

**St Ronan's Primary School,
Recarson**



PASTORAL CARE

**Parent Booklet
of Key Policies**

2020 - 2021

Contents:

| | |
|--|-----------|
| Pastoral Care Policy | 2 |
| Intimate Care Policy | 5 |
| First Aid Policy | 8 |
| Administration of Medication Policy | 11 |
| Child Collection Policy | 17 |

EVALUATION

All aspects of the policies enclosed are evaluated on an annual basis taking account of parents', children's and staff' views and are reviewed in light of DENI, CCMS and EA circulars.

PASTORAL CARE POLICY

What is Pastoral Care?

Pastoral Care is a set of systems, procedures and programmes which attempt to meet the totality of needs of children so that each child has the opportunity to reach his/her potential, and is equipped with the skills to cope with life.

Pastoral Care addresses social, spiritual, mental, emotional and physical needs.

RATIONALE

In St Ronan's Recarson PS we have a responsibility for the care, welfare and safety of all our pupils. In our school we respect each and every individual child and aim to provide a warm and caring environment so that each individual feels safe, secure and valued.

The atmosphere within our school is one that encourages ALL children to do their best. We strive to ensure that each individual achieves his/her potential academically, socially, physically, emotionally and spiritually. Our Pastoral Care is permeated throughout all aspects of school life and is based upon the strong Catholic Ethos which prevails. Mutual respect, tolerance and forgiveness are the values that we promote.

Our Pastoral Care policy supports the school in promoting a caring, supportive environment in which staff and pupils can work in an atmosphere of mutual respect. In St Ronan's Recarson Primary School we recognise that central to the success of this is the involvement of parents and other outside agencies within the community. We *strive* to work in partnership with them to achieve our aims.

AIMS

In St Ronan's Recarson PS, every effort is made for children:

- To set and achieve personal, social and academic goals.
- To help gain maximum benefit from their time in school.
- To develop independence of mind and to take responsibility for their actions.
- To develop self-esteem, self-discipline and self-respect.
- To develop an understanding of themselves as individuals, recognising their own self-worth, strengths, interests, etc.
- To develop respect and tolerance for others.
- To develop an understanding of the world in which we live.
- To foster relationships where they feel happy and secure.

Class teachers strive to form good working relationships with children in their care. They form strong and positive links with parents, to ensure effective communication exists. Supervisors, Assistants, and indeed all members of the ancillary staff, help to ensure the health and safety of each child and strive to enhance each individual's learning.

Children are always encouraged to do their best in all aspects of school life. Class teachers promote the children's self-esteem through praise and rewards. Each month, selected children from each classroom are awarded a certificate for an aspect of school life, e.g. good work, positive behaviour, teamwork, most improved, co-operation, effort in class, achievement in learning etc.

Pastoral Care is fully integrated into the school's daily routines, the curriculum and extra-curricular activities. The effects of this and all other related policies will be monitored and evaluated by the Principal, Staff and Board of Governors and amended as required.

STAFF DEVELOPMENT AND TRAINING

Aspects of Pastoral Care remain a permanent feature of our School Development Plan and subsequently staff development and training are considered essential to support this. Our ongoing development programme helps staff identify the attitudes, values, skills and knowledge which will enable them to carry out their pastoral roles. Training programmes are accessed through school-based courses, EA Western Region courses and courses through other bodies for example our work with the local Primary School Cluster.

INTIMATE CARE POLICY

INTRODUCTION

The 'Intimate Care Policy and Guidelines Regarding Children' have been developed to safeguard children and staff in school and apply to everyone involved in the intimate care of children.

DEFINITION

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise staff of the intimate care needs of their child and staff have a responsibility to work in partnership with children and parents.

Intimate care can include:

- Toileting
- Feeding
- Oral Care
- Washing
- Dressing/undressing
- Menstrual Care
- Photographs
- Treatments such as enemas, suppositories, internal feeds
- Catheter and stoma care
- Supervision of a child involved in intimate self-care

PRINCIPLES OF INTIMATE CARE

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are consistent as possible.

OUR SCHOOL'S RESPONSIBILITIES

All staff working with children are vetted by the school. This includes students on work placement and volunteers. Vetting includes:

- Access NI checks; (in line with regulations of 1st July 2017)
- Pre-employment checks;
- Two independent references.

