchen)
- House (Kitchen Upstairs)
- Mini Bus
- Kitchen (Kitchen staff are responsible for the own first aid box and accident treatment and reporting)

### Off site visits

- Portable first aid kits available from the First Aid office and two sport first aid kit bags are in the PE store room.

These are all checked/replenished termly.

## Pupils' Medical Conditions

Granville School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in December 2015– "Supporting pupils at school with medical conditions".

A list of pupils who suffer from medical conditions, together with details of those conditions, is updated annually by the nominated suitably trained member of staff. Copies of this list are kept in the First Aid Room, Staff Room, School Office and are issued to every member of staff. Individual health care plans are prepared for pupils with a more serious medical condition, such as diabetes, anaphylaxis or epilepsy, and information is available in the First Aid Room, Staff Room, School Office and are issued to all members of staff.

Epipens are provided for use by suitably trained members of staff and the second pen to be administered is stored in the First Aid Office, the first is carried by the pupil.

See *Appendix B* for a guideline copy of a medical Care Plan.

## Administering Medication In School

This policy has been written to meet the medical needs of children under the guidance set out in "The Administration of Medicines and Associated Complex Health Procedures for Children Advice and Guidance for Children's Services in Derbyshire" (Derbyshire County Council, Children and Younger Adults Department, April 2013).

The Board of Governors and staff of Granville Sports College wish to ensure that pupils with medication needs receive appropriate care and support at school. There is no legal duty that requires school staff to administer medication, however, the school will accept responsibility for members of school staff administering prescribed medication, or supervising pupil selfadministering inhalers, during the school day **where those members of staff have volunteered to do so**. The Governors and staff at the school will not allow pupils to bring medication into the school except as covered by this document and the relevant codes of practice.

- Pupils who are unwell should not be sent into school. However, many pupils need to attend school whilst taking prescribed medicines either because they are:
  - i) Suffering from chronic illness or allergy.
  - ii) Recovering from a short term illness and are undergoing or completing a course of treatment using prescribed medicines.
- Parents/Guardians and doctors should decide how best to meet each child's requirements. Carefully designed prescribing can sometimes reduce the need for

medicines to be taken during school hours. To help avoid unnecessary taking of medicines at school, parents/guardians should:

- i) Be aware that a three times daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime.
- ii) Ask the family doctor if it is possible to adjust the medication to avoid school-time doses.

Where occasionally this cannot be arranged, parent/guardians are encouraged to note that if the pupil needs a dose of medicine at lunchtime, the pupil should return home for this, or the parent/guardian should come into school to administer the medicine. If this is not possible, the recommended procedure for administration of medicines, which follows, should be adopted.

**The LEA asks parents/guardians to note that this does not imply a duty on Headteachers or staff to administer medication. School staff, governors and parents are asked to note that participation in the administration of medicines in school is on a voluntary basis.**

**At Granville Sports College we have adopted the following procedures:**

#### INHALERS AND EPIPENS

All inhalers and EpiPens should be clearly labelled with name and form and should be carried by the pupils themselves at all times.

#### MEDICATION

##### **1. Administration and Storage**

The **pupil** self-administers the medicine supervised by an adult. All medicines brought into school **must** be handed in at morning registration for safe keeping to the First Aid Room staff or to the School Office staff. Medication will be stored in a locked cabinet or locked fridge.

##### **2. Written Instructions**

All medicines that are to be administered in school must be accompanied by written instructions from the parent and/or the GP.

##### **3. Labelling of Medicines**

On the few occasions when medicine has to be brought into school only one week's dosage, maximum, should be brought in. Parents/guardians will need to ask the dispensing chemist to provide a suitable container, appropriately labelled, for taking a dose of medicine into school.

The label should clearly state:

- i) Name of pupil.
  - ii) Date of dispensing
  - iii) Dose and dose frequency (this may read “as directed” or “as before” if this is what is on the prescription. In this case the parental consent form must give clear instructions. If the matter is still not clear then the medicine will not be given until the parents clarify the problem).
  - iv) Cautionary advice/special storage instructions.
  - v) Name of the medicine.
  - vi) Expiry date – where applicable.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
  - Any medications left over at the end of the course will be returned to the child’s parents.
  - Written records will be kept of any medication administered to children, see *Appendix D*.
  - Pupils will never be prevented from accessing their medication.
  - Granville Sports College cannot be held responsible for side effects that occur when medication is taken correctly.
  - It is the School’s current policy NOT to administer any non-prescribed medications to any pupil. Please see Appendix C for the Medication in School letter and form.

## Hygiene And Infection Control

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other body fluids and disposed of with dressings, etc. in the medical waste bin provided in the First Aid Room.

