



The Lions Group Centre
7-9 Holmesdale Gardens
Hastings
East Sussex
TN34 1LY

First Aid Policy

Policy	First Aid and Medical Policy
Date Written	20 th April 2017
Written by	A Cabezas Hayes
Approved by	G Sutton
Next major review date	August 2020 (reviewed August 2019) <ul style="list-style-type: none">• after major accidents, incidents and near misses that have first aid implications• After any significant changes to workplace, working practices or staffing.
Location and disseminations	A copy of the policy can be found, in the Lions Centre admin office and on the centre website.

The health and safety of all members of the centre community 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.

In addition to this the centre recognises that under Section 100 of the students and Families Act 2014 it has an additional duty to make arrangements for supporting pupils at their centre 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 students 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's management team with the assistance Nursing Staff at Buckswood Health Service, and is put into practice in conjunction with the centre'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.

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

1. Roles and responsibility

Mr Giles Sutton (the 'Proprietor') holds 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 Proprietor must further ensure that arrangements are in place to support pupils with medical conditions and in doing so they should ensure that such students can access and enjoy the same opportunities at college as any other student. The Proprietor should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions. However, it is Housemasters and Mistresses that are in the best position to monitor the first aid provision in the college on a day-to-day basis.

Management Team

The Management Team 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 Management Team 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 Management Team 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 student's needs have changed. They will be developed with the student's best interests in mind and ensure that the college assesses and manages risks to the student's education, health and social well-being and minimises disruption.

The Management Team 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 Management Team should ensure that all staff who need to know are aware of the student's condition. They 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.

It is the Management Team's responsibility to ensure that there is a sufficient number of trained first aiders and that the First Aid Policy is appropriately implemented.

The college nurse

The Lions Centre has access to Buckswood Health Services Nurse (off-site provision) and they are responsible for ensuring that the first aid provision in the Centre is up to standard and that any shortfalls in provision are identified and dealt with immediately. This person is a Qualified Registered General Nurse

A list of the current nurses and their qualifications is on the attached list.

First aiders

In addition to the centre nurse, the centre has a number of first aiders. First aiders are members of staff who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in First Aid at Work [FAW]/Emergency First Aid at Work [EFAW]. First aiders receive updated training every 3 years and first aiders must make sure that their certificates are kept up to date through liaison with the college nurse. 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 paramedics.

A list of current centre first aiders can be found in the Centre's office.

There will be at least one first aider on the centre site when students 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.

Health & Safety Manager

The Health & Safety Manager is responsible for the development, implementation and

monitoring of the School's First Aid Policy in conjunction with the Proprietor; Staff and BHS Nurse.

The Health & Safety Manager is responsible for the identification & provision of suitable First Aid Training for centre staff in accordance with the requirements and/or recommendations of this Policy, in conjunction with the BHS Nurse.

The Health & Safety Manager is responsible for maintaining the Lions Centre's First Aider Register in conjunction with the BHS Nurse and HR Consultant.

Lions Centre staff

The lion's staff who are not designated first aiders still have responsibility for first aid provision throughout college. All staff should be aware of this policy, the centres **health and safety policy**, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the centre's first aid policy and standard procedures
- keep their managers informed of any developments or changes that may impact on the centre'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 Lions Centre that they are supervising or organising are risk assessed, and in line with the centre'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 centre. 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 centre staff may be asked to provide support, including the administering 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 students 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 Lions Centre recognises that a first aid certificate is not appropriate training in this instance

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

Pupils

Pupils at the centre should be familiar with this policy and should ensure that they are aware of who the centre's staff first aiders are. If they are unsure, they should ask a member of staff. Pupils can help the centre 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 centre's community or visitors to the centre 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 Lions Centre 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 centre maintain effective first aid provision by:

- Alerting the centre to any ongoing or temporary medical conditions that their student has that may require first aid. This is extremely important, and parents are required to notify the centre 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 by the centre unless there is a specific reason for the student to have it on them at all times. It is important that parents do not send their students to the Lions Centre with prescribed medicine or other types of medicine without the knowledge of college staff

- Where their student 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, e.g. provision of medicines and equipment, ensuring that they or a nominated adult are contactable at all times
- Working with the centre to instil a sense of first aid responsibility in their students. This means being alert of health and safety practicalities, and promoting safe behaviour at home
- making the centre aware of anything that they feel to be a hazard to health and safety on or near the centre premises
- Familiarising themselves with this policy so that they understand the steps that will be taken if their student requires emergency first aid for any reason.