The Principal ensures that all staff undertaking the intimate care of children are familiar with and understand the 'Intimate Care Policy and Guidelines' together with associated Policy and Procedure e.g. ACPC Regional Policy and Procedures 2005, Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.

All staff fully understand the 'Intimate Care Policy and Guidelines' within the context of their work. Additional trained staff are available in school to undertake specific intimate care tasks for pupils with identified needs. In line with the Education Restart Programme, August 2020, 'A New School Day' PPE should be worn by staff when dealing with intimate needs.

If a staff member has concerns about a colleague's intimate care practice, they will report this to the Principal.

Intimate care arrangements are agreed by the school, parents/carers and child (if appropriate).

Staff do not undertake any aspect of intimate care that has not been agreed between the school, parents/carers and child (if appropriate).

Intimate care arrangements are recorded in the child's personal file and consent forms signed by the parents/carers and child (if appropriate). Intimate care arrangements are reviewed six-monthly. The views of all relevant parties, including the child (if appropriate), are sought and considered to inform future arrangements.

GUIDELINES FOR GOOD PRACTICE

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

Staff are aware that some adults may use intimate care as an opportunity to abuse children. Adhering to these guidelines of good practice should safeguard children and staff.

Involving the child in their intimate care

The school tries to encourage a child's independence as far as possible in his/her intimate care. Where the child is fully dependent, the staff talk with them about what is going to be done and give them choice where possible.

Treating every child with dignity and respect and ensuring privacy appropriate to the child's age and situation

The practice of providing one-one intimate care of a child alone is supported, unless the activity requires two persons for the greater comfort/safety of the child or the child prefers two persons to be present.

Making sure practice in intimate care is consistent

As a child can have multiple carers, a consistent approach to care is essential. Effective communication between parent/carers/agencies ensures practice is consistent.

Being aware of own limitations

The school will only carry out activities that staff understand and feel competent and confident to carry out. Some procedures must only be carried out by staff that have been formally trained and assessed.

Reporting concerns

When administering intimate care, if a member of staff observes any unusual markings, discolorations or swelling, this will be reported immediately to the Designated Teacher for Child Protection, Ms Duffy. If during the intimate care of a child, a member of staff accidentally hurts a child, or the child appears to be sexually aroused by the actions, or misunderstands or misinterprets something, staff will reassure the child, ensure their safety and report the incident immediately to the Designated Teacher for Child Protection, Ms Duffy, who will record any unusual emotional or behavioural response by the child.

A written record of concerns will be made and kept in the child's personal file. Parents/carers will be informed about concerns.

WORKING WITH CHILDREN OF THE OPPOSITE SEX

Principles

- There is a positive value in both male and female staff being involved with children.
- Ideally, every child should have the choice of carer for all their intimate care.
- The individual child's safety, dignity and privacy are of paramount importance.

The practical guidelines set out below, are written in the knowledge that the current profile of staff in St Ronan's Recarson PS prevents the choice of same sex carer to male children.

General Care

Staff can be involved with children of either sex in:

- Liaising with parents;
- Contributing to a child's review;
- Meeting the developmental, emotional and recreational needs of the children;
- Escorting the children on outings.

Intimate Care

The intimate care of boys/girls can be carried out by a member of staff with the following provisions:

- The delivery of intimate care will be governed by the school's professional Code of Conduct in conjunction with school policy and procedures.
- When intimate care is being carried out, **all** children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed or screens/curtains put in place.
- If a child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Staff will then try to ascertain why the child is distressed and provide reassurance. Staff will also report concerns to the school's 'Designated Teacher for Child Protection' and make a written record. Parent/carers must be informed about concerns.

SUMMARY OF EMERGENCY ACTION WHERE CHILDREN REQUIRE INTIMATE CARE

Should your child require intimate care, the following steps will be taken:

- 1) Contact will be made with a parent to arrange for the parent to come to school to change the child.

- 2) If a parent cannot be contacted or cannot come to school promptly, two members of staff will undertake intimate care duties in line with the school's Policy and Guidelines. For a child who can independently change, staff will supervise this. For a child that requires help, this will be provided.

FIRST AID POLICY

POLICY STATEMENT

The Principal and Board of Governors of St Ronan's Recarson Primary School accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors to the School.

The staff of St Ronan's Recarson Primary School recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the EA procedure for reporting accidents.

