



Anchorsholme Academy Medical Policy



Adopted by Governors/HT: Headteacher
Review period: 3 Yearly
Last reviewed: January 2026
Next review due: January 2029
Person responsible for policy: SENDCO

Philosophy

In line with the overall aims and ethos of Anchorsholme Academy and our Equality Policy, it is our philosophy to respond positively, calmly and caringly to our pupils' medical needs, enabling all pupils to receive care with dignity, and in privacy where appropriate.

Aims

We aim to:

- develop a whole academy approach to medical issues;
- provide clear lines of communication between the academy, parent, pupil and outside agencies;
- maintain a clear chain of responsibility including the appointment of a medical coordinator;
- use formal systems and procedures;
- use a clear and concise system of record keeping, including an up to date medical register; and
- liaise effectively with Physical Difficulties Outreach Team/School Nursing Service etc.

Audience

The audience for this policy includes all staff and parents. For the purpose of this policy, the term 'staff' refers to all paid and unpaid staff of Anchorsholme Academy, placement students, volunteers and any other adult working with pupils.

Formal Systems and Procedures

The Headteacher requires **prior written agreement** before any medication can be administered by staff and the child must have a care plan written following a meeting with the parent and medical coordinator.

For severe long-term conditions that require **long-term medication that can be self-administered** e.g. asthma inhalers, the child must have a care plan written following a meeting with the parent and medical coordinator. Mrs J Carter is our school "asthma champion".

For short-term illnesses that require **short-term medication**, these cannot generally be administered by school staff or the pupil. If necessary, parents are permitted to bring medication into the school to enable parental administration of the medication.

Storage of Medication

Long term medication to be administered by pupils: these items (mainly asthma inhalers) are to be stored within classrooms in clearly labelled and accessible medical containers.

Long term medication to be administered by a designated member of staff (J Carter / T Foster or a member of identified support staff): these items are to be stored securely in the designated medical drawer in the office and signed off in the medical file.

Long term medication relating to Type 1 Diabetes to be administered by a designated member of staff (J Carter / T Foster / F Richmond / L Duff/ K Wylie): these items are to be stored securely in the locked cupboard in the SEND room and entered into the child's medical file when administered.

Medication for short term illnesses should not be stored in the school as this often requires refrigeration or other specialist storage which the school cannot offer. However, when this is unavoidable, medication will be stored in the fridge in the SEND room once the parent has completed an appropriate form and staff sign it off in the medical file.

The school keeps its own spare:

- Inhalers (always one, but preferably two)
One inhaler and two spacers are stored in the Asthma Inhaler Kit box in the office and other inhalers are stored in the safe.
Expiry date 11/2027. (We have 4 currently in date in school 16.01.26)
- AAI Device 0.15mg x2
- AAI Device 0.30mg x2
Both are stored in the Anaphylaxis Kit box in the office.
Expiry date 06/2025 EPI PEN & 01/2025 EPI PEN JNR. (These are now out of date but 4 new ones have been ordered 16.01.26).

Information Gathering on Medical Conditions

On admission to the school, all parents should complete:

- admission form;
- a medical form, if necessary;
- health care plan, as issued by Local Health Authority / School Nurse if appropriate.

Original forms should be returned to the office and safely stored in each child's file record. Copies of forms should be sent to:

- SENDCO/Medical Coordinator;
- Class Teacher.

At the beginning of each term, parents will be reminded (via Parentapps) to provide up to date medical and contact information. Updated medical/allergen information will be passed to all relevant personnel, including SENDCO/Medical Coordinator, catering providers and class teachers where necessary.

Updated information, by whomever received, should be sent to the office to enable records to be updated.

