



Saint Michael Catholic Primary School

Welfare Policy

Mission Statement:

Excellence • Enrichment • Enjoyment

Date policy accepted by the Governing Body: March 2017

Updated: February 2017

Date for review: March 2017

Monitoring this policy

This policy is monitored and its effectiveness evaluated by the Headteacher, SLT, Welfare Assistant; Staff and Governors once a year. This policy will be reviewed and any parts that need revision will be re written when the need arises.

Policy for Welfare

Aim

The aim of St. Michael's is to create an awareness of precautions and measures regarding welfare that should be observed in and out of school by all users of the school: children, school staff, parents and the local community.

St. Michael's cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or her self and should know what to do in emergencies, including basic first aid and other procedures.

At St. Michael's children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with an extended healthy option menu served. Break-time snacks of fruit are allowed.

Clothing and Accessories

For any physical activity, children change into their P.E. uniform. They should not wear shoes or plimsolls for indoor activities (unless they have a foot infection), as bare feet grip better, but should wear plimsolls for outside activities.

Children are not permitted to wear any form of jewellery for safety reasons. Boys are not permitted to wear earrings, girls may do so but they must be small, plain metal studs. Bangles and wristbands are not permitted unless for religious or medical reasons. All jewellery must be removed by the child for PE lessons.

Recording and Reporting Accidents

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff and are recorded in the medical book. The medical book is kept in our fully equipped medical room.

If a child has bumped their head, they will be given a sticker to inform the parents and staff. Parents are advised to closely monitor their children for the next 24 hours.

If the accident is more serious, the school ensures the child receives medical attention as quickly as possible, the Head Teacher or SLT should be informed immediately and an ambulance is called if necessary. Parents are informed as soon as possible. Details of the accident are recorded on the Accident form and, if the child requires professional medical treatment, details are reported via Surrey Health and Safety Event Reporting.

Vomiting, Temperatures and Diarrhoea

When a child has vomited or has had diarrhoea they must not return to school until forty-eight hours after the last episode.

If a child has a high temperature, they should not attend school.

Policy on the Administration of Medicines during School Hours

Parents are responsible for the administration of medicine to their children and, if a child needs a dose of medicine during school hours, the child should return home for this or the parent should come to school to administer the medicine. For casual ailments (coughs, colds, etc.), it is often possible for doses of medication to be given outside of school hours.

In the case of antibiotics being required, the medication should be brought into school in the original dispensed container that states the child's name, the name of the medicine and the dosage. A school medication form must be completed before medication can be given by school staff. Whenever possible, the medicine should be self-administered under the supervision of an adult. Medicines are kept in a secure place by staff, in accordance with safety practices.

Specific or Serious Medical needs

A Medical Register is kept in the Admin Office detailing any medical needs and allergies. A copy of the medical register for their current year is given to the class teachers. Staff will be aware of any procedures relating to the child's medical need, e.g. extra need for using the toilet.

Children with specific or serious medical needs (such as diabetes) are identified and details are kept in the class room and displayed in the staff room. An Individual Healthcare Plan (IHCP) is completed with the parents, Welfare Officer and the child's medical nurse (where appropriate). Until full training is given, parents will need to administer medication for specific or serious medical needs.

When children with specific/serious medical needs attend school trips, their allocated staff member or child's parent will attend. They will not be excluded from any school trip.

Allergies

An Individual Healthcare Plan will be completed for children with severe allergies including those that may suffer anaphylaxis. If a child requires an auto-injector pen, it is the parent's responsibility to provide two to the school and ensure that these are replaced before they expire.

A Special Diet Request form must be completed every year by parents to inform the school and the catering company about any food allergies. Any information on food allergies will be shared with staff and the catering provider. Parents are responsible for supplying the school staff and caterers with required information about their child's allergy and updating the school of any changes to their child's allergies.

We will work closely with parents to enable children with food allergies to feel integrated not isolated.

Nut allergies

Our catering is run by Commercial Services, who do not use nuts as an ingredient in any of their food. We also request that nuts are not included in packed lunches. Whilst we will do all we can to minimise the risk, we do not claim to be a 'nut free' school. A complete nut free school is an artificial environment that would not be the same as the 'real world'. We believe that a 'whole school awareness of Allergy' is a much better approach, as it will make teachers, pupils and all other staff aware of what allergy is, the importance of avoiding the child's triggers, the signs & symptoms, how to deal with allergic reactions and facilitate 'duty of care' procedures to minimise risk.

Individual Health Care Plans

When creating an IHCP:

- Parents/healthcare professionals will inform the school that the child has a medical condition.
- The school Welfare Officer will arrange a meeting to discuss the medical needs of the child.
- The school will identify the staff member/s that will support the child. The IHCP will be completed during the meeting. The meeting will include the child, parent, key school staff and medical professional, e.g. Nurse.
- School staff training needs will be identified and training arranged.
- The IHCP will be agreed and all relevant staff will be informed.

The IHCP will be reviewed annually or when there is a change in the child's medical needs. Parents must keep the school informed of any change to the child's condition or treatment.

Training of staff

All staff in the school deal with minor incidents requiring first aid. Only members of staff trained using an auto-injector pen (eg Epipen) will administer this medication in the case of anaphylaxis.

Teachers and support staff will receive regular and on-going training as part of their development. All training must be kept up to date.

External training will be given in:

- First Aid – all staff's first aid qualification is to be updated every 2 years.
- Anaphylaxis and using an auto-injector pen (eg. Epipen) every year. Other regular training and support is given to those who administer medicines for children with specific/serious medical needs.