SHEBBEAR COLLEGE

FIRST AID & HEALTHCARE POLICY

Whole College Policy

Reviewed and updated: August 2024 by C. Woods
Reviewed by SLT: August 2024
Next Review: August 2025

Policy Review at Shebbear College

The SLT acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. The SLT and Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.

Introduction

The health and safety of all members of the College community including EYFS and visitors to the College is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the College, pupils and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents. First Aid at the College will be administered in a timely and competent manner.

In addition to this, the College recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting pupils at their College with medical conditions. This is done through the creation of individual healthcare plans. These will be drawn up in consultation with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported and that no pupil will be excluded from full access to education, including College trips and physical education on the grounds of their medical condition.

This policy is created and maintained by the College governing body with the assistance of the Head and Senior Matron First Aider, and is put into practice in conjunction with the College's health and safety policy. The College expects all staff and pupils to be familiar with this policy, as with all College policies. The governors will ensure that this policy and all individual healthcare plans will be reviewed regularly and be readily accessible to parents and College staff.

The policy is accessible to staff through the Staff Team and a copy is on the Safeguarding notice board and also on the College's website at http/www.shebbearcollege.co.uk.

Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, and inform SLT before implementing the terms of this policy.

Roles and responsibility

The Governors of Shebbear College hold the overall responsibility for ensuring that the College has an up to-date first aid policy, and effective first aid provision, personnel, and equipment in place.

The Governors must further ensure that arrangements are in place to support pupils with medical conditions and in doing so they should ensure that such children can access and enjoy the same opportunities at College as any other child. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. However, it is the College Head and SLT that are in the best position to monitor the first aid provision in the College on a day-to-day basis.

The Head

The Head is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the Head is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

The Head (or the nominated representative – currently the Senior Deputy Head) will ensure that all individual healthcare plans are regularly reviewed and remain relevant and up to date. The plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed with the child's best interests in mind and ensure that the College assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. The Head is responsible for ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.

The Head will ensure that all staff who need to know are aware of the child's condition and should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Note: The Senior Deputy Head acts as a first aid coordinator.

First aid coordinator

The first aid coordinator is responsible for ensuring that the first aid provision in College is up to standard and that any shortfalls in provision are identified and dealt with immediately. This person is a First Aider and a member of SLT.

Note: The first aid coordinator:

- Ensures that there is the opportunity for first aid training for all staff
- Certification is renewed as necessary
- First Aid Policy is reviewed annually or as necessary
- Advises on the contents of this policy

The Senior Matron:

- Liaises with the first aid coordinator and the nominated representative

- Replenishes first aid boxes and equipment in and around College and the equipment taken off site
- Holds accident and injury report forms
- Informs RIDDOR as necessary
- Acts as First Responder and advisor to staff
- Coordinates parental contact and advice

First aiders

The College has a Senior Matron and a number of other staff trained as first aiders. These names are listed prominently throughout the College. First aiders are members of staff who have completed an approved first aid course and hold a valid certification of competence in First Aid at Work.

First aiders receive updated training as necessary and first aiders must make sure that their certificates are kept up to date through liaison with the College first aid coordinator/designated member of the College leadership team. First aiders are required to give immediate first aid to staff, pupils and visitors to the College when it is needed and ensure that emergency services are called when necessary. First aiders are not nurses or paramedics.

There will be at least one first aider on the College site when children are present. Pupils will be made aware of which members of staff are designated first aiders, and will be notified of any changes to who holds these positions when they occur.

New staff

New staff will be asked to disclose any medical and or allergy issues which may affect the daily running of the College. This information will be kept by HR who will pass on the required information to the relevant people.

College staff

College staff who are not designated first aiders still have responsibility as a duty of care for first aid provision throughout College. All staff should be aware of this policy, the College's Health and Safety Policy, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the College's first aid policy and standard procedures
- keep their managers informed of any developments or changes that may impact on the College's first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in College that they are supervising or organising are risk assessed, and in line with the College's health and safety policy, to reduce the risk of accident or injury
- cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the College. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used
- be aware of the needs of pupils with medical conditions that they teach
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- where appropriate to the needs of the pupil, teachers and other College staff may be asked to provide support, including the administration of medicines for pupils with individual healthcare plans. Where this is the case, staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions

- staff will not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). The College recognises that a first aid certificate is not appropriate training in this instance
- a designated member of staff (Senior Deputy Head) will be responsible for ensuring that all supply staff and new staff members are fully briefed as to the needs of any pupil with individual healthcare plans which they are likely to encounter.

Volunteers at the College have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the College's Health and Safety Policy and procedures.

