



Kingsleighs Equine Education Centre

*"A specialist post 16 equine college"*

## **Health and Wellbeing Policy and Procedures**

<b>Reviewed</b>	<b>Date of Next Review</b>	<b>Responsibility</b>
Jan 2023	Jan 2024	Director

### **Our Mission:**

**'To allow young people equine opportunities to develop aspirations and define a future'**

### **Our Values:**

- **Teamwork** – we hold ourselves and each other to account and are better when we work together
- **Compassion** – we act with trust, honesty and kindness in everything we do
- **Inclusion** – we treat each other fairly and with respect
- **Innovation** – we encourage thoughtful, creative and aspirational ideas
- **Pride** – we encourage each other to be proud of who we are and what we do

## **General information**

The Health and Wellbeing team (or appropriate support staff) are responsible for recording general health and wellbeing information for each student. The information is kept on and individual student files and is shared where appropriate using the event recording system (SUD), email and handover books.

### **Allergies**

The Health and Wellbeing team are responsible for keeping the allergy list up to date in each house. It is displayed on the inside of each medicine cabinet for quick reference and to maintain confidentiality. It is also stored in the electronic and paper compendiums, available to all staff.

### **Hospital passports**

Students have individual hospital passports which ensure accessible information is available at short notice in the case of an emergency. Electronic copies are kept digitally and paper copies are held in a folder for each student.



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### **Recording medical appointments**

It is the responsibility of staff supporting Students to attend medical appointments to communicate and record the outcome of these appointments in the appropriate ways, i.e. verbal and written handover to contact staff and Health and Wellbeing.

### **Risk assessments for student medication and medical conditions**

Students have a risk assessment for medication and medical conditions. This allows the Health and Wellbeing team to monitor and audit specific 'high risk' students or Associates, thus reducing the likelihood of errors.

### **Individual risk assessments**

Students have individual general risks assessments which follow a 'traffic light' format. Staff must read these to ensure they are aware of individual students or Associate's risks and needs.

Students with identified specific needs have 'traffic light behaviour escalation scales'. These provides staff with information about specific presentation and behaviour through the stages of escalation and guidance on how to manage and de-escalate this behaviour. The risk assessments and traffic light scales are available in electronic format on SharePoint and paper format in the staff room, they are stored in individual folders.

### **Learning disability health checks**

The Health and Wellbeing team (or appropriate support staff) are responsible for ensuring Students attend learning disability health checks on a yearly basis.

### **Dental appointments**

Parents or guardians are responsible for student dental health. However, if a student develops an unexpected dental issue during term time, the Health and Wellbeing team can arrange an emergency appointment at the student or Associates registered dental clinic.

### **Liaison with external bodies**

When a student or Associate presents with any concerning changes in their behaviour, mental/physical health or any other specific needs which require additional support or specialist intervention, this must be reported to the Health and Wellbeing team. The Health and Wellbeing team are then responsible for referral and liaison with appropriate external bodies. Once the referral has been made the student or Associate can be supported to attend any appointments by staff who work closely with the individual, and are familiar with their needs. This may or may not be a member of the Health and Wellbeing Team.



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Student personal information is only shared when necessary and confidentiality is maintained at all times, in line with the KEEC Data Protection policy.

### **Health and Wellbeing assessments**

The Health and Wellbeing team are responsible for carrying out specific assessments in relation to:

- Mental capacity
  - Behaviour
  - Sexual knowledge and understanding
  - Self-harm
  - Physiotherapy
  - Sensory needs
  - Occupational therapy
  - Self-administration of medication
- (This list is not exhaustive)*

### **Immunisation for Students**

KEEC encourages health promotion strategies and immunisation is an important part of a preventative health care programme for the community. Students are made aware of this and the options available to them.

If the student is of an age where they are considered a child, a parent or guardian must sign a consent form for immunisation to go ahead.

If the student is legally an adult then Health and Wellbeing staff will confirm consent with the student prior to any immunisation-taking place.

The surgery practice nurse will also confirm consent with the student before administering the immunisation.

### **Procedure for Tetanus**

All Students should have received the required amount of tetanus injections during their childhood.

If a student or Associate incurs an injury that breaks the skin and there is a risk of infection, a member of the Health and Wellbeing team (or appropriate support staff) will call the Upton upon Severn surgery and confirm whether the student or Associate requires another tetanus injection. Parents/Carers will then be called and advised to take the injured party to their own GP or local Minor Injuries Unit.

### **Accessing medical treatment outside of surgery hours**

- If a student or Associate requires **urgent** medical treatment then they should call an ambulance (dial 999).
- If it is felt that the student or Associate requires medical treatment but the situation is not urgent then staff should call 111 to see medical advice.



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- If a student or Associate sustains an injury that does not require urgent care but needs medical input, then staff should take the student or Associate to the Minor Injuries Unit at Worcester Hospital.
- If a student or Associate sustains **a head Injury, they must be monitored for any pain, distorted vision, nausea or vomiting, confusion or dizziness. If any of these symptoms are apparent, take them to Worcester Hospital Minor Injuries Unit. Parents/Carers will be informed to either collect the injured party or arrange to meet at the hospital.**
- **If a student or Associate sustains a severe head injury which renders them unconsciousness, follow first aid procedures, CALL 999 and call parents/carers or those with parental permission.**
- **If the student or Associate needs urgent medical attention due to breaking or dislocating bone or laceration needing sutures, follow first aid procedures, CALL 999 and call parents/carers or those with parental permission**



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## **Staff Training/CPD Policy**

KEEC staff receives regular internal training on issues relating to health and wellbeing/safeguarding.

