



WILLOW
BROOK
P R I M A R Y

Medical Needs and First Aid Policy

Date: September 2023
Next Review: September 2024

Medical Needs and First Aid Policy

Supporting Pupils at School with Medical Conditions Policy

At Willow Brook Primary School, we embrace everyone in our community, fostering inclusivity. Our staff, governors, pupils, and parents collectively strive to create a joyful and welcoming environment where both children and adults can realize their full potential and grow into self-assured individuals. At Willow Brook Primary School, we hold the values of achievement, ambition, and progress dear for every child.

Willow Brook acknowledges the need to provide proper support to pupils with medical conditions, ensuring their unhindered access to education, including school trips and physical education. Some of these children may also be classified as disabled, and in such cases, the school will adhere to its obligations under the Equality Act 2010.

Recognizing that various medical conditions can significantly impact a child's quality of life, some even life-threatening, we prioritize understanding each child's unique needs and how their medical condition affects their school life.

To instil confidence in parents and pupils regarding the school's ability to provide effective support for medical conditions, Willow Brook will implement arrangements and adjustments. These measures will be tailored to individual children, taking into account the impact of medical conditions on their learning, enhancing their confidence, and promoting self-care. Our staff will receive proper training from healthcare professionals and specialist teachers to offer the necessary support to pupils.

Managing Medical Conditions

The Director of Inclusion-SENDCo is responsible for overseeing support for children with medical conditions, ensuring adequate training for staff. Responsibilities include:

- Notifying relevant staff of the child's condition.
- Establishing cover arrangements for staff absence or turnover.
- Providing briefings for supply teachers.
- Conducting risk assessments for school outings, holidays, and extracurricular activities.
- Monitoring individual healthcare plans.
- Supervising day-to-day administration of care in collaboration with parents and medical staff.

Healthcare Plans

Individual healthcare plans play a crucial role in effectively supporting pupils with medical conditions. They provide clarity on necessary actions, timelines, and responsible parties. While essential in certain cases, the school, healthcare professional, and parent should agree, based on evidence, if a healthcare plan is unnecessary. In cases of disagreement, the Head will make the final decision.

Consultation with healthcare professionals, parents, and other concerned adults will lead to the creation of healthcare plans. These plans cover the child's care at school, medication, emergency protocols, and staff recommendations. Plans will be reviewed annually or more frequently if needed, always considering the child's best interests. If the child has a special educational need identified in a statement or EHCP, the healthcare plan should be linked to or integrated with that document.

Child's Role in Managing Their Medical Needs

With parental agreement, competent children will be encouraged to manage their medicines and procedures independently, as reflected in their individual healthcare plans. When appropriate, children should have easy access to their medicines and relevant devices. If self-

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management is not suitable, staff should assist in administering medicines and procedures, following the individual healthcare plan. Staff will not force a child to comply but will communicate with parents to explore alternative options.

Reintegration Following Absence Due to Treatment/Poor Health

For children with recurring health-related absences, Willow Brook will develop a reintegration plan. This may involve collaboration with home schooling services, hospital schools, parents, teachers, and support staff to ensure a smooth return to school life. Continuous efforts will be made to support access to education and maintain friendships for children with frequent health-related absences.

Staff Training and Support

All school staff providing support to pupils with medical needs must receive appropriate training. Training needs will be identified during the development or review of individual healthcare plans. While some staff may have prior knowledge, comprehensive training may be necessary. Healthcare professionals will guide the type and level of training required. The school may arrange training, ensuring it remains up-to-date.

Training should equip staff to confidently and competently support pupils with medical conditions, understanding the specific conditions, their implications, and preventive measures. Staff should not administer prescription medicines or perform healthcare procedures without proper training. A first-aid certificate is insufficient for supporting children with medical conditions. Healthcare professionals, including the school nurse, can confirm staff proficiency in medical procedures or medication administration.

If needed, whole-school training will be provided, including for new staff, ensuring everyone understands the school's policy for supporting pupils with medical conditions. The relevant healthcare professional can advise on training to ensure a comprehensive understanding of all medical conditions in the school, including preventative and emergency measures.

Families play a vital role in providing information about their child's needs. While parents should provide specific advice, they should not be the sole trainers.

Managing Medicines on School Premise

- Medicines will only be administered at school when not doing so would harm a child's health or attendance.
- Written consent from parents is required for children under 16 to receive prescription or non-prescription medicines.
- Medicine containing aspirin will not be given to children under 16 unless prescribed by a doctor. All medications, including pain relief, will be administered following maximum dosage guidelines and dosage times.
- Medicines should be prescribed in a way that allows administration outside of school hours whenever possible.

Willow Brook will only accept prescribed medicines that are in-date, labeled, and provided in their original pharmacist-dispensed containers with administration, dosage, and storage instructions. Insulin may be provided in an insulin pen or pump, but it must also be in-date. Medicines and devices, such as asthma inhalers, blood glucose meters, and adrenaline pens, should be readily available to both children and staff, especially during off-campus activities like school trips.

Controlled drugs will be securely stored in a non-portable container with limited access. A record of doses used and remaining amounts will be maintained.

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Emergency Procedures

Individual healthcare plans will define emergencies and provide instructions for action, ensuring all relevant staff are aware of emergency symptoms and procedures. Other students should have a general understanding of what to do, such as immediately notifying a teacher if assistance is needed.

In the event of hospitalization, staff will stay with the child until the parent arrives or accompany the child to the hospital in an ambulance. Willow Brook will maintain knowledge of local emergency service procedures and provide accurate information for navigation.

Day Trips, Residential Visits, and Sporting Activities

Willow Brook actively supports pupils with medical conditions to participate in school activities, trips, and sports. Teachers will consider the impact of medical conditions on participation and make necessary adjustments, ensuring flexibility and inclusivity. Reasonable adjustments will be made for all pupils, unless clinically advised otherwise.

Reasonable adjustments and risk assessments, with input from parents, children, and healthcare professionals, will be carried out before these activities to include pupils with medical conditions.

Allergies in School

Willow Brook prioritizes the safety of all pupils and staff, minimizing the risk of allergic reactions. While allergen absence cannot be guaranteed, we can reduce contamination risks by:

- Labeling bottles, drinks, and lunch boxes with the child's name.
- Verifying ingredients from the school canteen or the catering manager. Willow Brook collaborates with the London Borough of Waltham Forest for catering needs (more information at www.walthamforestcatering.co.uk).
- Not providing food with allergens to children without parental permission (e.g., birthday treats, classroom experiments).

Nut-Free Policy

Willow Brook aspires to be a nut-free school, with the aim of safeguarding pupils and staff who may experience anaphylactic reactions to nuts. This policy aims to protect children with nut allergies and educate them about safe food choices. Nut or nut products are not allowed in school lunches, and Waltham Forest Catering also adheres to a nut-free policy.

Prohibited items include, but are not limited to:

- Packs of nuts
- Peanut butter or other nut spreads
- Fruit and cereal bars containing nuts
- Chocolate bars or sweets containing nuts
- Sesame seed rolls (as children allergic to nuts may react to sesame)
- Cakes made with or containing nuts

What Willow Brook Will Not Do

Willow Brook will never:

- Prevent children from easily accessing their inhalers and medication when needed.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents or disregard medical evidence or opinion (although these may be questioned as necessary).

- Frequently send children with medical conditions home or exclude them from regular school activities, including lunch, unless specified in their individual healthcare plans.
- Leave ill children unaccompanied if they become ill; staff will follow the school's procedures.
- Penalize pupils for their attendance record if absences are related to their medical condition (e.g., hospital appointments).
- Prevent pupils from taking necessary breaks for health management.
- Require parents to attend school to administer medication or provide medical support, including toileting assistance.
- Create unnecessary barriers to children participating in any aspect of school life, including school trips.

First Aid in School

Accidents in school generally fall into three categories:

Category 1: Injuries that can be addressed by a First Aider (e.g., small cuts, grazes, nosebleeds).

Category 2: Injuries requiring immediate consultation with a Paediatric First Aider (e.g., head bumps, sprains, cuts to the head, lacerations, suspected fractures). These incidents should be recorded in the School's Accident/Illnesses Book.

Category 3: Injuries necessitating medical attention outside of the school. An ambulance should be requested, and parents or designated contacts should be informed. A Paediatric First Aider may require assistance in these cases.

Staff are advised to wear appropriate personal protective equipment when treating pupils. PPE supplies are readily available.

Pupils Who Are Ill in School

When a pupil appears ill at school, the class teacher will initially monitor them. If symptoms persist, a first aider may be consulted. If a child is deemed too unwell to remain in school, the class teacher, in coordination with office staff, will arrange for parents to be contacted and the child to be collected.

Complaints

Parents or pupils dissatisfied with the support provided should first discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint through the school's complaints procedure.