



# **OAKFIELD ACADEMY**

BELIEVE AND ACHIEVE

## **Supporting Pupils with Medical Conditions**

This is a STATUTORY document  
Recommended for review every year

**Written/**

**Reviewed by:** SENDCo/SLT

**Approved by:** Head Teacher

**Ratified on:** July 2022

**Next review due:** July 2023

## Background

Pupils' health needs may require the administration of medicines or particular medical responses in the academy or on academy trips. Increasingly schools and academies are asked to assist in the administration of sometimes complex medical treatments for pupils. Staff involved in such administration are not likely to have appropriate medical training or qualifications. The purpose of this policy is to set out clear guidelines about expectations and practices which are understood by parents, staff and pupils and to evolve a set of procedures which are fair and equitable to all.

## Aim

To establish clear practices for the medical support of children and to relay them in advance to parents and children.

## Objectives

To classify the circumstances in which the administration of medicines would be acceptable in the academy.

To establish the different roles of those involved in the administration of medicines.

To establish procedures for communication of information relating to the taking of medicines and the specific responses and treatments required by medical conditions of pupils.

To lay out principles and practices connected to the taking of medicines by children.

## Principles & Practices

- Any requests for medicine to be administered in the academy will be considered on its own merit.
- Staff at Oakfield Academy have the requisite first-aid training only and should not be regarded as having particular medical competences.
- Staff should not be expected to give medical aid which is beyond their competency or which might place their own health or personal security in jeopardy or to incur the possibility of liability for attempting to support in the area of children's health.
- Parents retain the responsibility for ensuring that their children receive the medical treatment that they need. The academy will always try to assist, but where doubts may occur as to the certainty of treatment, especially on academy trips and expeditions, parents should be clear that the final responsibility lies with the home and make decisions accordingly. The academy cannot take responsibility for children who, for whatever reason, do not administer to themselves requisite medicines on academy trips.
- The administration of medicines will normally be acceptable at academy for cases of long-term illness, such as asthma/anaphylaxis and where children are recovering from short-term illness and need to take medication.
- Separate advice will be obtained where a pupil is required to receive medication as part of a special educational need.
- The medicines must be brought to the office at Oakfield for safe-keeping, preferably by the parent rather than the child. They will then be stored in the First Aid section of reprographics. Medicines requiring immediate administration, such as those used in the treatment of asthma, should be kept on the person at all times.
- There must be clear written instructions about the taking of medicine from a medical practitioner or the child's parent and these should be delivered to the academy at the same time as the medicines are handed over. The completion of the "Administering Medications" form is required in all cases. Without this endorsement the administration of medicines will not be allowed in academy.
- There must be clear written instructions from a doctor or parent where specific responses or treatments for medical conditions are required. These may include: the need to phone home, being allowed to rest, not participating in certain activities etc. We cannot accept such requests from the child. All such requests or requirements will be judged on their own merits for reasonableness and if the academy feels that it cannot reasonably meet the requirement (for lack of resources, expertise or because it might be injurious to the welfare of other pupils etc.) the parent will be advised to keep the child at home or collect the child from academy.
- Where no other written instructions are received, judgements about treatment and response will be made by staff in good faith, acting in loco parentis.

- Medicine should be self-administered, if possible under adult supervision. A written note is made of the dates and times of the administration. Records of the administration of medicine are kept by the first aider on duty.
- Parents will be asked to identify the academy against liability for the effects of medicines.
- Long-term illnesses or specific medical conditions (nut allergy, epilepsy) require the completion of the academy Health Care Plan.

### **First Aid**

- Basic first aid can be administered by staff. Staff are not allowed to apply ointment of any kind. Where possible parents will be informed of any head injury, however apparently minor. In the case of serious accident we seek to inform parents and, if necessary will summon an ambulance.
- Staff are not expected to administer medicines requiring any kind of intimate contact.
- If a pupil requires pain relief during the school day signed consent/permission from parent to receive one 500mg paracetamol is required and checked against their SIMs record.