Visitors to the college

Visitors to the Lions Centre are expected to take care around the centre 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 centre's **health and safety policy**. Names of the centre's first aiders are displayed around the centre in each department.

2. First aid boxes

The Lions Centre has first aid boxes in several locations. Kits will be provided in:

- All Boarding Houses
- Centre Buildings
- Any coaches and Minibuses
- On Lions Centre Trips
- The Kitchen Area.

The locations and numbers of the first aid kits will be made available in the school office. They can be replenished from supplies kept by the Buckswood school nurse. It is the responsibility of all first aiders 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.

First aid boxes should only be used by qualified first aiders and can be used in the time it

takes for the emergency services to arrive.

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

For centre mini buses and coaches, there will be first aid boxes permanently kept on board. These must be maintained by the Transport Manager and should be kept in good condition, ready for use at all times.

3. Information on students

Parents must provide written consent for the administration of first aid and medical treatment by centre staff to their student before their student is admitted to the Lions Centre.

The Lions Centre takes pupil privacy and confidentiality very seriously. The SMT 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 admin office and will only be accessed by the SMT.

All staff will be made aware of which pupils have access to asthma inhalers, EpiPen, 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 the Lions Centre the student is (see section 4.)

4. 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 centre 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 college Nurse will implement the procedure outlined in Appendix A to draw up an individual healthcare plan. The Lions Centre is conscious that it is vital to ensure that all staff are prepared at all times for a medical emergency as far as is practicably 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 centre's office, 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 centre office/medical room they will always be accompanied by a responsible escort.
- A database will be kept on the central Lions Centre system that details pupils at risk of certain conditions, such as anaphylactic shock. The centre nurse 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 students 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 centre nurse 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 (eg has an asthma attack, suffers a hypo etc) during the course of the Lions 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 student until the parent arrives, or accompany a student taken to hospital by ambulance.

5. Managing medicines on college premises

The Lions Centre is only responsible for administering medicines when not to do so would be detrimental to the pupil's health or college attendance. The centre requires that parents should always notify the Lions Centre of any side effects of any medication to be administered at Lions Centre. The following key points guide the college's policy on managing medicines in accordance with the statutory guidelines for Supporting Pupils at The Lions Centre 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 student 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 centre will encourage the young person to involve their parent, but will respect their right to confidentiality.

- Wherever clinically possible, the centre requests that medicines should be prescribed in dose frequencies which enable them to be taken outside college hours.
- The Lions Centre 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 student has been prescribed a controlled drug, this will be administered by a member 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 Lions Centre 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 student for use is an offence.
- The centre 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 (give details of names) but will be easily accessible in an emergency. A record will be kept of all dosages administered and the amount held in college.

6. Procedure in the event of an illness

If a pupil falls ill while in a Lions Centre lesson they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action.

The first aider in charge will the appropriate first aid, and take the student to their room to recover, checking on the student regularly.

If a student who is too unwell to attend Lions Centre the next day, the house master should follow the procedure outlined under the subheading below. The centre aims to reduce the risk of a spread of infection or illness and asks staff to keep the student in the

accommodation 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 during the day he or she 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 students will need to report to a member of house staff each day they are sick.

When the student returns to the lions Centre they should bring a note from their parent explaining the absence – this is for the centre's records.

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

7. 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. A first aider should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

First aiders are not 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
- 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 Lions Centre 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 their Housemaster or House mistress unless parents are able to reach the Lions Centre site in time to go with their student themselves. Ambulances will not be delayed for waiting for parents to arrive at the Lions Centre. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents and injuries must be reported. For reporting procedures, please see section X.