Medication

Staff should be aware of the agreed procedures within this policy document and should ensure that long term medication information is supplied to:

- Office to update Arbor and SENDCO/Medical Coordinator

Illness

If a pupil becomes ill during teaching time, the following procedure is followed:

- Assess the degree of illness and, if after a short period of time the pupil does not appear to recover, inform the office staff explaining the problem and suggesting a next step;
- Staff in charge of an ill pupil, should seek a decision from a member of SLT as to whether or not the pupils needs to/can be sent home. Once agreed the office staff will contact agreed contacts only;
- If contact is not able to be made, the pupil should remain in class if they are fit enough or with a member of class support staff if clearly unwell, until home time or a contact is reached;
- If pupil's health deteriorates the Headteacher/Deputy Headteacher/SENCO would make a decision regarding further action;
- When a parent collects a pupil from the academy they must be signed out by office staff;

- Office staff will inform class teachers when the pupil has left the site.

If a pupil becomes ill during playtime or lunchtime, the member of staff on duty takes the pupil inside to the attention of a first-aider, who then follows the same procedure as above.

Short term medical condition/incoming injury

When a child has an injury eg broken arm/leg, is in a sling, on crutches or needs additional care, then a Short-Term Care Plan is completed with parents and the SENDCO/Assistant SENDCO. This establishes and records agreed additional care arrangements for a specified period. A copy is signed by and given to parents (as well as class staff and lunchtime staff). A copy is retained in the SENDCO room.

Accident or Injury

If serious injury occurs at any time, indoors or outside, the staff member in charge should send for a senior member of staff/first aider, dependent upon the injury.

In the event of any bump to the head, including facial bumps, a 'bumped head' note must be sent home with the pupil, along with a red wristband detailing the date and time of the injury. In addition, a phone call should be made to the child's contact to provide them with the opportunity to come and assess their child in person and take them home if necessary. All minor accidents should be recorded in the first aid book.

All serious injuries should be recorded on the Local Authority (LA) accident form, obtainable from the Admin team. This form should be completed and signed before being given to the Business Lead or the Site Supervisor. In some cases, it may be necessary to report the incident to the HSE for further investigation to be conducted (RIDDOR).

Allergens and Anaphylaxis

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Information regarding pupils' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase AAI (Adrenaline Auto-Injector) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school has the following spare AAIs, which are kept in the Anaphylaxis Kit box in the school office:

AAI Device 0.15mg x2 (for children aged 1-6)

AAI Device 0.30mg x2 (for children aged 7+)

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

First Aid

A first aid kit is kept in each year group for use at break and dinner, together with an accident book. The accident book should be completed following use of any first aid equipment.

Travelling first aid bags are kept separately for use on school trips. These bags should be kept fully stocked and should be taken out to accompany pupils on sports fixtures and visits.

Each classroom has a small kit for minor cuts etc.

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A kit is also kept in the print room for staff use and there is a defibrillator in the office.

The majority of Teaching Assistants and some teaching staff are trained in first aid. These named staff should be sent for in the event of a serious accident or for first aid advice where appropriate.

Medical Register

A full medical register containing details of conditions affecting pupils in the school is kept in the SEND room. The SENDCO/Medical Coordinator and Assistant SENDCO have copies of this document which is updated as required.

Supply staff are provided with a medical list detailing children with medical needs and/or SEND. The list is updated ahead of the start of each academic year and contains photographs of pupils, to make them easily identifiable.

Medical Procedures for Staff

Any medical conditions which could affect a staff member's ability to work should be reported to the Headteacher/Office Manager as soon as possible.

Staff members are required to provide the Headteacher or Office Manager with a list of their allergies. Information regarding staff members' allergies is collated and stored securely.

If any member of staff requires medication in school, even proprietary items such as paracetamol, they are responsible for ensuring it is kept safe and secure away from pupils.

Any accident/near-miss form for accidents/near-misses regarding staff should be recorded on an Accident/Near-Miss form; forms are obtainable from and returnable to the Office Manager.

This policy should be read in conjunction with the Intimate Care Policy, Sharps Policy and Risk Assessment for Staff Administering Injections Policy.