



“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

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1. 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.

In addition to this policy, 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.

It is important to note there is no legal duty, which requires staff to administer medication.

Responsible Committee: Full Trustees Board

Date Last Reviewed: February 2025

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Statutory Policy: Published on the Website

2. Purpose

This policy provides a sound basis for ensuring that pupils with medical needs receive proper care and support at the Academy. The policy sets out clear information and expectations about the medical treatment of pupils for staff, parents/carers and trustees in the form of procedures, responsibilities and guidance. The Academy requires clearly defined procedures in place for routine and emergency situations for the medical treatment of pupils, these are dictated by good practice and must be adhered to at all times by all parties. Our aim is to ensure pupils with medical requirements are safe, included in as many activities as possible, have their needs known by those responsible for them and have the opportunities to access the curriculum.

3. 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.

The Head Teacher shall designate an appropriately trained member of staff to ensure systems and procedures are in place and shared with relevant staff.

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 and that they follow advice given and relevant procedures for educational visits.

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

4. Care Plans

Some children require additional support to meet their medical needs this is put in place in the form of a care plan. Care plans cover day to day management of medical conditions as well as what to do in the case of an emergency. The SENDCo is responsible for creating and reviewing care plans. Care plans are available to teachers to ensure they are aware of pupils' medical needs.

5. 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. If a child is deemed to be not well enough to be in school, contact will be made with parent/carers to arrange collection of the child. The child is to stay in class until the time of collection when they should make their way to reception. When collecting a child, the parent/carer must sign the child out on the InVentry system at reception.

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

Where hospital attention is deemed necessary, the Academy shall contact parents/carers, 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.

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Receiving Medication

- All medication must be in its original packaging, medication cannot be accepted in any other form.
- A Medication Plan (short term under 1-month, long term over 1-month) must be completed by a parent/carer and handed in alongside the medication, written details about the medication such as dosages/times etc., is required as well as written permission to administer medication to the child.
- Medication Plans are checked and signed off by the Director of Business & Finance as allocated by the Head Teacher.
- The academy cannot administer medication without written information (in the form of a medication plan) and signed permission in place.
- All medication must be delivered to school by a parent/carer (or designated adult by parent/carer) and the handover of medication procedure must take place with a member of staff.
- Children must not be sent into school with medication.

If any of the above situations arise the academy will contact the parent/carer to resolve the issue e.g. complete the necessary forms or make alternative arrangements for them to administer the medication themselves.

Storage of Medication

Medication is stored in a locked cabinet; the key is held in a restricted but accessible place known to the designated members of staff. Medication is only accepted in its original packaging to ensure instructions and expiry date can be viewed, if the medication does not already display the child's name, a label should be added when handed over from parents/carer. If fridge storage is required, parents/carers should make the academy staff aware when medication is handed over.

The cabinet holding medication is reviewed regularly, this involves checking 'use by' dates and medication plans that have ended. 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.

The medication for pupils with diabetes will be kept on them at all times in accordance with their Care Plans and recommendations from medical professionals. Additional insulin can be kept refrigerated for emergencies.

EpiPen's are also authorised to be carried by pupils, some parent/carers choose to supply an additional EpiPen to be stored by the school.

Administering Medication

- Medication can only be administered by academy staff between 10:45am-2:30pm during the school day. Parent/Carers are advised to spread doses of medication (e.g. antibiotics) across the day to account for this and manage medication at home where possible.
- The academy is unable to offer an 'as and when' provision of medicines because we are not in a position to diagnose a child's needs.
- If a child suffers from hayfever or common allergies that require an antihistamine this must be taken before school as the academy does not administer 'once a day' medications.
- Before administering, all medication should be checked against the medication plan, this should not be deviated from. The end date of the medication plan and 'use by' of the medication should also be checked prior to administering.
- If what parent/carers advise on the medication plan differs from information on the packaging of the medication at all clarification may be sought or a request for further written consent.

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- Pupils must be made aware by parents/carers of the times they need to take their medication. The Academy is unable to accept responsibility for any missed medications, including refusal to take medication. The Academy will endeavour to make parents/carers aware of any missed medications by the end of the school day but cannot always guarantee this.
- Pupils are required to attend reception at their medication time (as per the medication plan), the appropriate dosage of medication will then be administered by a member of staff in the presence of a witness.
- The administration must be recorded immediately on the record of administration form, the witness must countersign the form.
- A note should be made on the form of the quantity/amount of medication remaining.
- When a medication is running low and more is going to be required, contact should be made with parent/carer to make them aware of this.
- Once administered, medication should be locked away again and at no point left unattended.

6. Training

Staff who are responsible for supporting pupils with medical conditions or administering medication will receive suitable and sufficient training to do so.

Training required for supporting pupils with medical conditions will be identified during the development or review of care plans. Staff who support pupils with medical conditions will be given sufficient training, this will be arranged by the SENDCo. The training should ensure staff are confident and competent to support pupils' specific needs and are have sufficient information about the condition and implications/preventative measures.

Where required, relevant healthcare professionals may identify the type and level of training for staff and will agree this with the SENDCo who will make arrangements for this training to take place.

First Aid Training

Arrangements for updating and training for First Aid procedures shall be reviewed on an annual basis by the Operations Manager. 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.

7. Educational Trips & Visits

First aid – A designated, competent member of staff will be available for the duration of the trip. In the event of serious injury or illness an ambulance will be called, the trip leader will communicate with parents/carers using the emergency contacts details shared with them prior to the trip departure.

All trips and visits will require parent/carers to complete a Google form, this form asks for any medical requirements. The details required will be reflective of the activities taking place and length of trip.

If required, parents/carers need to hand in medication to reception prior to the trip, all medication must be in the original packaging and clearly labelled. A member of staff will hold all medication for the duration of the trip and administer at the times allocated by parents/carers on their google form.

Parents/carers will need to collect any remaining/spare medication from reception after the trip.

8. Sharing Information

All medical information received by the Academy shall be treated confidentially. Information to ensure the safety and care of individual pupils is shared as appropriate to staff of the Academy.

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Information will be sought from parents/carers for any medical requirements for their child during external trips and visits, this will be shared with third parties as appropriate e.g. trip providers.

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