



# WINDLESTONE SCHOOL

POLICY & PRACTICE  
for

SUPPORTING STUDENTS WITH

SPECIAL MEDICAL

FIRST AID

&

EMERGENCY TREATMENT NEEDS



# POLICY AND PRACTICE FOR SUPPORTING STUDENTS WITH SPECIAL MEDICAL, FIRST AID & EMERGENCY TREATMENT NEEDS IN SCHOOL

## INTRODUCTION

It is the philosophy of Windlestone to have as its first priority the needs of the students in its care. Students referred to the school have emotional and behavioural difficulties of a nature which seriously impedes their progress in ordinary schools. Often the students also experience adjustment difficulties within their own communities.

The school aims to:

- *ensure that the school functions effectively, using the available staff, resources, accommodation and grounds in ways that will best enable it to realise its stated aims and objective;*
- *create a staff body which works co-operatively within the school; supports educational and child care philosophy and practices of the school; accepts individual differences within the staff and has, as its first priority, the needs of the pupils in its charge;*
- *promote the growth of parental confidence in the school, its aims, objectives and methods, by engendering sound relationships and communication between the staff and parents/carers, offering professional guidance and support when required, and involving them in the education and care of their child wherever appropriate;*
- *establish and foster good relationships between the school and local community so that goodwill can be developed into reciprocal friendship and support;*
- *promote in each child appropriate and sustained self change through learning experiences the school develops of a linguistic, literary, mathematical, scientific, technological, aesthetic, creative, moral, emotional, human, social, physical and recreational nature which will serve as preparation for*
  - *further learning*
  - *productive use of leisure time*
  - *occupational and social competence*
  - *autonomy*
- *develop and maintain an entitlement curriculum;*
- *initiate and maintain good relationships with other professionals and their agencies; and*
- *ensure that the school is a clean, safe, attractive and an inspiring working environment for all.*

This policy and practice should be read in conjunction with other school policies but particularly those on:

- Child Protection,
- Health and Safety
- Aims, Objectives and Indicators of Achievement,
- Special Educational Needs,
- Substance Misuse, and
- Case Co-ordinating.

## **SCOPE**

This policy and practice applies to all students at the school with special medical needs, and those requiring first aid or emergency treatment.

## **RATIONALE**

Some of our students are likely to have special medical needs, and on occasions the need for first aid or emergency treatment. This policy and practice describes the additional measures required to ensure that:

- students with special medical needs are enabled to access the curriculum;
- the impact of students' medical difficulties upon their life in school is minimised as far as is possible;
- all staff who work with such students understand the nature of their difficulties and how best to help them;
- staff qualified to administer first aid treatment provide the service to students requiring it;
- students requiring emergency treatment receive it; and
- staff know what is expected of them.

## **DEFINITIONS**

For the purposes of achieving a common understanding, special medical needs refers to students requiring medication to alleviate a medically diagnosed condition; first aid is that treatment administered by school staff to a student who is unwell or has an injury, and emergency treatment is that treatment given to students by the range of medical practitioners, usually in hospitals.

## **PRINCIPLES**

The policy and practice within the school acknowledges that:

- the school places the welfare and safety of its students as its first priority, and as a consequence staff would wish to support students with special medical needs wherever possible, and ensure that those students needing first aid or requiring emergency treatment receive it;
- staff have a “duty of care” for the purpose of safeguarding or promoting a student’s welfare and well being whilst students are attending school whether on or off-site;
- there is no legal or contractual duty on staff to administer medicines or supervise students taking their medicines;
- students with special medical needs have the same right of admission to school as other students and cannot be excluded from school on medical grounds alone; and
- the primary responsibility for a student’s health lies with the parent or carer.

## **AIMS**

In respect of students with special medical, first aid, or emergency treatment needs the school aims to:

- educate staff and students in respect of special medical , first aid, or emergency treatment needs;
- arrange training for staff who volunteer to support individual students with special medical needs;
- arrange training for staff who volunteer to support individual students needing first aid;
- respond appropriately to students needing first aid and/or emergency treatment;
- liaise as necessary with medical services in support of students;
- ensure that students with special medical needs are enabled to access the full life of the school where possible; and
- maintain appropriate records.

