

Welfare Policy

Produced by:	Audra Stockdale – Welfare Officer
Approved by Governing Body:	N/A
Date of review:	March 2022
Next review date:	March 2023



NORTH HUDDERSFIELD TRUST SCHOOL WELFARE POLICY

The Duties of the Employer

The Health & Safety (First Aid) Regulations 1981 and amendment Regulations place a duty on employers to make adequate First Aid provision for their employees. Although there is no requirement to take account of persons who are not employees, the long-standing practice in childcare settings has been that appropriate First Aid provision should also be made for students and visitors. This is consistent with the spirit of the Regulations, guidance from the Health & Safety Executive and the DfES and with childcare settings' loco parentis obligations to children.

Aims

The aim of this policy is to explain clearly the First Aid and Welfare capability existing within the School and the procedures that will be followed in the event of a student or member of staff becoming ill or sustaining an injury. Each student and staff member must be fully conversant with the systems in place and be aware of Health & Safety issues within school and on educational visits to prevent, where possible, potential dangers or accidents.

First Aid Records

Students' health records, including details of more serious conditions and allergies, are recorded on SIMS. Whilst they are held securely, the information is readily available to staff should an incident occur. In the event of an accident requiring an ambulance, these details will be printed off and passed onto paramedics to assist their treatment.

The school's response to any illness or injury will follow the precautionary principle and we will generally endeavour to contact a parent/carer if we have concerns that a student is too unwell to remain in school or has sustained an injury which may need to be treated by a doctor or hospital. It is for this reason that we must always have up to date contact details for a range of carers for each student.

Details of all incidents/accidents are entered onto the student's medical details held on SIMS by the First Aider who treated them. Details will include the date, approximate time, details of the incident, the treatment provided, the name of the First Aider and the outcome (if known).

Student Medication

Any medication brought into School must be prescribed, in date and in its original packaging. Medication will not be held long term unless a "Medical Care Plan" has been completed, signed and dated by a Parent/Carer and returned to School prior to commencement of the medication. These are available on the school's website or from school to complete and return. Short term medication (eg antibiotics) can be held in school for the duration of the treatment course but must be prescribed to be taken four times per day or more. Any medication required to be taken less times should be kept at home and taken outside of the school day, unless times are specifically stated on the prescription label. Medication will then be held securely within the Medical Room.

Written logs are kept for all students taking medication, showing the date and time they came to take their medication, the dosage given and the initials of the person giving out the medication.

Under no circumstances will a student be allowed to keep medication upon their person, or to self-medicate in school, unless they have a valid reason to do so (eg if they suffer from severe allergic reactions which may require the use of an EpiPen or antihistamine tablet, they are diabetic or suffer from asthma). In the case of any emergency medication being required in school, we ask that this should also be held in the Medical Room in case of emergency.



NORTH HUDDERSFIELD TRUST SCHOOL WELFARE POLICY

If any non-emergency medication is required, a call will be made to a Parent/Carer to see if medication can be brought into school to be taken in their presence. If a parent/carers is requested to come into school during the course of the day to bring un-prescribed medication for their child to take, they will be asked to stay whilst that medication is given. A member of staff will complete a "Medication Taken in Reception" form and the parent/carers will be asked to sign that document showing their consent to the medication being taken in their presence. That information will then be input onto their child's medical records on SIMS. Spare medication should not be left in school.

Any non-emergency medication found to be on a student's person (other than those stated above) will be confiscated and the parent/carers contacted to arrange for that medication to be collected from school.

It will be entirely the student's responsibility to come to the Medical Room for their prescribed medication at their due time. The school is not responsible for issuing reminders. Parents/carers will be informed by text if students are not regularly taking their medication. It is also the student's responsibility to collect any medication from the Medical Room at the end of the day if this is also required to be taken home.

Designated staff may hand out prescribed medication to the student in the Medical Room when required and in accordance with the instructions on their prescription, but will not administer the medication, unless in a dire emergency where life is at risk. Staff members are unable to amend the dosage or timings of any medication set out on the prescription label. Any changes will need to be notified to school via a new prescription label from the pharmacy.