Pupils

Pupils at the College should be familiar with this policy and should ensure that they are aware of who the College staff first aiders are. If they are unsure, they should ask a member of staff. Pupils can help the College ensure first aid provision is effectively put into practice by:

- reporting any medical emergencies or incidents to a member of staff immediately;
- reporting anything that they feel to be a hazard to health and safety on or near the College premises
- taking care for their own safety and the safety of others. Pupils that put themselves, staff, or any other members of the College community or visitors to the College in danger through reckless behaviour may be dealt with under the College's behaviour policy
- make sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (for example diabetes, epilepsy). This is particularly important in circumstances where pupils will be travelling off the College premises, for example for a sports match or a College trip
- where a pupil has a health condition which requires an individual healthcare plan the pupil will be involved wherever practicable in discussions as to their medical support needs and will be required to act in a way which is compliant with the plan
- all pupils are expected to act in a way which demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow pupil is unwell.

Parents

Parents can help the College maintain effective first aid provision by:

- Alerting the College to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the College in writing of such circumstances.
  - Where medicine has been prescribed either for a set timescale or as an ongoing provision, the College must be notified in writing. This medicine will be kept in the Health and Wellbeing Centre unless there is a specific reason for the child to have it on them at all times. It is important that parents do not send their children to College with prescribed medicine or other types of medicine without the knowledge of College staff
- Where their child requires an individual healthcare plan, the parent will be involved in the development and review of the plan. They will be expected to carry out any action which they have agreed to as necessary as a part of its implementation, eg provision of medicines and equipment, ensuring that they or a nominated adult are contactable at all times
- Working with the College to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home
- Making the College aware of anything that they feel to be a hazard to health and safety on or near the College premises
- Familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.

Visitors to the College

Visitors to the College are expected to take care around College and have reasonable responsibility for the safety of themselves and other members of the College community. All visitors will have access to this first aid policy, as well as the College health and safety policy. Names of College first aiders are displayed around the College.

Note:
We have specific procedures in place regarding administration of first aid by adults of a different sex to the injured pupil which is included in the intimate care policy.
Emergency administration of first aid should not be delayed by waiting for a member of staff of the same sex to arrive.

First Aid Boxes

Each area has access to first aid boxes, and these are situated near doorways in each area. They can be replenished from supplies kept in the Health and Wellbeing Centre. It is the responsibility of all members of staff in each department to ensure that their first aid boxes are fully stocked at all times with items that are within expiry dates, and it is the responsibility of the department head to oversee this provision.

Note:
The list of contents is in the box itself for staff reference.

First aid boxes can be used in the time it takes for a first aider or emergency services to arrive.

For off-site activities, first aid boxes should be taken from the Health and Wellbeing Centre and returned back to the same place. These will be taken on any off-site activity and should be signed out and in.

For College minibuses and coaches, there will be first aid boxes permanently kept on board. These must be maintained by the maintenance department and should be kept in good condition, ready for use at all times.

Information on Pupils

Parents must provide written consent for the administration of first aid and medical treatment by College staff to their child before their child is admitted to the College. The College takes pupil privacy and confidentiality very seriously. The Senior Matron first aider will be responsible for sharing medical information to other staff on a need-to-know basis – for example, ensuring that information regarding pupil allergies is shared with staff taking a class on an off-site trip. Pupil medical records will be kept locked in the Health and Wellbeing Centre and on restricted access on the medical module of iSAMS.

All staff will be made aware of which pupils have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in College the child is.

Policy for Pupils with Medical Conditions that are known to the College

This covers pupils with medical conditions such as diabetes, epilepsy and asthma. When the College is notified by a parent or healthcare professional that a pupil has been diagnosed with a medical condition, or will be transferring to the College or returning after prolonged absence the Head will implement the procedure outlined in Appendix A to draw up an individual healthcare plan. The College is conscious that it is vital to ensure that all staff are prepared at all times for a medical

emergency as far as is practically possible. The points below outline the provision in place for preparing for this type of an emergency:

