SHAFTESBURY HIGH SCHOOL

Medical Policy

Approved by: SLT **Date: 02/12/2025**

Last reviewed on: November 2026

Next review due by: November 2027

Introduction

Shaftesbury High School acknowledges its responsibility to have appropriate first aid arrangements as laid out in the Health and Safety (First Aid) regulations 1981 and Section 100 of the Children and Families Act 2014 that puts a duty on the governing body to make arrangements for supporting pupils with medical conditions.

Aims

- Pupils, staff and parents understand how Shaftesbury High School will support the pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them access to the same education as all other pupils
- Pupils, staff and parents will know that there is adequate and appropriate equipment, facilities and trained staff members to enable first aid to be given to its staff, students or others that may become ill or injured at Shaftesbury High School

Responsibilities:

The senior leadership team are responsible for:

- Ensuring a First Aid Needs Assessment is carried out and reviewed at least annually or sooner as necessary
- Ensuring adequate and appropriate identified first aid equipment and facilities are provided
- Ensuring that an appropriate number of trained first aid personnel are present in the school at any one time and this information is available to staff, parents and visitors as required
- Ensuring the provision of sufficient numbers of first aid boxes, and that these are regularly checked and first aid supplies replenished as necessary
- Ensuring staff under their control are aware of the first aid arrangements
- Undertaking personal needs assessments for lone/mobile workers or those with specific health needs
- Supporting staff with undertaking risk assessment and adaptations to ensure all pupils with medical conditions are able to access the same education

First aiders are responsible for:

- Responding to incidents in the school
- Recording any first aid treatment given (please see First Aid Policy for further detail)
- Keeping first aid treatment records secure in line with data protection
- Appropriately maintain the medical confidentiality of the person they are treating
- Keeping their training up to date including refreshers and keeping a record of this with the support of Shaftesbury High School Senior Leadership Team
- Treating casualties in accordance with the training they have been given

- Ensuring contents of first aid box(es) are regularly checked to establish supplies are sufficient to meet requirements
- Take effective measures to protect themselves from any blood borne infection
- Report insufficiencies in first aid arrangements to their Head teacher/Line Manager
- Report Safeguarding concerns linked to first aid treatment to the Safeguarding as soon as possible through 'MyConcern' or in person if necessary
- Keep up to date with pupils' medical conditions and emergency procedures through regular meetings with First Aid Team and reading healthcare plans

Staff are responsible for:

- Ensuring they are familiar with the name and location of the nearest first aider or appointed person
- Reporting any accidents or injuries to a first aider
- Informing their Head teacher/Line Manager of any specific health conditions or first aid needs for themselves.
- Being aware of the medical conditions of the pupils in their care and knowing how to respond in an emergency
- There is a lead first aid team and these people are communicated to staff and this is clear on the list of first aiders shared with staff
- A member of SLT oversees the medical and first aid at Shaftesbury

Accident, injury and emergency

- This policy re-enforces the elements of the introduction which advocates providing a safe and secure learning environment for each child and ensuring a duty of care at all times when the school is in operation.
- Safety of students and staff is a priority for the school, and robust measures have been put in place to ensure no children or staff are put at risk;
- The First Aid Policy outlines the specific procedures for treating injury, illness or accident to either staff, student, parent or visitor whilst on site at Shaftesbury High School
- The provision of specialist first aid training for staff has been identified as a priority by SLT
- Risk Assessment and Health and Safety policy outline how Shaftesbury will promote the safety of all pupils, staff and visitors and reduce the risk of accident or injury