## Emergency Procedures

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of a First Aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents will be informed when an ambulance has been required to be called. If a parent cannot accompany a pupil to hospital, a member of staff will accompany the pupil to hospital and remain with them until the parents can take over responsibility.

## Accident Reporting

An Accident Report Form is completed for each incident, generally by a person witnessing the events. If not generated by the First Aider, the Report Form is then forwarded to the First Aider who will complete any further details required. Reportable accidents will be signed for by the Headteacher.

ALL staff incidents are reportable to Derbyshire County Council.

Accidents are reported as advised by Derbyshire County Council Health and Safety Guidance CAYA Department's Accident Reporting CAYA issue 2 dated April 2012 and Riddor (Health and Safety Executive).

## Informing Parents

The parents will be telephoned in the event of any head/eye injury, if an ambulance is called, or any other circumstances where the professional judgement of the First Aider dictates that such contact should be made.

Where contact with a parent cannot be made by telephone in the event of a pupil suffering a head/eye injury a Head/Eye form is completed and sent home with the pupil. This is only when the First Aider is comfortable with the pupil remaining in school. All effort will be made to speak to the parent before the pupil leaves the site at the end of the day. See *Appendix E*

Signed



Jo Kingswood (Head Teacher)

Signed ..... Karen Mitchell (Chair of Governing Board)

***Appendix A – List of Qualified Staff***

**Miss Helen Laud - First Aider, Epi Pen Instruction, Awareness of the management of type 1 diabetes in school**

**Mrs Stephanie Wileman First Aider, Epi pen Instruction**

To be updated when staff have completed training course

**Appendix B - Medical Care Plan Page 1**

**Pupil's Name Year and Form**

**Healthcare Plan**

We insert a photo here

**Date of birth:**

**Condition:**

**Form: School:**

**Date:**

**Review Date:**

**Family Contact Info:**

Name

Relationship

Mobile

Work

Home

**Hospital Details:**

Hospital

Dr's name

Phone Number **GP**

**Details:**

Name

Surgery

Phone Number

**Medication Taken:**

Name

Dosage

When Taken

**Background:**

History of medical condition and the pupil's medical needs

**Medical Care Plan Page 2**

**How It Manifests Itself:**

Give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

**Procedures to follow:**

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency and who is trained to deal with the situation?

## ***Appendix C – Medication Letter/Form and Policy***

# Granville Sports College



Burton Road, Woodville, Swadlincote, Derbyshire, DE11 7JR  
Phone: (01283) 216765 Fax: (01283) 552934 E-mail: enquiries@granville.derbyshire.sch.uk  
Head Teacher: Mrs J Kingswood, BEd(Hons),MA, NPQH

Dear Parents/Carers

I would like to explain our policy on administering medications. We will only issue prescribed medications in exceptional circumstances and we cannot administer any non-prescribed medications.

Prescribed medications that are to be taken three times a day need not be brought into school. Anything that has to be taken more frequently can be brought to school but must follow the strict guidelines laid down in the school's policy.

The container must be the original one, which identifies the medication, the dosage and the name of the pupil that it is prescribed for. Without all three of these I have instructed our First Aid staff not to issue any medication to pupils.

I realise this stance may be inconvenient but it is done to safeguard pupils. The only exception to this policy will be inhalers and EpiPens, which can be brought into school providing they are labelled with the pupil's name.

Please find attached a Medication In School form, which you should keep in case you need it at some point during the school year. Further copies can be obtained by printing one from our website or by contacting the Medical Room.

Yours faithfully

Mrs J Kingswood  
Head Teacher

# Granville Sports College



Burton Road, Woodville, Swadlincote, Derbyshire, DE11 7JR  
Phone: (01283) 216765 Fax: (01283) 552934 E-mail: enquiries@granville.derbyshire.sch.uk  
Head Teacher: Mrs J Kingswood, BEd(Hons), MA, NPQH

Dear Parents/Carers

If you wish us to administer tablets/medicine based on the guidelines in the accompanying letter then please complete and sign this parental consent form and return it to the First Aid room along with the medication.

We are only able to keep one week's supply, maximum, in school at a time and if there are any changes in the dosage/administration please inform the First Aid staff in writing.

Yours faithfully

Mrs J Kingswood  
Head Teacher

**This information is needed to attach to your child's medication (in addition to the label on the bottle/box). Please retain this form for future use throughout this school year.**

✂.....

Pupil's name:	Form Group:
Name of illness/condition:	
Name of medication:	
Quantity of medication sent into school:	
Dosage to take and method e.g. by mouth, in each ear etc:	
Self-administered: YES / NO	
Timing (when to give):	

How long is the course:	
Date last dosage to be given in school:	
Any other information:	
Tel No of Parent/Guardian contact:	
Parent/Guardian signature:	Date:
I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school in writing of any changes.	