- All staff are given up to date and regular training
- A record of all pupils who have access to asthma inhalers, EpiPens, injections, or similar medical equipment is kept up to date and circulated to all members of staff; this type of medication will be kept in the Health and Wellbeing Centre, suitably labelled and easily accessible in case of an emergency. Wherever practicable, pupils will be given the responsibility for carrying this medication on them at all times. Staff will be made aware of each individual's circumstances however, under no circumstances will a pupil be prevented from accessing their inhalers and medication and administering their medication when and where necessary
- All staff will ensure that pupils will always be permitted to drink, eat or take toilet or other breaks whenever they require in order to manage their medical condition effectively. Where a pupil becomes ill and needs to visit the Health and Wellbeing Centre they will always be accompanied by a responsible escort
- A database will be kept on the central College system that details pupils at risk of certain conditions, such as anaphylactic shock. The Senior Matron is responsible for reviewing this on a regular basis and ensuring that it is up to date. It will be made clear to staff that they have a responsibility to regularly remind themselves which pupils are on this list, and what they should do in the case of an emergency
- In the case of a medical emergency, as defined by the individual healthcare plan, the Senior Matron should be contacted whether the pupil carries their own medication or not. Emergency services should be contacted where they are needed, or thought to be needed
- If a pupil becomes unwell (e.g. has an asthma attack, suffers a hypo etc.) during the course of the College day the parents will be informed as soon as possible so that this may be monitored for any ongoing effects. A record should be made of all such incidents
- If a pupil needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

Managing medicines on College premises

The College is only responsible for administering medicines when not to do so would be detrimental to the pupil's health or College attendance. The College requires that parents should always notify the College of any side effects of any medication to be administered at College. The following key points guide the College's policy on managing medicines in accordance with the statutory guidelines for Supporting pupils at College with Medical Conditions.

- A record of all medication administered will be kept with dosages and times logged in each instance. This will also show who administered the dose and to whom.
- Other than the exceptional circumstance where a medication has been prescribed to a child without the parent's knowledge, no pupil under the age of 16 will be given prescription or non-prescription medicines without their parent's written consent. In such an eventuality the College will encourage the young person to involve their parent, but will respect their right to Confidentiality

  No pupil under the age of 16 will be given medicine containing aspirin unless prescribed by a doctor. Where such medication is administered, the time of previous dosage and the maximum dosage will be checked prior to administering the medication and parents will be informed that the medication has been administered

  Wherever clinically possible, the College requests that medicines should be prescribed in dose frequencies which enable them to be taken outside College hours
- The College will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist. They must include instructions for administration, dosage and storage. It is accepted that insulin will be provided in pen/pump form

- Medicines will be stored safely at all times but pupils will have immediate access to their own medication at all times and will be given the name of the key holder so that these can be accessed swiftly. Items such as inhalers, blood glucose meters and adrenaline pens should be always readily available and will not be locked away
- Where a child has been prescribed a controlled drug, this will be administered by two members of staff in accordance with the prescriber's instructions. Staff administering medicines should do so in accordance with the prescriber's instructions
- Any medication which is no longer required will be returned to the parent to arrange for safe disposal
- Sharps boxes will always be used for the disposal of needles and other sharps
- The College recognises that any pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to administer it themselves, however it acknowledges that passing it to another child for use is an offence
- The College will keep a record of any controlled drugs that have been prescribed for pupils and these will be stored in a locked, non-portable, container. This will be accessible only to nominated staff but will be easily accessible in an emergency. A record will be kept of all dosages administered and the amount held in College.

Procedure in the Event of an Illness

If a pupil falls ill while in a College lesson they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action. They will be accompanied to the health and wellbeing centre if appropriate. Pupils who are clearly in pain, are distressed, or are injured will never be required to go to the Health and Wellbeing Centre unaccompanied. The matron will administer the appropriate first aid, and parents will be called to pick up their child if they are too unwell to complete the rest of the College day. If a parent or carer is unable to get to the College to pick up the child, the child will remain in the Health and Wellbeing Centre until they are able to get there at the end of the College day or arrange for another family member or carer to collect them.

House parents will be contacted regarding the welfare of boarders. The matron will liaise with boarding staff regarding contact with parents.

If a child who is sent home early is still too unwell to attend College the next day, parents should follow the procedure outlined under the subheading below. The College aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is risk. Staff will work with pupils who have missed classes to ensure that they are able to catch up on all the classwork that has been done in their absence.

If a member of staff is unwell, he or she may visit the matron throughout the College day but should ensure that their manager is aware of class cover that has been arranged or needs to be arranged either for a single lesson or for a prolonged period of time.

Reporting continued absence due to illness:
Most cases of absence due to illness are short term, but parents will need to make a phone call to alert the College on each day of absence. When the child returns to College they should bring a note from their parent explaining the absence – this is for the College records.

For prolonged absence due to illness, parents may be asked to provide the College with medical evidence such as a note from the child's doctor, an appointment card, or a prescription paper.

Procedure in the event of an accident or injury

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. The matron should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

First aiders should be called if the matron is unavailable for any reason. First aiders are not nurses or paramedics, and if the first aider feels they cannot adequately deal with the injury then they should arrange for access to appropriate medical care without delay.

