

**Laceby Acres Academy**

**Medical Policy**

The staff and Governors at Laceby Acres Academy without exception believe firmly in pursuing a policy of inclusive education which welcomes children with medical conditions. This policy supports the management of medical care and medication in the school. The policy is understood and accepted by staff, parents and children and provides a sound basis for ensuring that children with medical needs receive proper care and support in school, whilst being challenged to make excellent progress. The school ensures that the children have full access to the curriculum including Physical Education and Educational Visits.

All parents are required to complete a medical form; if they fail to do this the administration staff will pursue the matter until the form is completed. These forms are then used to produce a medical register.

**Responsibilities**

Parents and guardians have prime responsibility for their child’s health and should provide the school with up to date information about their child’s medical conditions, treatment and/or any special care needed. If a child has a more complex medical condition it is expected that the parents and the school will work with the school nurse or other health professionals to develop an individual health care plan. This will include an agreement on the role of the school in managing any medical needs and potential emergencies.

The school is responsible for managing carefully any educational or social/emotional impacts. Following any long absences reintegration into school is properly supported. For those children who require a EHC plan we comply with the SEND code of practice to ensure compliance with the statutory elements of this guidance.

The Governing Body is responsible for ensuring that arrangements are in place to support children with medical conditions, The Governing Body also takes great care to make sure that the focus is on the needs of each individual child and that the parents and pupils have confidence in the ability of the school to provide effective support for medical conditions in school.

The Headteacher and the SENDCO are responsible for policy implementation, including; ensuring that sufficient staff are appropriately trained, that all staff will be made aware of a child’s condition, that cover arrangements are in place in case of staff absence, that supply teachers are briefed, that risk assessments are completed for school visits and extra-curricular activities and for the monitoring of individual health care plans.

There is no legal duty which requires school staff to administer medication, this is a voluntary role. If a parent or carer requests that the school administer medication (only if prescribed ) the Headteacher will allow this providing that the ‘Parental Agreement for School Staff to Administer Medicine‘ form is completed and signed by the parent. The school will only administer medication that is in the original packaging, complete with the child’s name and the dosage and method of administration. The medication is kept in a fridge in the staff room. Staff will not dispose of medication; parents are responsible for ensuring safe disposal. Sharp boxes are used for the safe disposal of needles. A text message is sent to parents when medication has been administered, stating at what time the medication was given and the dose given. A text message is also sent to parents of children who take medication for long term conditions when their supply is getting low asking for more to be brought into school.

**Members of Staff available for administering medication**

Mrs D Taylor, Mrs L Bench, Foundation Stage Staff

**Educational Visits**

With inclusivity being a priority in the school, we endeavour to ensure that every child is able to participate in trips or visits. Accompanying staff are aware of any medical needs or conditions. A copy of individual health care plans are taken on all visits as well as any medication that is required. One of the school’s first aiders is always part of the accompanying staff.

**Emergencies**

In the case of an emergency, members of staff will call an ambulance and immediately contact parents. Trained staff may volunteer to administer emergency procedures such as resuscitation. A member of staff will always accompany the child taken to hospital in an ambulance and will stay with the child until a parent or carer arrives. We have a defibrillator on site and this is situated in the Medical Room.

**Staff Training**

The school has a team of First Aiders who all receive appropriate training. A list of First Aiders is displayed in the medical room. Other members of staff receive training as and when it is required, for example teachers and TAs are trained in the use of an Epipen.

**First Aiders**

Mrs K Yorston – Paediatric First Aid

Mrs S Walster – Paediatric First Aid

Mrs J Cornthwaite – Paediatric First Aid

Mrs N Carroll – Paediatric First Aid

Miss S Shire – Paediatric First Aid

Mr O Walmsley – Paediatric First Aid

Mrs L Bowyer – First Aid at Work

Mrs L Bench – First Aid at Work

Mrs L Bench – is responsible for First Aid over the lunchtime period.

**Inhalers for Asthma**

Where appropriate, children in Key Stage 2 assume responsibility for their own inhalers. Named inhalers are kept in the cupboard in the medical room. Children with severe cases of asthma carry their inhalers with them at all times. It is the responsibility of parents to ensure that all inhalers are renewed and that they are available in school. In case of emergency, we have an ‘emergency inhaler’ in school. This will only be administered in an emergency if the parent has given consent on the consent form.

**Diabetes**

There are currently no children in the school with diabetes. If there were these children are monitored in line with their care plan and staff receive the appropriate training to do this.

**Nut Allergies/Anaphylaxis**

The child’s Epipen will be kept in their classroom. Staff receive appropriate training in the use of the Epipen.

**Hygiene and Infection Control**

All staff are aware of the normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to disposable gloves and take care when dealing with blood or other bodily fluids and when disposing of dressings or equipment.