## **ENTITLEMENTS & RESPONSIBILITIES**

All the staff of Windlestone Hall School will endeavour at all times to safeguard and promote students' welfare and well-being whilst students are attending school, whether on or off-site. All staff will be vigilant in ensuring that the special medical, first aid and emergency treatment needs of the students are addressed.

The school will deal with each request to administer medication or offer other support to a student with special medical needs on an individual basis; will administer first aid when necessary; and arrange for students access to the emergency services if needed.

The school will adopt and implement any related national or LEA policies.

Students with medical needs are entitled to:

- access the whole school curriculum,
- assistance wherever possible in having their medical needs met,
- support and guidance, and
- privacy and confidentiality.

Parents/carers are entitled to:

- assistance in meeting the medical needs of their children whilst they are in school, and
- information from the school in respect of all matters relating to the medical needs of their children whilst they are in school

Staff are entitled to:

- choose whether or not become involved in administering medication or first aid,
- receiving appropriate training in safely administering medication and first aid,
- work to clear written guidelines,
- have concerns about any legal liability addressed,
- bring any concerns they have about supporting pupils with medical needs to the school management team,
- access to, and advice and support from partnership services in respect of medication and any necessary treatment,
- access to a well equipped medical room with secure storage facilities; and
- access to appropriately equipped first aid resources at strategic points within the school.

Partnership agencies are entitled to:

- their advice being followed, and
- information from the school in respect of all matters relating to the medical needs of students whilst they are in school.

Students with medical needs are responsible for:

- following school routines in respect of the administration of prescribed medication and first aid, and
- acting responsibly when seeking support in respect of prescribed medication and first aid.

Parents/carers are responsible for:

- ensuring that only essential medication is asked to be administered by school staff during school hours,
- assessing with school staff the capability of their son to self administer medication,
- ensuring that school administered prescribed medication for their son is dispensed by the named pharmacist in separate packaging detailing dosages, the timing of dosages, and in quantities only required for school use, and
- giving prior consent for the administration of any necessary first aid by school staff or any treatment by the emergency services.

Staff are responsible for:

- reporting concerns of a medical nature to the appropriate school staff members
- reporting to parents/carers any concerns in respect of their son's medication
- reporting to parents/carers any first aid administered to their son,
- reporting to parents/carers any need for their son to access the emergency services,
- implementing and working within this school policy and practice for meeting students' special medical, first aid or emergency treatment needs
- liaising with relevant partnership agencies for advice and information about a student's special medical needs
- seeking support from the relevant partnership agencies where necessary and in the interests of the student

Partnership agencies are responsible for:

- informing the school of all matters relating to the medical needs of students whilst they are in school
- seeking relevant advice from school in respect of the school's perceptions of students difficulties and needs

## **PRACTICE**

When a parent requests that medication is administered in school the school's Child Protection & Welfare Procedures Co-ordinator (CPWPC) will consider whether or not s/he is prepared to administer the medication. If s/he is in agreement s/he will:

- ensure written parental/carer consent is gained for administering the medication
- undertake a risk assessment to consider the viability of administering the medication in school
- establish in liaison with the with the parent/carer a Medication Care Plan for the student

- keep the medication in the medicine cabinet in the medical room ensuring both are locked when not in use
- dispense medication in private in the medical room
- ensure appropriate practice is maintained when students with medical needs are out of school on bona fide school trips
- complete a record of every time the medication is administered
- complete a stock check of the medication on a fortnightly basis
- ensure that any medication left over after treatment is disposed of in front of another member of staff
- ensure that when the pupil comes to the end of his course of treatment the Medication Care Plan is marked 'treatment completed' but retained in the student's Casework should it be needed for future reference
- ensure that a copy of the Medication Care Plan and associated medication records are kept in the school's secure archives so that any future queries can be resolved

The CPWPC and SENCO will also maintain a register of all students who have special medical needs. The register will indicate whether or not there is a Medical Care Plan in place for the student, symptoms of the condition, and means of minimising the conditions effect on the student's access to the whole school curriculum. The register will be kept in the staffroom so that it can be accessed by all members of staff seeking clarification about a student's needs.

If it is judged a student requires first aid, administration should be by a qualified member of staff. Only materials in first aid kits should be used. All incidents of students requiring first aid should be recorded in the first aid book and parents/carers notified of the symptoms or incident and treatment. If the need for first aid was the result of an accident an accident form and the accident book should also be completed.

The CWPPC will ensure that:

- there are sufficient and appropriately cited first aid kits in school;
- each of the school's minibuses has a first aid kit;
- school trip leaders have a first aid kit; and
- first aid kits have their stock replenished.

When a student requires treatment by the emergency services the Headteacher or his appointed deputy should be informed as soon as is possible. Judgement will have to be exercised as to how a student accesses the emergency services.

In cases involving an injury the incident should be recorded on a Major Incident Record, an accident form, the accident book completed, and parents/carers notified of the incident and treatment. The Headteacher is responsible for reporting to other agencies.

In other cases the student's symptoms should be recorded on a Major Incident Record, and parents/carers notified.

## **REVIEW**

This policy and practice will be reviewed at least annually.

J Jameson  
PM Jonson  
October 2002

Latest revision June 2006

## **APPENDIX**

- Prescribed Medication Care Plan
- Medication Profile & Administration Record
- Medication Risk Assessment
- First Aid Treatment Record

**WINDLESTONE HALL SCHOOL**

**PRESCRIBED MEDICATION  
CARE PLAN**



<b>Student:</b>	<b>D/B:</b>	<b>General Practitioner:</b>
<b>Address:</b>		<b>Telephone:</b>
<b>Telephone(home):</b>		<b>Pharmacist:</b>
<b>Parent/Carer(work):</b>		<b>Telephone:</b>
<b>Emergency(contact):</b>		<b>Local Nurse Telephone:</b>

**Regular treatment to be taken in school time:**

NB If the treatment can be taken only twice daily and the student attends Windlestone on a day basis only, the treatment device does not need to be brought to school

Name of treatment: \_\_\_\_\_

When taken? \_\_\_\_\_

How taken? \_\_\_\_\_

**Management:**

I request that ..... (full name of student) be given the following medication which has been prescribed by a registered medical practioners.

.....(name of medication)

I confirm that I will supply this medication in the form in which it has been supplied to me by the pharmacist with the prescription clearly marked on the original packaging by the pharmacist, or agree to split prescriptions where the school will receive a prescription for the medication.

I understand that the school will not accept any medication that is in unmarked packaging and does not contain the pharmacist's original administration instructions.


I understand that medicines delivered by me personally must be handed to the school's Child & Welfare Protection Procedures Co-ordinator, or in her absence the Headteacher. I understand that this service is subject to the school's agreement and may be withdrawn.

I also agree that this Prescribed Medication Care Plan may, if it be considered appropriate by the Headteacher, be made available to school staff so that they have all the relevant details and information about my son's needs.

**Parent/Carer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**WINDLESTONE HALL SCHOOL  
MEDICATION RISK ASSESSMENT**

<p><b>STUDENT:</b></p> <p><b>CONDITION:</b></p> <p><b>PROPOSED MEDICATION:</b></p>																	
<p><b>ASSESSMENT</b>          Is the medication crucial to the student's welfare:          Will the medication help the student access the curriculum:          Is any technical/medical knowledge/expertise is going to be needed:          Is intimate contact going to be needed:          Is the treatment invasive:          Are arrangements for receiving the medication in school safe:</p>	<p><b>CONTROL MEASURES</b>          Split prescription:          Parent/carer brings medication into school:          Medication kept secure:          Adequate arrangements for dispensation in place:          Other:</p>																
<p><b>RISK RATING AFTER ASSESSMENT &amp; CONTROL MEASURES</b> (possibility of harm after application of control measures)</p>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Rating</th> <th style="width: 15%;">Description</th> <th style="width: 55%;">Probable outcome</th> <th style="width: 10%;">Tick</th> </tr> </thead> <tbody> <tr> <td>High</td> <td>Probable</td> <td></td> <td></td> </tr> <tr> <td>Medium</td> <td>Possible</td> <td></td> <td></td> </tr> <tr> <td>Low</td> <td>Remote</td> <td></td> <td></td> </tr> </tbody> </table>	Rating	Description	Probable outcome	Tick	High	Probable			Medium	Possible			Low	Remote			
Rating	Description	Probable outcome	Tick														
High	Probable																
Medium	Possible																
Low	Remote																
<p><b>COMMENTS</b></p>																	
<p>Date of Assessment: _____ Assessed by: _____</p> <p>Date of next Assessment: _____</p>																	