### **Medication training**

Health and wellbeing members of staff who are registered Nurses and/ or be First Aiders who have completed external medication handling training are qualified to assess members of the staff team and sign them off as competent to administer medication.

In order to administer medication a staff member must have completed the online generic medication training provided by Boots. They must also have been assessed and observed and deemed to be competent and safe by a member of the health and wellbeing team. Specific paperwork is completed and these records are kept on the staff members file.

### **Epilepsy training**

At KEEC we recognise the importance of providing a high standard of staff training which is based on current practice. We aim to ensure that all staff is provided with the necessary training to enable them effectively support our Students to remain safe and well.

The staff team are trained in basic first aid, including CPR, administering an epi-pen or reacting to Epilepsy alongside the basic procedures for emergency first aid and is updated every 3 years or earlier if refreshers are needed.



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### **Nutrition and Hydration**

KEEC catering department are responsible for ensuring that the students who receive a healthy balanced diet with alternative choices to account for differing tastes within the curriculum of Life Skills. Packed lunches will be supplied by parents/carers from home for daily lunchboxes. Food can be re-heated onsite as required. This is to cater for students with diagnosed conditions which impact on their dietary intake.

Catering staff are informed of any medical conditions and specific plans.

If staff identify an issue regarding the hydration or nutrition of a particular student, which they require support with, then health and wellbeing should be informed. Health and wellbeing will then liaise with relevant group staff and catering staff to resolve the issue.

All staff is responsible for making sure that they are aware of meal plans and individual needs/ behavioural plans, and these should be followed.

Staff must always respect the rights of Students, and be aware that although we can offer guidance in relation to encouraging healthy choices, a student or associate may choose not to take this advice. Where there are serious concerns over persistent prolonged poor choices which are impacting on the health and wellbeing of the individual we would then need to consider assessing mental capacity.

### **Managing Specific Conditions**

#### **Sensory needs**

It is recognised that many students at KEEC have sensory needs. As an equine therapy establishment, it is common for students to meet sensory needs through working and being with the horses. However there are some students who need to meet their sensory needs in different ways.

At KEEC we always try and accommodate individual preferences and needs. We have a wide range of opportunities for people who seek sensory input. We are developing a range of sensory equipment which will be made available for Students to try.

If we feel that an individual requires specialist help in relation to their sensory needs KEEC will seek external support.



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### **Managing Epilepsy**

KEEC are able to accept students who have epilepsy, however the Health and Wellbeing Team and admissions department are responsible for obtaining all relevant information to enable a comprehensive Epilepsy care plan and Emergency protocol to be completed. Due to the risks associated with riding horses, we must also obtain specific agreement from the parents or the student themselves that they understand the increased risk of riding a horse with epilepsy.

The individual needs of each student vary, and the way in which we approach the care and support of one person, may vary considerably from how we approach another. This is dependent on the type, frequency or pattern, and severity of seizures. A risk assessment process is carried out to establish whether the person requires monitoring at night, or to where a sensor during the day. It will also depend on the other needs of the student as to how much staff support they require.

It is KEEC policy that staff monitors any student with epilepsy whilst using the bathroom. This usually involves being present outside the bathroom door, to enable privacy whilst also being safe. Specific risks for each individual are stated in their epilepsy care plans and individual risk assessment.

All relevant staff members are trained appropriately in generic epilepsy awareness and in the administration of rescue medication.

If the student is under the care of a Consultant Neurologist/ Epilepsy specialist nurse in their home area, it is usual for them to remain with this team for the duration of their course, unless it is agreed that a referral to a team local to KEEC is more appropriate. Normally the family support the student to attend their reviews/ appointments in their home area. Should the student experience an increase in seizures or change in seizures during their course, and they are not under an existing epilepsy team, the health and wellbeing team will make arrangements through the GP for a referral to the local team.

Seizure recording forms are available and should be completed by staff members who are present when the student has a seizure. These forms are kept on the students file and copies are sent to the parents where appropriate in order for them to take to appointments/keep records.



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### **Managing mental health**

KEEC recognise that many of our students have mental health needs and we always seek to support and assist with these issues. We have a registered Mental Health first aider and equine therapist, who use their skills and experience to provide individual support and mentoring to students identified as requiring specialised input. If required, referrals can be made to external teams of specialists who work alongside our staff to assist the person.

Students or associates who come to KEEC with existing diagnosed conditions relating to their emotional/mental health are supported using any known strategies which are passed on to KEEC during our information gathering/assessment process. Any self-harming behaviour, suicidal tendencies or issues with anxiety are clearly documented in the individual risk assessment/ traffic light/ behaviour plan. Staff members are responsible for keeping themselves up to date with current care plans regarding the students that they support.

### **Safeguarding, including Child Protection**

See Safeguarding Policy

### **Behaviour Management**

See Behaviour Management Policy