8. Procedure in the event of contact with blood or other bodily fluid

The Lions Centre 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 a manager and take medical advice if appropriate. The manager will then arrange for the proper containment, clear-up and cleansing of the spillage site.

9. First aid for off-site provision

For off-site activities and away fixtures, first aid boxes will be taken from the Lions Centre office and returned back to the same place. These will be taken on any off-site activity.

It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host college / school 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 student must visit the host-college's nurse's office or be given first aid treatment elsewhere, a member of staff from the Lions Centre should be with them at all times. Where necessary in an emergency situation, students should be taken to the nearest Accident and Emergency Department.

Injuries that occur off-site should be reported to management on return to the centre, 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.

10. 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 Buckswood Health Service and are used to record **all** incidents, both major and minor. Each page is used for a separate incident and stored securely in the college's first aid file according to the Data Protection Act 1998. All members of staff supervising at the time of the incident should make a separate report. The date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered should be recorded.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the centre's **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 management no matter how minor the injury. The management is responsible for ensuring that all incident report forms are filled out accurately, and stored properly. The college Nurses will annually review the first aid file to ensure that it is an effective method of record keeping, and that all incidents are being recorded as is The Lions Centre policy. A written record should also be kept of all medicines that are administered to

students, including those prescribed for pupils with individual healthcare plans.

The management is also responsible for ensuring that parents are kept up to date as is appropriate regarding the health of their student in the Lions Centre, 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 practicably possible.

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 Lions Centre 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 0845 300 9923 (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 centre's Health and Safety Officer 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 centre's activities
- Accidents which result in an injury that arose out of or in connection with the centre'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.

The Senior Management Team 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.

11. First Aid Training

All Lions Staff are required to complete the Edu care online first aid essentials course as part of their induction. This provides first aid awareness information only & when dealing with an injury, staff must always refer the injured person to the nurse or trained first aider.

The Management Team will regularly assess the number of qualified first aiders on site and submit staff for training when appropriate.

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 the centre after a prolonged absence the centre will begin the following process to devise an individual healthcare plan to ensure that the pupil is actively supported:

1. A delegated member of the leadership team will meet with key college staff, student, 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.
2. In conjunction with input from the healthcare professionals an individual healthcare plan will be drawn up.
3. The plan will also identify any Lions Centre training needed and required and in

conjunction with healthcare professionals this specialist training will be undertaken and centre staff signed off as competent.

4. The plan will be circulated to all relevant parties and to all relevant staff and a review date set.
5. 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.

Contents of an individual healthcare plan

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:

1. Details of the medical condition, its triggers, signs, symptoms and treatments.
2. 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, e.g. access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons.
3. Details of any specific support required for the pupil's educational, social and emotional needs, e.g. how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
4. 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.
5. Details of monitoring arrangements required if a pupil is self-managing their medication.
6. 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.
7. Details of cover arrangements for when the key support member of staff is unavailable.
8. Written consent from parents and the nurse for medication to be administered by a

member of staff, or self-administered by the pupil.

9. Arrangements for procedures for Lions Centre trips or other centre activities outside of the normal centre's timetable to ensure the student can participate, e.g. risk assessments.
10. An explanation of what to do in an emergency, including contact details and contingency arrangements.
11. Where confidentiality issues have been raised by either parent or student there will be a list of designated individuals to be entrusted with information about the student's condition.
12. 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 student 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 the Lions Centre. The arrangements should show an understanding of how medical conditions impact on a student'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 centre 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-centre activities, ignoring the views of students, 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 centre 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 centre policy sets out the details of the Lions Centre'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 in conjunction with the new guidance

1. Home-to-centre transport: once a plan has been devised it is important to ensure

that the local authority is aware of this so that they can ensure that appropriate transport is available where required. They should also be made aware of emergency procedures. This is particularly important when considering transport issues for pupils with life-threatening conditions.

2. Asthma inhalers: following the change in regulations, the Lions centre will now be able to hold asthma inhalers for emergency use. This is entirely voluntary, and further guidance on the topic will be produced by the Department of Health in the near future.

3. 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. If a school / college /centre 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.

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Member of the BGE Group