Emergency services

An ambulance should always be called by staff in the following circumstances:

- a significant head injury
- a diabetic hyper/hypo
- an asthma attack
- fitting, unconsciousness, or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment

If an ambulance is called, the member of staff in charge should ensure that access to the College site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive.

Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the College site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the College. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents and injuries must be reported to the matron.

Procedure in the Event of Contact with Blood or other Bodily Fluid

The College understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other pupils and staff:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- wash hands after every procedure

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- report the incident to the day matron first aider and take medical advice if appropriate The matron will then arrange for the proper containment, clear-up and cleansing of the spillage site.

First Aid in the Physical Education Department and Off-site Provision

The risk of injury is increased during increased physical activity. It is the responsibility of the heads of the physical education department to ensure that first aid boxes in this department are kept fully stocked. All staff in this department should be aware of where these boxes are stored, what should be in them, and appropriate use. Signs alerting all members of staff to where these first aid boxes are kept should be displayed within the sports hall.

For off-site activities and away fixtures, first aid boxes will be taken from the Health and Wellbeing Centre and returned to the same place. These will be taken on any off-site activity and should be signed out and in. The first aid boxes within the College's physical education department are for use in College only and should not be removed from the site. This is to ensure that boxes are always where they are expected to be in case of an emergency.

It is good practice for staff in charge of away fixtures and off-site activities to check with the host College that there is adequate first aid provision in place. Risk assessments should be carried out. If an accident or injury does occur, first aid should be sought from the host College's first aiders. If the pupil must visit the host-College's nurse's office or be given first aid treatment elsewhere, a member of staff from our College should be with them at all times. Where necessary in an emergency situation, pupils should be taken to the nearest Accident and Emergency Department.

One paediatric trained first aider will be on the premises at all times when pupils are present in the EYFS. One paediatric trained first aider will accompany the EYFS pupils on outings.

Injuries that occur off-site should be reported to the day matron first aider on return to the College, who will provide first aid follow-up care where necessary.

Where pupils have individual healthcare plans, sufficient active support will be provided to permit them to take part within sporting and off-site activities as fully as possible. Pupils will be encouraged to participate according to their own abilities and reasonable adjustments will be made ensure that this is practicable. A separate risk assessment will be carried out as appropriate prior to off-site activities and consultation will take place with appropriate parties (pupils, parents, health specialists) during this process.

Reporting accidents, emergencies, and first aid administration

Any first aider who has administered first aid or medication should fill out an incident report form. These are stored in the health and wellbeing centre and staff room and are used to record all incidents, both major and minor. Each page is used for a separate incident and stored securely according to the Data Protection Act 1998. The date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered should be recorded. This information is also logged on iSAMS.

Note:
Blank report forms are kept in the staff room.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the College health and safety policy.

All injuries that have occurred, and first aid that has been carried out both on and off-site should be reported to the matron, no matter how minor the injury. The Senior Matron is responsible for ensuring that all incident report forms are filled out accurately, and stored properly. The Head/governing body annually reviews the first aid file and health and safety file to ensure that it is an effective method of record keeping, and that all incidents are being recorded as is College policy. A secure record should also be kept on the iSAMS medical module of all medicines that are administered to children, including those prescribed for pupils with individual healthcare plans.

The Senior Matron is also responsible for ensuring that parents are kept up to date as is appropriate regarding the health of their child in College, injuries that they have sustained, and medical treatment that they are receiving. In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practically possible.

The Senior Matron should report to the Head/first aid coordinator/health and safety committee on the effectiveness of the first aid provision, to ensure that the College is continuously on top of first aid best practice and incidents and accidents can be avoided as far as is reasonably practicable.

Serious incidents

Serious incidents will also be recorded, and reviewed by senior leaders. The governing body will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

Reporting to HSE

The College is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on 0300 790 6787 (opening hours Monday to Friday 8.30am to 5pm).

All other reportable injuries should be reported online
[http://www.hse.gov.uk/riddor/report.htm]

It is the responsibility of the Head to report to the HSE when necessary. Incidents that need to be reported include but are not limited to:

Involving staff

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- cases of work related diseases that a doctor notifies the College of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health)

Involving pupils, parents, or College visitors

- accidents which result in the death of a person that arose out of or in connection with the College's activities
- accidents which result in an injury that arose out of or in connection with the College's activities and where the person is taken from the scene of the accident to hospital.

Incident investigations
An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

Senior managers or governing bodies may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

Note:
The Governors and Head in the College can investigate internally.