Supporting students with individual medical conditions and medications

- All procedures are in place to promote that pupils with medical conditions have full participation in education
- The First Aid Trainer who works within the school provides updates and specialist training to all staff termly on managing medical conditions and the use of emergency medications. This can include the use of inhalers for asthma, epi pens for allergies and emergency medication for epilepsy. They also provide first aid training to staff to ensure that first aid qualifications are kept up to date or provide a new qualification to staff. This means that Shaftesbury has a high number of first aid qualified staff.
- Upon enrolment, parents/guardians are asked to complete medical information that is to be shared with school staff. Doctor's information is also shared and uploaded to the school system. Previous schools are asked to share medical information during transition times also.
- Each student with a medical condition that may require emergency treatment or regular medication will have a written healthcare plan that is agreed with parents/guardians. These healthcare plans outline the protocol for supporting a pupil should they need emergency treatment or medication. The lead first aid team is responsible for maintaining and updating these plans annually or sooner if necessary. Support and advice is also given from teams including the Harrow School Nursing Team, Paediatric Diabetes team and the Paediatric Epilepsy nursing team where needed to complete these plans
- Pupil's healthcare plans are shared with tutor teams and first aiders in school through the google drive online system. Paper copies are kept with the student's emergency medication.
- Each student that requires emergency medication, it is requested from parents to have two sets of the medication at school if possible. These medications will be listed on individual healthcare plans for students. One of these emergency medicines will be stored in the medical room and the other will be stored in the pupils' classroom or carried with them when moving around the school (such as by a learning support assistant), If it is felt that a student can carry their own emergency medication. If a student does not have their emergency medication in school for any reason, contact will be made with home as soon as possible. Home will be asked to either bring in the emergency medication to school as soon as they can that day or students will be sent home until they can come in to school with their emergency medication.
  Trained staff can administer emergency medication.
  The school keeps spare asthma inhalers and epi pens in school should they be required and an individual student's medication is inaccessible or fails.
- Any other medical needs that require specialist knowledge or training are discussed with parents/guardians. A protocol, with the student's knowledge, is agreed between home and school and GP or consultant information or consent is obtained. Specialist staff training will take place for appropriate staff when they require the knowledge and training. The protocol for emergencies is shared with tutor teams and first aiders to ensure consistency in care. Should this student require emergency care, medical information is shared with paramedics/hospital. This information is contained within individual care plans.

- If a student has regular prescribed medication taken daily in school, this will be administered, with parent/guardian written consent. The first aider will record that the medication has been given to the student and include the time and date that it was given. The records for giving medication are stored in the medical room cupboard.
- As part of the healthcare plan and assessment process with parents/families, we will encourage where possible, for students to take or administer their own medications or creams themselves overseen by a first aider unless it is deemed that a student cannot do this independently due to their physical or intellectual needs.
- Any changes to pupil's prescribed medications or medical conditions are uploaded onto the school SIMs system and first aiders and the team around the pupil are made aware.
- The Lead First Aid Team member is responsible for ensuring that medication is checked monthly to ensure that it is undamaged and in date. Parents/guardians will be contacted for new medication when needed through a phone call and a letter home. Expired medication will be sent home for disposal.
- With written consent from parents/carers, students may have paracetamol (or similar i.e. calpol, ibuprofen) in school. If students would like to take paracetamol in school, a phone call home will be made to ensure that there has been none taken at home or the time between doses has elapsed. Students may take paracetamol for menstrual pain, headaches or pain related to their medical conditions, with consent of parents or carers. A written record must be kept of the medication given.
- Students may be required to take medication temporarily such as antibiotics. Parents/Carers must complete a consent form for the medication with details on when and how to take it while in school. Tutor teams and lead first aiders must be aware that a student is on medication. When the medication is administered it must be recorded in the medical room. Storage of the medication must be in the medical room cupboard or the medical room fridge if it is required.
- Shaftesbury High School requests that any new information regarding a pupil's medical conditions or medication is shared with the school via families with hospital letters where necessary. This includes where medication is no longer required. Shaftesbury High School asks families to provide a doctor's letter to confirm the end of any long term or emergency medication that is required in school.

Asthma

Shaftesbury advocates inclusion for all students with asthma, are clear on our procedures and have asthma friendly leads to ensure this is adhered to.

- Our asthma champions are: Mary O'Keeffe and Laura Ball
- This is overseen by our asthma lead: Clare Rulton
- Each student with asthma will have their own care plan. These will be written with the student and parents/carers. They will be signed by parents/carers and reviewed yearly or if there may be changes to the plan
- Asthma inhalers are stored in the medical room unless, with written permission from parents/carers, it is assessed that a student can carry their own inhalers.
- Generic inhalers have been purchased and are located in the Canteen, Medical Room and Staff Room.

- Posters for ‘Emergency guidance for use in an asthma attack’ are displayed in classrooms.
- Pupil’s asthma will be monitored in school for their asthma. They will not be excluded from any activity in the school as adaptations will be made to ensure it is safe for all students to take part.
- If there are concerns about the student’s asthma, (E.g. Using inhaler more often, absence due to asthma) then contact will be made with parents/carers to discuss. Involvement with the school nursing team can also support the student’s asthma control. This will be reported to the Safeguarding team as well

Dietary Needs and Allergies

Please also refer to the Allergy Policy for more information on our policy regarding supporting those with allergies

At Shaftesbury High School, we strive to meet all dietary needs of the students and staff. Families and staff are asked to share dietary requirements with the school, this information is stored and made available to staff.

