



“Let your light shine before others”

Matthew 5 v 16

The following policy is reflective of our deeply held Christian Vision and Values.

Vision

We are committed to creating a safe, happy and enriching environment where we all aspire to thrive, achieve and celebrate success together.

Our aim is to promote the dignity and well-being of every child and staff member and ensure they flourish in the course of their journey with us.

Values

Our core Christian values of Hope, Wisdom, Community and Joy underpin all that we strive to achieve to enable our ‘light to shine before others’ Matthew 5 v 16

Medical Treatment of Pupils Policy

(Use in conjunction with the Medication Plan)

Introduction

Most pupils will at some time have a medical condition that may affect their short-term participation in Academy activities, but some have conditions that, if not properly managed could limit their long-term access to education.

The Academy is committed to giving all its pupils opportunities to access the curriculum. Every effort shall be made to ensure that pupils with medical needs experience the best possible care whilst at the Academy. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support at school. In addition, **the Academy has adopted the guidance published by the Department for Education entitled “Supporting Pupils with Medical Conditions” and should be referred to when further guidance needed. The publication may be accessed through**

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Parents/Carers have responsibility for the health of the child and must inform the Academy about any medical condition, treatment or special care needed.

All medical information received by the Academy shall be treated confidentially. Information to ensure the safety and care of individual pupils shall be disclosed as appropriate to staff of the Academy. Such procedure shall be discussed with the parents/carers for their agreement prior to the disclosure.

Responsible Committee: Full Trustees Board

Date Last Reviewed: December 2023

Due to be Reviewed: December 2024

Statutory Policy: Not Published on the Web Site

Purpose

This policy provides a sound basis for ensuring that pupils with medical needs receive proper care and support at the Academy.

Pupils with medical requirements need to:

- Access a good general education.
- Be included in as wide a range of activities as possible.
- Stay safe.
- Have their needs known by those responsible for them.
- Be supported by multi-agency advice.

It is a required element of Academy procedures that the administration of medicines both as a matter of routine and in emergency situations has clearly defined routines that are dictated by good practice and adhered to at all times by all parties.

It is important to note there is no legal duty, which requires staff to administer medication. Staff who assist with any form of medication in accordance with the procedures detailed within this guidance are explicitly reassured that they shall be acting within the scope of their employment and that they shall be indemnified. Indemnity requires that the procedures are followed as delineated.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENDCo. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

EXCEPTION: Indemnity shall not be given in cases of fraud, dishonesty or criminal offences.

Responsibilities

The Academy Head Teacher and Trustees retain the main responsibility for ensuring that the Academy systems comply with the law and keep both pupils and staff safe.

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The Head Teacher shall designate an appropriately trained member of staff to work with support staff to (a) design and monitor those systems (b) agree procedures (c) support and help the designated teacher and (d) ensure that all staff have broad training.

The Academy's appointed first aid officer(s) shall oversee the arrangements for first aid provision.

Teachers have a responsibility for ensuring that they are aware of pupils' medical needs, follow advice given and procedures for educational visits.

Health Professionals are responsible for sharing information and skills with staff as needed.

Procedures

Illness in the Academy

If a pupil becomes ill in a lesson and the teacher feels that they are too unwell to remain in class/school and/or that medical treatment may be required, the teacher should send the pupil to their tutor or Head of Year to confirm next steps.

The Academy has a strict policy that no medication shall be given unless written permission has been given by the parent in the form of a Medication Plan.

Where hospital attention is deemed necessary, the Academy shall contact parents, who will be expected to take their child to hospital.

In an emergency, an ambulance shall be called and the Parent/Carer contacted by the Academy. In the absence of a Parent/Carer, a member of staff shall accompany the pupil to the hospital and remain there until the Parent/Carer arrives.

If a Parent/Carer cannot be contacted, the Academy shall act in loco parentis and give permission for any emergency treatment.

Receiving Medication

Medications can only be administered after the necessary paperwork has been completed. If medications are brought to Reception or are accepted without the permission in place, Reception staff shall contact the parent/carer.

- If medication is to be administered for more than 4 weeks the parent/carer is required to complete a full Medication plan.
- If medication is to be administered for less than 4 weeks the parent/carer is required to complete Form 3 of the Medication Plan. However, completion of the full Medication Plan should be encouraged to give further information.
- A medication hand-over form must be completed.
- Head Teacher shall sign the Medication Plan.
- Medications shall be appropriately stored and labelled adequately.

Identification of Medication

All medication must have:

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- The pupil's name.
- The name and strength of the medication.
- The dosage and the times when the medication should be given.
- The expiry dates.

All medication must be in its original packaging only and must have written confirmation signed and dated by the parent. Where appropriate a doctor's note should be received to confirm the necessity for the medication to be administered during Academy hours. This must be handed to the designated member of staff and the details filed in a medication record book.

If a pupil refuses medication the Academy shall notify the parents immediately.

Storage of Medication

The medication for pupils with diabetes will be kept on them at all times in accordance with their Medical Health care Plans. For all other medication unless explicitly stated and reasons given on their plan, medication shall be kept in a locked cabinet, labelled with the pupil's name and checked regularly for a 'use by' date. The key is held in a restricted but accessible place known to the designated members of staff. If fridge storage is required arrangements shall be made to store the medication in the lockable secure area. Once removed from the cabinet or fridge the medication shall be administered immediately and should not be left unattended. The necessary documentation for recording the administration of medication shall be completed immediately. Parents/Carers will be required to collect and dispose of unused medication. In the event of leftover medications not collected, a member of staff will take them to the local pharmacy to be disposed of.

Administering Medications - procedures

- If a child fails to arrive, their attendance status shall be checked. Pupils who are in school shall be sent for. However, pupils who refuse to take their medication will not be made to do so and a note will be given to parents to ensure they are aware of this.
- Before administration all medicines should be checked against the medication plan and should not deviate from this.
- No out-of-date medicines should be administered, expiry dates must be checked before administration of medicines.
- The appropriate dosage of medication shall be administered and recorded in the presence of a witness. This shall be a signed record by both parties.
- A record of how many doses are left and any other relevant notes shall be made.
- The Administering Medications Policy will be adhered to.

Sharing Information

Information shall be given by Parents/Carers on admission forms which will include a permission to share this information with teachers and key administrative staff. Full information shall be held in individual pupil files electronically and/or manually.

Summary information and advice vital to staff shall be kept with the medical record book when *parental/carer permission has been gained*.

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Pupil information is shared in more detail with staff when needed (e.g. educational visits and special activities). This shall be recorded on care plans and risk assessments.

Medical Information shall be shared in sport/physical activity enrichment sessions where specialist coaches are employed. The PE and other departments will send a Google form to parents in the event of any relevant trips or visits to gain current information. The Academy shall follow the relevant medical professional's advice on the practical aspects of management of:

- Asthma attacks
- Diabetes
- Epilepsy
- Anaphylactic Reactions

This may be detailed on their Medical Health Care Plan or from training from the oncology or diabetic nursing team or similar professional. The Academy shall keep a record of pupils who may require such treatment.

The Academy expects all parents/carers whose children may require such treatment to ensure that appropriate medication has been logged with the Academy together with clear guidance on the usage of the medication.

First Aid Training

A list of designated staff is displayed in the 1st Aid Room.

Arrangements for updating and training for First Aid procedures shall be reviewed on an annual basis by the premises and events Co-ordinator. All training shall be recorded.

Off-site procedures for First Aid **shall** be included in the risk assessment forms, which shall be completed **by the external visit leaders in line with external visit procedures. These are monitored and reviewed on a regular basis by the External Visits Co-ordinator.**