

# Community First Academy Trust Medical Policy 2016-2017



Community First  
Academy Trust

**ADOPTED AT THE MEETING OF DIRECTORS  
HELD ON [INSERT DATE]  
CHAIR OF BOARD: Mr J Pugh**

This is a Trust-wide policy adopted and reviewed by either the Trust Board or Finance Committee and relates to all schools that are partners within the Trust.

Specific Academy policies, e.g. curriculum policies will be found on the individual school websites.

This policy was written in June 2016 and is to be reviewed annually. Next renewal date August 2017.

## **Community First Academy Trust's Medical and First Aid Policy 2016 -2017**

Community First Academy Trust (CFAT) has a responsibility to make the school welcoming and supportive to Students with medical conditions who currently attend and to those who may enrol in the future.

### **Our Academy's will:**

- Aim to provide all students with all medical conditions the same opportunities as others at school.
- Encourages all students with medical conditions to take control of their condition.
- Ensures students feel confident in the support they receive from the school to do this.
- Ensures that the whole school environment is inclusive
- Ensures all staff understand their duty of care to students and young people in the event of an emergency.
- Ensures all staff feel confident in knowing what to do in an emergency.
- Provides effective, safe First Aid cover for students, staff and visitors
- Understands that some medical conditions are potentially life-threatening, particularly if ill managed or misunderstood.
- Provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

### **Our Academies Parents and carers:**

- Are informed about the Medical policy when their child is enrolled at one of our academies and always have access to it via the school website
- Complete a permission booklet which includes medical information when their child joins.
- Are asked to inform school of any changes to their child's health on an ongoing basis.
- Ensure their child catches up on any school work they have missed if they have been unwell
- Returns to school as soon as possible following any medical absence
- Update school before any formal diagnosis to ensure school can support students in the interim

### **If their child requires medication parents and carers will:**

- Provide written consent
- Notify the school immediately if medication is changed or discontinued or the dosage or administration method altered.
- Ensure labelled, in date medication in its original packaging comes into school as required on the first day of the new academic year and that medication is replaced when expiry dates pass
- Provide the school with appropriate spare medication labelled with their child's name.

### **If their child has a Healthcare Plan:**

- Participate in the completion of the Healthcare plan for their child.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

- Inform the school attendance office if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

#### **First aiders:**

- Have a relevant First Aid qualification (3 day) and undertake regular refresher training
- Understand and are trained in what to do in an emergency for the most common serious medical conditions at this school
- Know what to do in an emergency for the Students in their care with medical conditions.
- In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- Give immediate help to casualties with common injuries or illnesses
- When necessary ensure that an ambulance or other professional medical help is called.
- Ensure that their First Aid kits are adequately stocked and readily available
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath both immediately afterwards and in the longer term.
- Report every student incident/illness to Student Reception so parents can be informed and school records kept up to date and complete Incident forms as applicable.
- Ensure that everything is cleared away, using gloves, etc. in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag. Any bloodstains on the ground must be washed away thoroughly.

#### **Academy and Trust Staff are:**

- Are informed about the Medical Policy at Induction training for new staff, on the academy website and at scheduled Medical condition training
- Are aware of their duty of care to Students in the event of an emergency, and what action to take. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent.
- Know which students in their care have a medical condition via Sims and the medical information board in the staff room.
- Aware of Students in their care who have been advised to avoid or take special precautions with particular activities.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when required
- Liaise with parents/carers, the pupil's healthcare professional, relevant school staff if a student is falling behind with their work because of their condition.
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Be aware of Students with medical conditions who may be experiencing bullying or need extra social support.

- Ensure all Students with medical conditions are not excluded unnecessarily from activities and visits they wish to take part in. and make appropriate adjustments to ensure accessibility for all
- Ensure Students have the appropriate medication or food with them at all times including during any exercise and are allowed to take it when needed.

#### **Students have a responsibility to:**

- Treat other students with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect, and for it to only be used by the person for whom it was prescribed for its intended purpose. Failure to do so could result in action being taken by the head teacher.
- Ensure a member of staff is called in an emergency situation.

#### **Students with a medical condition have a responsibility to:**

- Know how to gain access to their medication in emergency and non-emergency situations.
- Know where their own prescribed emergency medications are and where spars are kept in school

#### **School attendance office:**

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider for examination.
- Ensure healthcare plans are completed and reviewed annually.
- Ensure permission is gained for the administering of any medications in school.
- Administer medication to students as prescribed, ensure it's in date and arrange disposal accordingly.
- Voluntarily take on the role of administering medication. For medication where no specific Administer prescribed and non-prescribed medication with no specific training to Students under the age of 16, but only with the written consent of the pupil's parent.
- Supervise the administration of all medication defined as a controlled drug, even if the pupil can administer the medication themselves.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- Ensure that a student's who is sent to hospital by ambulance is accompanied by a member of staff to act in loco parentis until a relative arrives or instead of a relative if they cannot be contacted.
- Support the First Aiders in calling for an ambulance
- Ensure that first aid cover is available throughout the working hours of the school week.
- Will take responsibility for contacting relatives in an emergency
- Inform other staff of relevant information in confidence as appropriate.