Lunchtime is the company responsible for providing lunches for students at Shaftesbury. With the support of the school, students' requirements are met for lunchtime including providing individual menus for those with allergies or specialist feeding support. Lunchtime will support students’ individual dietary needs by providing an alternative. This includes but is not limited to gluten free and vegan options.

Shaftesbury High School is a nut free school which includes any food provided for lunch.

The First Aid Team regularly monitors and updates the dietary requirements of the students at Shaftesbury. If it is felt that a student has an allergy that could be affected by others consuming that allergen then the school will advise students, staff and families across the school to avoid that food or allergen being present in school.

All students with allergies have a healthcare plan in place.

Shaftesbury High School has a risk assessment for supporting dietary requirements outside of daily meals which includes events or celebrations. This risk assessment outlines how dietary requirements will be met during an event or celebration. The organiser of the event or celebration must use the risk assessment as a template when planning.

Infectious diseases

Shaftesbury High School will follow guidance from Public Health England and the Local Authority (Harrow) on infectious diseases.

Please see our First Aid Policy on how pupils, families, staff or visitors are supported if there is a suspected infectious disease

Educational visits

On educational visits, a risk assessment will outline any medical needs for the students attending the trip and steps taken to support them whilst off site. For detailed procedures please see our First Aid and Educational Visits Policy.

Intimate care

Shaftesbury High School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care.

Best practice

The need for intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of safeguarding. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/guardians to provide continuity of care to pupils wherever possible. No pupil should be attended to in a way that causes distress or pain. The management of all pupils with intimate care needs will be carefully planned.

Staff who provide intimate care are trained to do so (including Safeguarding and Health and Safety training in moving and handling when required) and are fully aware of best practice. The pupil will be supported to achieve the highest level of autonomy that is possible given their age and abilities.

- Staff will encourage each pupil to be as independent as possible. This may mean, for example, giving the child responsibility for washing themselves.
- When providing intimate care, gloves and aprons should always be worn by staff. Staff should always wash hands before commencing personal care and after removing gloves. Changing beds should be thoroughly cleaned with antibacterial wipes before and after each use. Wipes can be used to clean children.
- Equipment is provided to assist with pupils who need special arrangements following assessment from physiotherapist/ occupational therapist as required. Individual lifting and handling risk assessments are completed annually with PT/OT and training given to staff as well as Lifting and Handling training.
- Students who require a level of intimate care with adult support will have a risk assessment completed by the therapy and care coordinator alongside families and tutor teams.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- Staff will also ensure that each pupil's individual needs are met in terms of the type of communication, structure, environment, approaches to behaviour, cueing as well as special requirements due to sensory sensitivities that are necessary.
- All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact and that when physical contact is made with pupils this will be in response to the pupil's needs at the time and with their consent.

- It is Shaftesbury High School's policy that 2 members of staff that are of the same gender as the young person are present when supporting any state of undress including intimate care or during medical care. Young people are entitled to respect and privacy when changing clothes or having intimate care.
- Every time a student has intimate care, staff that were present must record the date, time and initial. If the members of staff are concerned about any comments or should notice unusual marks whilst carrying out intimate care or first aid, they should follow the Shaftesbury High School safeguarding policy and be in contact with safeguarding leads within Shaftesbury School.
- There should be communication with each child who needs help with intimate care in line with their preferred means of communication (e.g., Widget, verbal, symbolic, etc.) to discuss the child's needs and preferences. The child should be aware of each procedure that is carried out and the reasons for it. Staff should be aware of the language that they use in this situation either when talking to the child or another member of staff. Language should be positive and sensitive.
- Pupils must be encouraged to be as independent as possible in every aspect of the school day, including while intimate care is being provided and/or supported. If a child is fully dependent, staff should talk through what is happening and give the pupil choices wherever possible. Encourage the child to have a positive image of his or her own body. As well as privacy, the approach you take to the child's intimate care can convey lots of messages to them about what their body is 'worth'. Your attitude to the child's intimate care is therefore very important.
- Shaftesbury High School will respond to the preference of the students with regards to intimate care.
- Agency staff cannot assist in intimate care unless the member of staff is on long term employment with the school through the agency, and therefore familiar with the pupils and staff, and the pupil is able to give consent to the member of staff assisting them
- Parents/guardians will be involved with their child's intimate care arrangements on a regular basis. The needs and wishes of children and parents/guardians will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
- Tutor teams will also be involved with student's intimate care needs. They will be aware of the procedures that are followed for the student in their class and are able to support the team providing care with up to date knowledge on such procedures as the use of communication aids. An example of this would be using visuals or social stories.

Links to Other Policies:

Safeguarding
First Aid
Educational Visits
Health and Safety
Code of Conduct
Allergy Policy