Where a student is deemed incapable of taking their own medication (other than Asthma Inhaler, EpiPen or Diabetes medication), it may be necessary for a member of staff to be trained to administer that medication. Training needs should be identified during the development or review of any Medical Care Plan or IHCP. This decision will be based on an individual's needs and at such time as is necessary.

A parent/carers will be contacted by text in the event that their child's medication is about to expire and asked that in date replacements are sent into school. A parent/carers will be required to collect the expired medication and take to a pharmacy to be disposed of.

Staff Medication

All members of staff bringing personal medication into school are required to keep it locked away in a drawer or cupboard. It should not be left in an area accessible to students. Controlled medication (eg, morphine or codeine) must not be brought onto the school site. If this is unavoidable, it must be stored securely with the Welfare Officer. Any staff taking dosages of controlled medication must declare this to the Welfare Officer.

First Aid Provision

We have carried out an assessment of First Aid needs appropriate to the circumstances of the school to ensure that adequate First Aid personnel and facilities are available to give prompt assistance in the event of an incident and to summon an ambulance or other professional help where necessary.

We have sufficient staff who have received their First Aid at Work, Emergency First Aid or Paediatric First Aid qualifications to cover all areas of the school. A number of staff are also



NORTH HUDDERSFIELD TRUST SCHOOL WELFARE POLICY

trained to administer an EpiPen or Epilepsy Rescue Medication in an emergency and all First Aiders are trained to use the on-site defibrillators.

The main points of contact, in the event of an incident, will be the school's qualified First Aiders. Lists of names, locations and extension numbers are posted around the ground floor of the school. All staff are also sent updates by email. Furthermore, an up to date list can be found on FROG.

The practical subjects within School such as Science, Technology and PE each have their own designated First Aiders.

First Aiders are responsible for holding and re-stocking their own First Aid kits. Smaller kits containing plasters, wipes etc may be found around school. In addition, First Aid kits are permanently located in the Medical Room, Reception and on the School's mini-bus.

The First Aider's primary objective is to treat a casualty to the best of their ability and in the safest way possible.

If a student is feeling generally unwell and feels unable to remain in school, they will be asked to speak to a member of staff in the first instance. If deemed necessary, they will then contact home and request permission for that student to leave the premises. The student will then be signed out of school.

In the event of a minor accident:

- A First Aider will assess the student's condition and appropriate treatment will be offered. If the student is well enough to do so, they will return to class.
- If the injury does not require an ambulance but may need further treatment, then a parent/carer will be contacted.
- In either event, details of the incident and who dealt with it will be recorded on SIMS.

In the event of a major accident, injury or illness that gives cause for concern:

- Appropriate symptomatic treatment will be offered and an ambulance called for to enable further assessment and/or treatment. If a member of staff is required to travel with the student, a parent/carer will be requested to attend Accident and Emergency to meet their child, at which time the member of staff (if they are in attendance) will hand over responsibility to the parent/carer. Staff will not leave a student unattended at hospital unless requested to do so by a parent/carer. Depending on the age of the student and parental requests, it may not always be necessary for a member of staff to attend the hospital with the student. Where a parent/carer cannot be contacted, members of staff will not be able to give permission for any medical procedures to be carried out.
- Details of the incident and who dealt with it will be recorded on SIMS.
- An electronic Incident Report Form (IR01) should be fully completed by the First Aider in attendance and forwarded to Kirklees Council for their records. An electronic copy will also be filed with the Welfare Officer in School.
- If necessary, it will also be reported under the RIDDOR 1995 Regulations. [How to make a RIDDOR report - RIDDOR - HSE](#)