### **Storage and administration of medicines:**

- Emergency medication is readily available to Students who require it at all times during the school day. Ensure all controlled drugs can be accessed from their secure storage readily.
- All students carry their own epipens at all times and a spare kept in student services.
- All non-emergency medication is kept in a lockable cupboard at Student Reception. Students with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.
- All refrigerated medication is stored in an airtight container and is clearly labelled at Student Reception. This is in a secure area, inaccessible to unsupervised pupils.
- All medication is clearly marked and is in its original packaging/container
- If a child refuses to take medicines or carry out a necessary procedure, staff will not force them to do so. There should be a clear procedure within the Individual Healthcare Plan to follow in this situation.
- Medicines will be returned to parents/Carers for destruction
- A sharps box will be provided as required.

### **Record keeping:**

- All incidents of illness and accidents for all students are recorded and Parent/Carers informed
- Permission Booklets are used to update Student individual Sims records and this is updated with new information on an ongoing basis.
- Our academies will issue a healthcare plan (where necessary) to record important details about individual students' medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held at student reception
- Healthcare plans are used to create a centralised register of Students with medical needs. The Attendance or Relevant Officer will have responsibility for the register within the Academy.

### **The persons responsible for drawing up the Individual Healthcare Plans will work in partnership to draw up the plan which will include:**

- The Condition, its signs, triggers, symptoms and treatments
- The student's needs (medical, educational, social and emotional), and how these will be supported including in an emergency
- How students will be supported during school visits or during other school activities outside of a normal school day.
- Ensure that the IHP incorporates arrangements for what to do in an emergency, relevant symptoms and warning signs and how other students summon help if required.
- How it will support the professionals who support the student and their training needs both day to day and in a cover situation
- How permission will be obtained in regards to permission to administer medication
- Information on any Special Educational Needs the student may have
- Will become part of an EHC Plan where a young person has a statement.

### **Off site visits and residential:**

- All staff attending off-site visits are aware of any Students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- Ensure Students who carry their medication with them have it when they go on a school visit, or it is carried for them.
- Take with them a First Aid Kit and emergency contact information including up to date medical information for every student and member of staff.

### **The SENCO has a responsibility to:**

- Contribute to the school's Medical Policy.
- Know which Students have a special educational need because of a Medical condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.
- Ensure Individual Health care plans become part of an EHC/Statement where a student has one in place. If they do not have one their SEN should be mentioned in their Individual Healthcare Plan.
- Work with the delegated Health and Safety lead and Pastoral Assistant Head Teacher to ensure during transitional arrangements students Medical needs are met

### **Healthcare professionals (including the allocated School Nurse) caring for students, who attend one of our academies, has a responsibility to:**

- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- Ensure the child or young person knows how to take their medication effectively.
- Ensure Students and young people have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual Students and young people with medical conditions (with the consent of the pupil and their parents).
- Share Health care plans for students with long term medical conditions
  - I. When they start at attending one of our academies
  - II. When the diagnosis is first communicated to the school
  - III. When the Health care plan is changed or updated

### **The Head teacher and School Governors:**

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including students, parents and carers, school staff, health care professionals and governors and works in partnership with them.
- Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- Ensure the policy is put into action,

- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using students' healthcare plans.
- Ensure pupil confidentiality.
- Ensure all staff including new and supply staff are aware of this policy.
- Provide indemnity to staff who volunteers to administer medication to Students with medical conditions.
- Ensure IHP are reviewed annually or more frequently if the needs of the student have changed
- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.

**Will delegate responsibility to Helen Sharples:**

- Assess the training and development needs of staff and arrange for them to be met.
- Update the medical policy at least annually to reflect updates in law, legislation and guidance.
- Organise cover arrangements on the occasion of staff absence to ensure the Medical needs of students are met including the briefing of supply teachers
- Assess the risks associated with school activities which take place outside of the school day and make plans to manage them
- Monitor Individual Health care plans and support the Attendance Team as they complete them
- Work with the SENCO and Pastoral Assistant Head Teacher to ensure during transitional arrangements students Medical needs are met

**Defibrillator:**

- Stored in the Sports Centre Reception Area
- Number of staff trained in its use

**Asthma:**

- The school has purchased a Salbutamol inhaler and disposal spacers for emergency use by students with Asthma.
- This is stored in the Student Attendance Office
- Parent and Carers will be informed if Students use the device