### **Drugs Education**

The aim of the drugs education section of PSHE is to acknowledge and clarify the academy's role in drug prevention and drug education and ensure it is appropriate to pupils' needs. It will provide information about procedures in response to any drug-related incident and provide guidance to teachers, support staff and outside visitors. Oakfield Academy takes a whole academy approach on the issue of drugs as part of the commitment to being a healthy place. Teachers need to be confident and skilled to teach drugs education and pupils, who are concerned about drugs, need to be supported. Sanctions for incidents will be consistent with the academy's behaviour policy.

### **Definition**

Drugs are those that are legal, such as alcohol, tobacco, vapes and solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, heroin, crack/cocaine and LSD.

The academy believes that the possession and use of drugs in academy or during the academy day is inappropriate. Drugs are not permitted to be bought, sold, or otherwise obtained on academy premises or during the academy day, including when pupils are on academy visits. These rules apply to adults working at and for the academy. Individual exceptions may be made for pupils or adults who need to take prescribed medicines where appropriate.

### **Drugs Education Curriculum**

The academy provides a planned drug education curriculum as part of PSHE / Citizenship that reflects knowledge and understanding, attitudes and personal and social skills. Drugs education will:

- enable pupils to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes and developing and practising skills
- promote positive attitudes towards healthy lifestyles
- provide accurate information about substances
- increase understanding about the implications and possible consequences of use and misuse
- encourage an understanding for those experiencing or likely to experience substance use
- widen understanding about related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS
- seek to minimise the risks that users and potential users face
- enable young people to identify sources of appropriate personal support.

On the whole teachers teach drug education, but where appropriate, outside visitors may contribute and will be made aware of the academy drug policy. Teachers have access to on-going support and training as part of their own professional development and teaching materials are reviewed for quality and relevance.

The academy actively co-operates with other agencies such as community police, social services, the Local Authority and health and drug agencies to deliver its commitment to drugs education.

### **Statutory Duty of the Academy**

The head teacher takes overall responsibility for this document and its implementation, for liaison with the Board of Trustees, parents, Local Authority and appropriate outside agencies.

The head teacher will ensure that all staff dealing with substance issues are adequately supported and trained.

## **Implementation and Procedures**

- In instances involving substance misuse or supply on the premises, and following discussion between staff members who know pupils well, parents will be informed at the earliest opportunity by the head teacher or senior leader. Oakfield Academy and parents can then work together to support the young person involved.
- If a young person admits to using or supplying substances on the premises, the teacher's discretion will be involved, they inform the Deputy Head Teacher or Head Teacher, who will inform the parents.
- There is no legal obligation to inform the police, though they may be able to give relevant support and advice. However, Oakfield Academy cannot knowingly allow its premises to be used for the production or supply of any controlled drug, or the preparation or smoking of cannabis or opium. Where it is suspected that substances are continuing to be sold on the premises, details regarding those involved, together with as much information as possible, will be passed to the Police Community Support Officer.
- The Board of Trustees will be involved in drug education and drug-related incidents in the same manner as any other matter concerning the direction of Oakfield Academy.
- The academy will consider each substance incident individually and recognise that a variety of responses will be necessary to deal with incidents.
- The academy will consider very carefully the implications of any action it may take. It seeks to balance the interests of the pupil involved, the other academy members and the local community.
- Permanent exclusion may be warranted as a final sanction when all other reasonable steps have been taken.
- Regarding the welfare of staff, the academy will follow the Somerset County Council Policy on drug and alcohol misuse as part of its health and safety policy, which is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.
- The Head Teacher will take responsibility for liaison with the media, where required. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the academy will take appropriate advice and guidance to ensure that any reporting of incidents remains in the best interests of the young people, their families and the academy.

## **Monitoring, Evaluation and Review**

The Head Teacher will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy.