



Care and First Aid Policy

1. Introduction

1.1 Purpose

To provide guidance on care for students and residents, including; first aid with chronic conditions, disabilities and dealing with medical emergencies.

2. Scope

This policy applies to the staff, students and residents of Aurora Hanley School.

3. Policy Statement

Aurora Hanley School takes an active approach to health care, providing for each child/young person a full health assessment. This will include treatment for any health need and identified areas for future health education.

Children/young people who have had frequent disruption and disturbance in their life may have health care needs which are treatable, but which over a long period either have not been detected or have been ignored. In order that deficiencies in past medical care may be remedied, staff need to adopt a pro-active attitude towards the health of young people at Hanley School. Medical advice must be sought promptly when causes for concern are identified.

Health information is collated through the assessment and admissions process. This will provide basic information and identify any health needs, for example problems with sight or hearing, which will then be followed up.

It is essential that the school is aware of any health conditions such as asthma, epilepsy and diabetes. This must be clearly recorded as must any information about allergies/allergic reactions in the front of the child/young person's main file, care plan and shared across the staff team via the communication book and staff meetings.

PROCEDURE

If a child becomes ill at school, they should be taken to the medical/first aid room to be assessed. If necessary, the parent/guardians may need to be contacted for them to go home and the necessary transport arrangements made. If the parents cannot be contacted the child should remain within the medical / first aid room, made comfortable and appropriately supervised until parents/carers are informed.

When a young person who is boarding is taken ill they will initially be cared for in the residential house whilst a decision is made as to whether they can remain at school or whether they need to return to the care of their parents/carers. Where this is necessary arrangements need to be made and transport arranged.

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If a child who boards becomes unwell during the night, they will be supported by staff and if necessary a doctor will be called. If considered appropriate the parents/carers will be contacted in the morning and arrangements made to transport the child home. If the condition is serious the parent/carer may need to be contacted during the night.

A pupil with a prior condition which deteriorates, e.g. epilepsy or diabetes, will be assessed and the necessary medication/action taken. Parents will always be contacted in these situations.

First Aid

“First Aid is the initial assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance, doctor, or other qualified person”.

When the child is admitted to Hanley School consent forms are completed as part of the admission process for any First Aid treatment to be given. When First aid is administered it is also important that the treatment is explained to the child and their agreement to do so, given.

Where a child has an accident or is injured at school the appropriate first aid treatment must be given and if necessary an ambulance called. Parents/carers must be notified at the earliest opportunity and advised of any subsequent actions taken. Depending on the nature of the incident the child may need to return home.

It is essential that all the appropriate recording and necessary forms are completed at the earliest opportunity and all relevant parties contacted to advise them what has happened. See section on Accident/Injury reporting below.

First Aiders

The school is committed to ensuring all staff are trained in First Aid. A consent form is signed by parents/carers on admission and held on the individual’s medical file in the main file. First Aid should only be administered by one of the qualified First Aiders. If First Aid is administered the parents/carers of a child/young person must be informed. When a child/young person is ill they should, if considered necessary, go home.

Location of First Aid Boxes

It is the responsibility of the Designated First Aider’s to ensure the first aid boxes are adequately stocked. The First Aid boxes are ‘sealed’. If this seal is broken it means the box has been used and action must be taken to re-stock and re-seal.

First aid boxes are located in:

- The medical room
- Staff Room
- Residential Houses

Accident/injury reporting

ALL accidents and injuries to pupils should be fully recorded on the appropriate form and all relevant parties informed. See Accident Reporting Policy.

Chronic Health Conditions

Where a child has a chronic health condition such as asthma, diabetes or epilepsy, health care plans will need to reflect this and to ensure that the appropriate staff are aware of what action must be taken in an emergency. It may be necessary to take advice from the school nurse service and seek out additional training. Consideration will also need to be given as to what precautions staff may need to make when a child is undertaking any physical activities or when they go on evening activities or school trips. Parents will also need to be reminded that they should update the school regarding any

change in the child's medical condition or medication. Reviews of the child's progress at the school should also include an assessment of how Hanley School is managing the child's health.

HIV / AIDS

If Hanley is informed that a young person has HIV/AIDS or is at risk due to a member of their family having contracted the condition, advice will be sought and a risk assessment will be completed to identify what action, if any, needs to be taken. The information will be kept confidential unless there is an urgent necessity for other staff to know.

Disabilities

Hanley School will consider any child/young person through its assessment and admission process and will make the necessary arrangements based on specialist advice and support to provide education if a decision is made to admit the child/young person. Staff will undertake any necessary training to support the child. The school's assessment and admission process will identify any additional resources that may be required to ensure the successful integration of the child into school life.

Health Risk Assessment

Any child whose permanent or temporary medical condition may cause them to be at risk in school must have a Risk Assessment completed.

A copy of the Risk Assessment must then also be given to the Head Teacher, Head of Residential Care and the child's Keyworker as well as the child's parent/carers so that all are aware of any action that must be taken. The Risk Assessment will be reviewed regularly.

The Risk Assessment will cover:

- A brief summary of the situation
- An outline of the risks identified in reference to safe access on the school site (and boarding provision if the child is a boarder), participation in the curriculum, participation in extra-curricular activities and any other risks identified.
- A summary of the way in which the school is able to address the above risks in order to manage and minimise their impact.
- The identification of any risks the school cannot manage at this time.

Health Plan

Each pupil has a clear plan covering:

- Medical history
- Any specific medical or health interventions which may be required
- Any necessary preventative measures
- Allergies or known adverse reactions to medication
- Dental health needs
- Any hearing needs
- Any optical needs
- Records of developmental checks

- Specific treatment therapies or remedial programmes needed in relation to physical, emotional or mental health
- Health monitoring required of staff
- The involvement of a child's parents or significant others in health issues

Pupils, subject to their age and understanding, should be supported to decide whether or not they are accompanied by a member of staff when being seen by a Doctor, Nurse or Dentist.

Medical Emergencies

Where there is a medical emergency at Hanley, assistance must be called immediately by phoning the ambulance service. Prior to its arrival First Aid should be given if appropriate. The parents/carers of the child must be contacted as soon as is possible. If they cannot be contacted efforts must continue to be made to do so. A designated member of staff must accompany the child to the hospital.

The Use of Homely Remedies

A range of homely remedies are held at Hanley School. They may be used after a child has been assessed and it has been determined that they will benefit from a non-prescription medicine such as Calpol, Paracetamol etc. This decision needs to be made after consultation with the Senior Care Manager on duty and follow the Homely Remedies Policy.

All non-prescription medication purchased is stored in a locked cabinet. Their use must be recorded as per the administration of medication procedures.

4. Roles & Responsibilities

4.1 Implementation

The Headteacher and Care Manager are responsible for the implementation of this policy.

5. Related Policies

Accident Reporting Policy
Administration of Medication Policy
Homely Remedies Policy