



Medical Policy

Document Control

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<i>This policy should be read in conjunction with;</i>	Trust policies: Trust First aid procedure, Trust Allergy Management, Trust Supporting Pupils with medical condition.

Opening Statement

Our Academy welcomes and supports children and young people (CYP) with medical and health conditions. We aim to include all CYP with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

1. First Aiders

We have trained first aiders on site throughout the school day who are aware of the most common serious medical conditions at this school. All PE teachers are first aid trained. Training for staff is refreshed annually.

2. Emergencies

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Principal ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are the same in school as they are out of school. If a CYP needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany them, and school will phone the parent/carer(s) to meet the ambulance at casualty. The member of staff will stay with the CYP until a parent/carer arrives. Health professionals are responsible for any decisions made regarding medical treatment in the absence of a parent/carer. Staff will not take a CYP to hospital on their own car unless it is a necessity, however, they will never be unaccompanied.

3. Procedure to be Followed When School is Notified that a CYP has a Medical Condition

- Seek further information from parents/carers and health professionals.
- Determine whether an individual healthcare plan or a risk assessment is required.
- Arrange a meeting to develop the individual health care plan.
- Arrange any staff training.
- Implement and monitor individual healthcare plan.

4. Staff Training

- Staff who support CYP with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via individual healthcare plans.
- The Academy is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional.
- The Academy keeps a training record and makes sure training is refreshed as appropriate.

5. Administration of Prescribed Medication at School

- Wherever possible, we allow CYP to carry their own relevant devices and when CYP self-administer, we will provide supervision as appropriate. We do ask medicines are handed in to first aid so we can track and record quantity and timing of dosage. We follow the Trust policy and ask parents to record on paper the details of medication.
- We will only administer medication at school when it is essential to do so and when not doing so would be detrimental to a CYPs health, or we have parental permission.
- We will only accept medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- We will only give out medication when we have written parental permission to do so.
- Medication not carried by CYP is stored with a first aider.

- Controlled drugs are stored with a first aider.
- CYP who do not carry and administer their own medication know where it is stored and how to readily access it.

6. Administration of Non-Prescribed Medication at School

- Non-prescribed medication can only be administered in school when it is essential to the CYP's health and when it cannot be taken out of the schools' hours.
- When non-prescribed medicine is administered it must have prior written parental consent, and a record of administration form must be kept.
- The school should ensure they treat the non-prescribed medication the same as if it were prescribed i.e., checking the packaging, expiry date, dosage, administration instructions, correct storage etc.
- Non-prescribed medication should be provided by the parent/carer(s). The schools does not routinely hold their own stock of medication.

7. Administration of Medication

- Generally, all staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a CYP taking medication unless they have been specifically contracted to do so, or it is in their job description. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent/carer(s) written consent. Some medicines require staff to receive specific training on how to administer it from a registered health professional.

8. Staff Organising School Trips

- The staff will plan the trip well in advance.
- They will seek information about any medical/health care needs which may require management during a school trip. This is specifically relevant for residential visits when CYP may require medication/procedures that they would not normally require during the daytime.
- Any medication, equipment, health care plans will be taken with them and kept appropriately during the trip.
- Where appropriate, they will do a risk assessment which will include how medical conditions are managed in the School Medical Policy. Staff will be aware that some CYP may require an individual risk assessment due to the nature of their medical condition.

Day to day protocol

- Students needing first aid will attend reception during lesson 1 or PE lessons.
- Students needing first aid will attend the relevant House office from period 2.
- If the student needs to go home parents will need to collect them from reception and be physically present.

9. Record Keeping

The following records are kept in school: Name of record, location of record, who completes it, who quality assures it and how often whole school administration of medication record (Paracetamol only) First Aid/Reception

10. Enrolment Forms

We require a CYP to make us aware of any medical/health conditions on our enrolment form and are regularly reminded to keep the details up to date via the school MIS app.

11. Individual Health Care Plans

- For CYP with more complex medical needs, we use individual healthcare plans to record important details. Individual healthcare plans are held by the staff member responsible for completing them, with a copy visible for all staff on Bromcom in accordance with data protection.
- They are updated when and if there are significant changes and reviewed annually with parent/carer(s) and health care professionals. Individual healthcare plans are shared on a need-to-know basis with staff who are directly involved with implementing them. Individual healthcare plans are also shared with the parent/carer(s) permission, with risk management and insurance.

12. School Medical Register

- We keep a centralised register of CYP with medical needs. The Lead First Aider has responsibility for keeping the register up to date.

13. School Defibrillator

- As part of our first aid equipment, we have two defibrillators on school site. We have notified our local NHS ambulance service, via The Circuit, of this decision and some of our first aiders are trained in its use. The Lead First Aider is responsible for checking the unit is kept in good condition and this is carried out monthly.

14. School Staff Responsibilities

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand and implement the medical policy.
- Know which CYP in their care have a medical condition.
- Allow all CYP to have immediate access to their emergency medication.
- Maintain effective communication with parents/carers, including informing them if their child has been unwell at school.
- Ensure CYP who carry their medication with them have it when they go on a school trip or out of the classroom e.g. to the field for PE.
- Be aware of CYP with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all CYP with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure CYP have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

15. Parent Responsibilities

Parents/carers are expected to support their child by:

- Telling school if their child has or develops a medical condition.
- Immediately informing the school office in writing if there are any changes to their child's condition or medication.
- Ensuring that they or their emergency representative is always contactable.
- Administering medication out of school hours wherever possible.
- Undertaking health care procedures out of school hours wherever possible.
- Ensuring they supply school with correctly labelled in date medication.
- Contributing to the writing of individual health care plans/intimate personal care plans as appropriate.
- Completing the necessary paperwork e.g. request for administration of medication.
- Collecting any out of date or unused medicine from school for disposal.
- Keeping their child at home if they are not well enough to attend school/infectious to other people.
- Making sure their child catches up on any schoolwork they have missed.



- Ensuring their child has regular reviews about their condition with their doctor or specialist healthcare professional. Parents who do not provide this support should be aware that we may not be able to fully support their CYP's medical condition in school.

16. CYP Responsibilities

CYP have a responsibility to:

- Treat other CYP with and without a medical condition equally.
- Tell their parent/carer(s), teacher or the nearest staff member when they or another CYP is not feeling well. We remind all CYP of this on an annual basis in assembly.
- Treat all medication with respect.
- Know how to gain access to their medication (including emergency medication).
- Ensure a member of staff is called in an emergency.

17. Data Protection

We will only share information about a CYP's medical condition with those staff who have a role to play in supporting that child's needs. In some cases, like allergic reactions, it may be appropriate for the whole school to be aware of the child's needs. In other cases, such as toileting issues, only certain staff will need to know this information. We will always make sure we have written parental permission to share any medical information.