APPENDIX A: Individual Healthcare Plans

Devising an individual healthcare plan

On being informed by a parent or healthcare professional that a pupil has been newly diagnosed, or is due to attend or return to College after a prolonged absence the College will begin the following process to devise an individual healthcare plan to ensure that the pupil is actively supported:

- A delegated member of the leadership team will meet with key College staff, child, parent and relevant healthcare professionals (or to read written evidence provided by them) to determine the pupil's needs. They will also identify a member of staff to provide support to the pupil.
- In conjunction with input from the healthcare professionals an individual healthcare plan wilbe drawn up.
- The plan will also identify any College training needs required and in conjunction with healthcare professionals this specialist training will be undertaken and College staff signed off as competent.
- The plan will be circulated to all relevant parties and to all relevant staff and a review date set.
- The plan is implemented. The plan will be reviewed at the annual review date by all parties or sooner if parents or healthcare professionals feel there is a change in circumstances.

- Where a pupil has an emergency healthcare plan prepared by their lead clinician, this documentation will be used to inform development of their individual healthcare plan.

Every individual healthcare plan will contain:

- Details of the medical condition, its triggers, signs, symptoms and treatments.
- An explanation of the pupil's individual needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing and how this impacts on aspects of day-to- day living, eg access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, eg crowded corridors, travel time between lessons.
- Details of any specific support required for the pupil's educational, social and emotionaheeds, eg how absences will be managed, requirements for extra time to complete exams, usof rest periods or additional support in catching up with lessons, counselling sessions.
- Details of the level of support required and the level to which they can take responsibility for managing their own health needs. This will include details of support required in emergencies.
- Details of monitoring arrangements required if a pupil is self-managing their medication.
- Details of who will provide support within the College along with an explanation of how they will be trained and how their proficiency will be evaluated.
- Details of cover arrangements for when the key support member of staff is unavailable.
- Written consent from parents for medication to be administered by a member of staff, or self administered by the pupil.
- Arrangements for procedures for College trips or other College activities outside of the normal College timetable to ensure the child can participate, eg risk assessments.
- An explanation of what to do in an emergency, including contact details and contingency arrangements.
- Where confidentiality issues have been raised by either parent or child there will be a list of designated individuals to be entrusted with information about the child's condition.
- Details of how complaints may be made and how these will be handled concerning the support provided to pupils with medical conditions.

APPENDIX B: Implications of the Statutory Guidance Document

Additional legal implications for governors:

In making arrangements for supporting pupils with medical needs governing bodies are now legally obliged to take into account that many of the medical conditions that require support at College will affect quality of life and may be life-threatening. Some of these will be much more obvious than others and it should never be assumed that two individuals with the same condition will have the same needs or require the same treatment. Governing bodies are obliged to ensure that the focus is on the needs of each individual child and how their medical condition impacts on their College life.

The aim of the governing body should be to ensure that their arrangements give parents and pupils confidence in the College's ability to provide effective support for medical conditions in College. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They should ensure that staff, including temporary and supply staff, are properly trained to provide the support that pupils need and further ensure that the College makes explicit behaviour that is not acceptable in relation to the medical needs of pupils, for instance preventing them from taking part in normal activities, requiring parents to attend College to administer medication or provide medical support on out-of-College activities, ignoring the views of children, parents or medical evidence, penalising pupils for absence where this is related to a medical condition etc.

Governing bodies are further legally obliged to ensure that the College has an appropriate level of insurance in place which appropriately reflects the level of risk involved for staff providing support. It is important that the College policy sets out the details of the College's insurance arrangements which cover staff providing support to pupils with medical conditions. Insurance policies should be accessible to staff providing such support and must provide liability cover relating to the administration of medication. Be aware that additional cover may be needed for dealing with specific healthcare issues and for items such as off-site activities.

ADDITIONAL ISSUES FOR CONSIDERATION

The following issues should also be considered:

- Home-to-College transport: once a plan has been devised it is important to ensure that all relevant members of staff are aware of emergency procedures. This is particularly important when considering transport issues for pupils with life-threatening conditions.
- Asthma inhalers: Colleges are now able to hold asthma inhalers for emergency use. This is entirely voluntary, and further guidance on the topic has been produced by the Department of Health.
- Defibrillators – A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Sudden cardiac arrest is when the heart stops beating and can happen to people at any age and without warning. When it does happen, quick action (in the form of early CPR and defibrillation) can help save lives. Modern defibrillators are easy to use, inexpensive and safe. Although Colleges are not legally required to carry a defibrillator as part of their first aid equipment they are undoubtedly useful and **the Shebbear defibrillator is located outside the Health and Wellbeing Centre.** If a College installs a defibrillator for general use they should notify the local NHS ambulance service of its location. Staff members appointed as first aiders should already be trained in the use of CPR, however, it would be good practice to then extend knowledge of these techniques amongst staff and pupils.