INTRODUCTION

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

STATEMENT OF FIRST AID PROVISION

The School's arrangements for providing First Aid will:-

- Place a duty on the Principal and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using the relevant form to the EA;
- Record all occasions when First Aid is administered to employees, pupils and visitors;
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with EA Health and Safety Department to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that First Aid treatment was given to the child.

TRAINED STAFF

The school's trained First Aiders are:

- Mrs Loraine Morgan (Teacher with responsibility for First Aid)
- Mrs Una O'Neill (Classroom Assistant)
- Mrs Orla Meenagh (Principal)

ARRANGEMENTS FOR FIRST AID

The School will provide materials, equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:-

- Back Store in Secretary's Office in main school building.
- COVID-19 PPE for first aiders will to be stored in the Back Store in Secretary's Office in the main building.
- A clinical waste bin will be available in the disabled toilet & will be used for disposal of all PPE used during COVID 19.

A STANDARD FIRST AID KIT WILL CONTAIN THE FOLLOWING ITEMS:

- Leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra-large wound dressings
- 1 pair of disposable gloves

The contents of the Kits will be checked on a regular basis by the Teacher with responsibility for First Aid.

Before undertaking any off site activities the level of first aid provision will be assessed by the Principal and the Teacher(s) in charge of the visit will ensure at least one First Aid Kit is taken along.

INFORMATION ON FIRST AID ARRANGEMENTS

The Principal will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Principal will ensure that signs are displayed throughout the School providing the following information:-

- Names of employees with First Aid qualifications;
- Location of the First Aid Boxes.

All members of staff will be made aware of the School's First Aid Policy. No member of staff should attempt to give First Aid unless they have been trained.

CPR IF REQUIRED DURING COVID-19

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering

Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths

ACCIDENTS INVOLVING BUMPS TO A PUPIL'S HEAD

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Bump' notification will be provided to the parent/guardian by telephone or, if no contact can be made with parent/guardian, in writing.

TRANSPORT TO HOSPITAL

The Principal, or person in charge in her absence, will determine the appropriate action to be taken in each case.

Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility.

If no contact can be made with parent/guardian or other designated emergency contacts then the Principal may decide to transport the pupil to the hospital.

Where the Principal, or person in charge in her absence, makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

ADMINISTRATION OF MEDICATION POLICY

POLICY STATEMENT

The Board of Governors and staff of St Ronan's Recarson Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school.

Please note that parents should keep their children at home if acutely unwell or infectious.

NON-PRESCRIBED MEDICATION

Staff **will not** give a non-prescribed medicine to a child. This, however, does not prevent a parent/carer from making an arrangement with the school through the Principal to visit the school to administer non-prescribed medication where needed during a school day.

PRESCRIBED MEDICATION

- The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking **prescribed medication** during the school day **where those members of staff have volunteered to do so.**
- Parents are responsible for providing the Principal with **comprehensive information regarding a pupil's condition and medication.**
- Prescribed medication will not be accepted in school without **complete written and signed instructions from the parent using for example, Forms AM1, AM2 and/or AM3 enclosed.**

General information relating to Prescribed Medication

- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Each item of medication must be delivered to the Principal or Class Teacher in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.**
- Each item of medication must be clearly labelled with the following information:
 - Pupil's Name
 - Name of medication
 - Dosage
 - Frequency of administration
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date
- The school will not accept items of medication in unlabelled containers.
- Medication will be kept in a secure place, out of the reach of pupils. All medication to be administered in school will be kept in a cabinet in the Staff Room.
- The school will keep records, which they will have available for parents where appropriate.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Where administration of medication is requested, relevant form(s) must be completed in advance by parents/carers and presented to the Principal (with consultation as necessary).

Where a child's Medication Plan or the administration of prescribed medication comes to an end or needs to change, it is the responsibility of the parent(s) to notify the school in writing.

MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS

Date _____ **Review Date** _____

Name of Pupil _____

Date of Birth ____ / ____ / ____

Class _____

National Health Number _____

Medical Diagnosis _____

Contact Information

1 Family contact 1

Name _____

Phone No: (home/mobile) _____ (work) _____

Relationship _____

2 Family contact 2

Name _____

Phone No: (home/mobile) _____ (work) _____

Relationship _____

3 GP

Name _____

Phone No _____

4 Clinic/Hospital Contact

Name _____

Phone No: _____

Plan prepared by:

Name _____

Designation _____ Date _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements (e.g. before sport, dietary, therapy, nursing needs)

Members of staff trained to administer medication for this child

(state if different for off-site activities)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of

Signed _____

Date _____

Parent/carer

Distribution

School Doctor _____

School Nurse _____

Parent _____

Other _____

St Ronan's Recarson PS

FORM AM2

REQUEST FOR A SCHOOL TO ADMINISTER PRESCRIBED MEDICATION

This form must be completed by parents/carer

The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medicine.

Details of Pupil

Surname _____ Forename(s) _____

Address _____

Date of Birth / / _____ M F

Class _____

Condition or illness _____

Medication:

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container)

Date dispensed _____

Expiry Date _____

Full Directions for use:

Dosage and method

NB Dosage can only be changed on a Doctor's instructions

Timing _____

Special precautions _____

Are there any side effects that the School needs to know about?

Self-Administration

Yes/No (delete as appropriate)

Procedures to take in an Emergency

Contact Details

Name _____

Phone No: (home/mobile) _____

(work) _____

Relationship to Pupil _____

Address _____

I understand that I must deliver the medicine personally to _____
(agreed member of staff) and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signature(s) _____

Date _____

Agreement of Principal

I agree that _____ (name of child) will receive _____
_____ (quantity and name of medicine) every day at _____
(time(s) medicine to be administered eg morning break or lunchtime).

This child will be given/supervised whilst he/she takes their medication by

_____ (name of staff member)

This arrangement will continue until _____ (either end date of course of medicine or
until instructed by parents)

Signed _____

Date _____

(The Principal/authorised member of staff)

The original will be retained on the school file and a copy sent to the parents to confirm the school's agreement to the named pupil carrying his/her own medication.

St Ronan's Recarson PS

FORM AM3

REQUEST FOR PUPIL TO CARRY HIS/HER MEDICATION

This form must be completed by parents/carers.

Details of Pupil

Surname _____ Forenames(s) _____

Address _____

Date of Birth ____ / ____ / ____

Class _____

Condition or illness _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name of Medicine _____

Procedures to be taken in an emergency _____

Contact Details

Name _____

Phone No: (home/mobile) _____
(work) _____

Relationship to child _____

I would like my child to keep his/her medication on him/her for use as necessary.

Signed _____ **Date** _____

Relationship to child _____

Agreement of Principal

I agree that _____ (name of child) will be allowed to carry and self-administer his/her medication whilst in school and that this arrangement will continue until _____ (either end date of course of medication or until instructed by parents)

Signed _____ **Date** _____

The Principal/authorised member of staff

The original will be retained on the school file and a copy sent to the parents to confirm the school's agreement to the named pupil carrying his/her own medication.

CHILD COLLECTION POLICY

Your child's well-being is of great importance to the staff at the school. Procedures for collecting children are followed to ensure your child's safety. In all circumstances, a parent must inform the school if there is any change to the person who normally collects the child.

Admission Information

When your child starts at the school, you will be asked to fill in some information about your child. We will ask for details about the person/people who will normally be collecting your child.

Suitable Person / Identification of Individuals

- It is the policy of the school that no person under the age of 16 years can collect a child from the school at any time during the school day.
- If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, staff must contact the Principal or her nominated deputy.
- The Principal or her nominated deputy will assess the situation and if she feels that the parent/carer appears unable to take responsibility for the child, she will take appropriate action. This could include contacting another member of the family to collect the child.

Relationship Breakdown of Parents / Guardians

The school has a clearly defined procedure which is followed in the event of the relationship between a child's parents or guardians breaking down.

Unless there is a court order (of which the school must have a copy) which prevents one parent's contact to the child, the school is unable to deny access.

If there is concern about violent or aggressive behaviour from either parent, it is recommended that the child does not attend school until problems have been resolved, thereby ensuring the safety of all children.

Failure to collect a child

In the event of a parent/carer failing to collect a child from school, the procedure set out below will be followed:

- A member of staff will try to establish contact via the emergency contact number(s).
- If in the event of a child not being collected - and following 5.00pm - the Social Services and/or the police will be contacted.
- On no account will a child be released to a person not known to the school.

Good communication between home and school ensures the well-being of all children.