NORTH HUDDERSFIELD TRUST SCHOOL WELFARE POLICY

Follow-Up Procedures

- In the case of vomiting and/or diarrhoea, students may not return to school until 48 hours after ALL symptoms have ceased.
- It is imperative that all students and staff are fully aware of good hygiene practice and should always thoroughly wash their hands regularly throughout the day, especially before and after eating and after using the toilet to prevent the spread of germs and infection. A number of hand sanitiser dispensers are located within school.
- Bodily fluids - Blood and other bodily fluids (eg, faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital for students to protect both themselves and others from the risk of cross infection. In order to minimise the risk of transmission of infection, both staff and students should practice good personal hygiene and be aware of the procedure for dealing with bodily spillages.
- In the first instance, a member of the caretaking/cleaning staff should be called to clean up and disinfect the area in accordance with the SPIE Health & Safety Policy/Risk Assessment. Disposable gloves should be worn at all times. Soiled items should be placed in a yellow clinical waste bag and brought to the Medical Room to be disposed of. If one is not available then the soiled items should be placed in a bin (with liner) then tied up when finished with before being disposed of in an outside bin.
- Any soiled items of clothing should be placed in a bag for the student or staff member to take home.
- All First Aiders and any other member of staff, whether in the school building or on an educational or residential visit, should always adopt the same hygiene procedures, especially regarding the use of gloves and the discarding of soiled items.
- Parents/carers are asked to keep the school informed of the outcome of any injury sustained in school that required medical treatment, in order for their child's details to be updated.
- If a student contracts a "notifiable disease", parents/carers must inform the school immediately and the student may not return to school without specific written permission from the school (please see the Health Protection Agency website for details of these diseases http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374).
- The school will, within reason, attempt to continue to support learning if a student is likely to be absent for a protracted period of recuperation. Work for each student will be sent home for completion (where appropriate to do so).

Defibrillators

North Huddersfield Trust School has four Defibrillators on site; two held in the main building (reception and D&T classroom), one in the swimming pool and a Public Access Defibrillator situated on the wall outside the rear door of the Sports Hall. All First Aiders are trained to use these, although any member of staff can use in an emergency due to it being automated with clear verbal instructions of how to use it.

Medical Care Plans

Parents/carers who have indicated that their son/daughter has a medical condition which could potentially be life threatening or may need medication to be held in school or intervention by staff, will be asked to complete a Medical Care Plan, which will be held by the Welfare Officer. Depending on the severity of the condition, a parent/carer may be asked to attend a short meeting in order to complete the form. It is anticipated that in this meeting full details will be obtained about their child's condition and how best to deal with it within school. School should also be given a copy of any current hospital Care Plan in place. These documents will then be scanned



NORTH HUDDERSFIELD TRUST SCHOOL WELFARE POLICY

onto our computer system so all staff are aware of the document's content in order that the student can be cared for appropriately.

Emergency Asthma Inhaler

Following Government guidance issued in September 2014 and the subsequent amendments to the Human Medicines Regulations Act 2012 allowing the use of emergency Salbutamol inhalers in schools, North Huddersfield Trust School now hold a number of spare Salbutamol 100mcg inhalers for emergency use only, eliminating the need to keep personal spare Inhalers in the Medical Room. Emergency Inhalers are held in the Medical Room for use by any student who has been given specific permission to use it. Consent can be given via the ParentApp. However, please note that due to the ongoing issues with the spread of Covid-19, the sharing of inhalers is not currently advised (unless where life is at risk) and therefore spare personal inhalers will be required to be held in school in case of emergency.

Medical and Toilet Passes

Where a student has a medical condition and they need to take medication during lesson time, or may require regular use of the toilet throughout the day, information will be requested from a doctor or hospital regarding the condition (via parent/carer). A medical or toilet pass may then be given to the student concerned, which will enable them to be allowed out of class, when required, without prompting further questions.

If the condition is likely to become prolonged and where it might affect any upcoming exams, details may be forwarded to the Exams Officer in order for the exam boards to be informed.

SIMS will be updated to show such information.

'BEYOND' LISTENING SERVICE (Counselling)

North Huddersfield Trust School has its own in-house well-being practitioners. This is a confidential service based in the bungalow within the school grounds. Students can be referred to see the practitioners by any member of staff, or by the student themselves, and they will be added to the list to be seen as soon as possible.