### **MEDICATION IN SCHOOL**

Pupils who are unwell should not be sent into school. However, many pupils need to attend school whilst taking prescribed medicines either because they are: -

- iii) Suffering from chronic illness or allergy.
- iv) Recovering from a short term illness and are undergoing or completing a course of treatment using prescribed medicines.

Parents/Guardians and doctors should decide how best to meet each child's requirements. Carefully designed prescribing can sometimes reduce the need for medicines to be taken during school hours. To help avoid unnecessary taking of medicines at school, parents/guardians should:

- iii) Be aware that a three times daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime.
- iv) Ask the family doctor if it is possible to adjust the medication to avoid school-time doses.

Where occasionally this cannot be arranged, parent/guardians are encouraged to note that if the pupil needs a dose of medicine at lunchtime, the pupil should return home for this, or the parent/guardian should come into school to administer the medicine. If this is not possible, the recommended procedure for administration of medicines, which follows, should be adopted.

**The LEA asks parents/guardians to note that this does not imply a duty on Head Teachers or staff to administer medication. School staff, governors and parents are asked to note that participation in the administration of medicines in school is on a voluntary basis.**

**At Granville Sports College we have adopted the following procedures:**

#### **INHALERS AND EPIPENS**

All inhalers and EpiPens should be clearly labelled with name and form and should be carried by the pupils themselves at all times.

#### **MEDICATION**

##### **1. Administration and Storage**

The **pupil** self-administers the medicine supervised by an adult. All medicines brought into school **must** be handed in at morning registration for safe keeping to the First Aid room staff or to the School Office staff.

**2. Written Instructions**

All medicines that are to be administered in school must be accompanied by written instructions from the parent and/or the GP.

**3. Labelling of Medicines**

On the few occasions when medicine has to be brought into school only one week's dosage, maximum, should be brought in. Parents/guardians will need to ask the dispensing chemist to provide a suitable container, appropriately labelled, for taking a dose of medicine into school.

The label should clearly state:

- vii) Name of pupil.
- viii) Date of dispensing
- ix) Dose and dose frequency (this may read "as directed" or "as before" if this is what is on the prescription. In this case the parental consent form must give clear instructions. If the matter is still not clear then the medicine will not be given until the parents clarify the problem).
- x) Cautionary advice/special storage instructions.
- xi) Name of the medicine.
- xii) Expiry date – where applicable.

***Appendix D – Log of Medication Given***



**PUPIL'S MEDICATION RECORD SHEET**

Name..... D.O.B...../...../..... Form.....

Illness.....

Name and Strength of Medication:.....

Quantity Received:..... Date Received:...../...../20..... Expiry Date:...../...../20.....

When To Give: Time: .....Date From:.....Date To:.....

Dosage:.....

Quantity Returned And Date:..... /...../20.....

DATE	TIME	DOSE TAKEN	SUPERVISED BY: Print Name and Initial	QUANTITY LEFT ON SITE	COMMENTS

**Appendix E – Head/Eye Form**



Burton Road, Woodville, Swadlincote, Derbyshire, DE11 7JR  
 Phone: (01283) 216765 Fax: (01283) 552934 E-mail: enquiries@granville.derbyshire.sch.uk  
 Head Teacher: Mrs J Kingswood, BEd(Hons), MA, NPQH

Copy 1 of 2

Date:.....

Dear Parent/Carer of \_\_\_\_\_ Form \_\_\_\_\_

Earlier today \_\_\_\_\_ was involved in an accident at school as result of which he/she received an injury to the head/eye. Whilst he/she appears to have recovered you may wish to consult a doctor should you observe any worrying symptoms.

We did try to contact you by telephone but, unfortunately, this was unsuccessful.

Yours faithfully

Mrs J Kingswood  
 HeadTeacher



Burton Road, Woodville, Swadlincote, Derbyshire, DE11 7JR  
Phone: (01283) 216765 Fax: (01283) 552934 E-mail: enquiries@granville.derbyshire.sch.uk  
Head Teacher: Mrs J Kingswood, BEd(Hons), MA, NPQH

Copy 2 of 2

Date:.....

Dear Parent/Carer of \_\_\_\_\_ Form \_\_\_\_\_

Earlier today \_\_\_\_\_ was involved in an accident at school as result of which he/she received an injury to the head/eye. Whilst he/she appears to have recovered you may wish to consult a doctor should you observe any worrying symptoms.

We did try to contact you by telephone but, unfortunately, this was unsuccessful.

Yours faithfully

Mrs J Kingswood  
Head Teacher

**This copy is to be kept on file in the First Aid Room.**