Risk Assessments

Student Risk Assessments are completed by the Welfare Officer for each student returning to school after injury or illness, particularly where mobility around school is an issue or where crutches or other walking aids are required. During the risk assessment meeting, the student will be individually assessed as to their particular requirements and once details have been discussed and agreed regarding their movement around school, the document will be signed by the student, Welfare Officer and the Headteacher. The document will then be scanned onto SIMS where all members of staff will be able to access the content.

Parents/carers should note that due to the nature of the school building, access to higher floors will be severely restricted for students who have a physical impairment as they may find it difficult to move around school. They may therefore be asked to do their schooling within a ground floor setting such as the Learning Resource Centre. In this case, teachers will be requested to send work for the student to complete whilst out of normal lessons.



NORTH HUDDERSFIELD TRUST SCHOOL WELFARE POLICY

If a student refuses to cooperate and work within the recommendations set out in the risk assessment document, particularly with regard to their movement around school, they may be asked to stay at home where work will be forwarded onto them until they have fully recovered.

Food Allergies and Intolerances

The Catering Manager and Food Technology teacher are updated half termly of students with any food allergy/intolerance (if the school has been made aware of such details). Details of the allergy/intolerance and photos of each student are held under cover in the kitchen area, as well as in the Food Technology classroom. If a student is struggling with their food choices from the canteen's daily menu due to an allergy/intolerance, their parent/carer is encouraged to call the Catering Manager to arrange a meeting about organising an individual meal plan.

Medical and Dental Appointments

Medical, dental or orthodontics appointments should only be made during school hours if absolutely necessary. A valid appointment card must be provided at the time of signing out. Where one cannot be provided, this may delay the signing out process until the appointment can be confirmed and may also result in being marked as an unauthorised absence on the register.

Educational Visits

Student medical and emergency contact details, as well as portable First Aid kits, are taken on each vehicle when students are out on an educational visit or sporting function. It may also be deemed appropriate for a First Aider to attend particular educational visits, although this is dependent on the medical needs of any student attending the trip and at the discretion of the Headteacher. Students are requested to take all medication with them on any visit or sporting function (if there is a possibility of it being required during the course of the visit). If any medication is forgotten and spares are not kept in school, a parent/carer may be required to bring in the medication prior to the visit commencing. If this is not possible, the student may be excluded from the visit for Health and Safety reasons.

During the length of the trip, the visit leader or a First Aider will be responsible for holding all medication and will keep it on their person rather than it being left with the student (other than those used for life threatening conditions). Any medication required to be taken for the duration of the visit will be recorded on a "Medication Administered on School Trips" form for each student, showing the date and time the medication was taken, the amount given, the amount remaining and will be signed by the visit leader/First Aider responsible as well as the student.

Where possible, the school's spare emergency asthma inhaler will be taken on visits. In order for this to be used in an emergency (where a student has lost his/her inhaler or the inhaler has run out), consent must first be given, in writing, by a parent/carer. However, please note that due to the ongoing issues with the spread of Covid-19, the sharing of inhalers is not currently advised (unless where life is at risk) and therefore spare personal inhalers will be required to be taken on the trip in case of emergency.

Immunisations

Immunisations are organised in conjunction with the School Nurses. Parents/carers will receive communication prior to the first vaccination informing them of the upcoming immunisations and will be requested to complete an online form giving their consent. Parent/carers and/or students will be notified nearer the time via email or text reminding them of the date, location and time. If the



NORTH HUDDERSFIELD TRUST SCHOOL WELFARE POLICY

online form is not completed, then their child will not be able to have their injection in school. On the day of the immunisations, all students are advised to wear a short-sleeved shirt or a white vest top/t-shirt under their usual school shirts for modesty purposes and to aid the School Nurses when getting to the upper arm.

General Information

The School complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and will report deaths, major injuries, work related diseases and dangerous occurrences to the Health and Safety Executive.

Conclusion

Members of staff at North Huddersfield Trust School are committed to the well-being of students and staff and will make reasonable endeavours to ensure their safety. However, it must be recognised that accidents can and do happen. We expect that parents/carers will work with the school to safeguard all students and to minimise the impact of any illness or injuries that may occur for the good of the wider school body.

Policy to be reviewed – Easter 2023.