



SANDYE PLACE ACADEMY Medical Treatment Procedures Policy

Statement Document History

Issue	Date	Comment
1.01	June 2011	Updated & Approved by Governing Body of Academy Trust
1.10	June 2013	Approved by the Board of Trustees
1.2	June 2015	Ratified by Board of Trustees
1.3	December 2017	Ratified by Board of Trustees
1.4	July 2018	Ratified by Board of Trustees

Statement Document History

Rationale

It is a statutory requirement for an employer to make adequate First Aid provision for all employees. In this Academy it is recognised that the provision should cover all staff, pupils and visitors.

POLICY: Sandye Place Academy is committed to giving all its pupils opportunities to access the curriculum. Every effort will 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 the Academy. In addition, the Academy has adopted the guidance published by the DCSF/Department of Health entitled "Supporting Pupils with Medical Needs: a good practice guide". This publication may be accessed through www.teachernet.gov.uk.

In line with the first outcome of Every Child Matters – Staying Safe – the Academy is fully committed to providing the highest possible care for its pupils and their families and friends. The Academy will work hard to ensure that all the working practices, the accommodation and the other resources are geared towards the safety of all. In the event of illness, accidents and the administration of medicines Academy staff will apply the current best practice to ensure the safety and comfort of every person, complying with all aspects of the statutory requirements.

All medical information received by the Academy will be treated confidentially. Information to ensure the safety and care of individual pupils will be disclosed as appropriate to staff of the Academy. Such procedure will be discussed with the pupil and parents for their agreement prior to the disclosure. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

This policy is in line with Equality and Diversity principles and practices and the values promoted within the Academy. Sandye Place is committed to creating a working environment where everyone is treated with dignity and respect, and where each person's individuality and sense of self worth within the workplace is maintained.



Aims

- To provide a clear policy and set of procedures understood and accepted by staff, parents and pupils which provide a sound basis for ensuring that pupils with medical needs receive proper care and support at the Academy;
- Identify the necessary safety measures to support pupils with medical needs (including long term or complex needs); define individual responsibilities for pupils' safety;
- Set out the procedures to ensure the safe management of any medications; and define the Academy's emergency procedures.
- To provide First Aid Treatment where appropriate for all users of the Academy (with particular reference to pupils and staff).
- To provide or seek secondary First Aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.

A. Lawson



SANDYE PLACE ACADEMY
MEDICAL TREATMENT PROCEDURES POLICY
IMPLEMENTATION PROCEDURES & NOTES

Procedures

- There are qualified First Aider(s) on call during the Academy day.
- All users of the Academy will be able to contact the duty First Aider(s) via the Academy office or a member of staff.
- Once informed of an emergency incident the duty First Aider(s) will go to the casualty(ies) without delay and provide emergency care.
- Secondary aid will be sought if necessary and at the same time the parent/guardian (or other appropriate adult) will be informed.
- If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.
- All appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc..
- The First Aider(s) is responsible for recording in the First Aid Day Book details of treatment.
- The First Aider(s) is responsible for ensuring where appropriate that the Accident Book and the Academy's Accident Report are completed.
- In the event of a pupil feeling unwell during lessons, they should be sent to the Academy Office accompanied by another child.
- The Academy will follow the DCSF guidance or First Aid Guidance for Academies Good Practice Guide.

Pupils with long-term medical needs

Pupils with medical needs entering the Academy from local Lower schools will usually be identified through discussions with their previous school. Such information will be checked with the parent to ensure appropriate records are kept and appropriate provision can be made.

Parents are requested to approach the Academy with any information that they feel the Academy will need to care for individual children. The parent will be required to complete a Medical Statement form to identify any medical needs. This may require endorsement from the pupil's General Practitioner. Parents are responsible for informing the Academy of medical issues that arise during the child's time in the Academy.

Guidelines

- To ensure that there are sufficient qualified First Aider(s) available to provide First Aid cover during the Academy day.
- To ensure that First Aid information is readily available and that all users of the Academy are aware of the way in which to call for help.
- To ensure that First Aid kits for minor injuries are available for use throughout the Academy by all staff and that they are regularly maintained.



Medicines in the Academy

Relevant Tutors should be informed of any medication brought into the Academy at any time.

- Information regarding any prescribed medication should be made available to the pupil's Tutor.
- In the event of any special form of administration of medication being required, the parent must contact the Academy so that arrangements can be made for this to occur.
- Written permission must be obtained from parents for the administration of prescribed medication in the Academy.

Responsibilities

Parents

- Parents are responsible for making sure that their child is well enough to attend the Academy.
- Normally any prescribed medication should be administered at home. The Academy accepts, however, that it may be necessary for some medication to be administered during Academy hours.
- Parents should provide the Academy with sufficient information about their child's medical condition and treatment or special care needed at the Academy.
- Parents are responsible for ensuring that medical details are up to date, and should inform the Academy Office of any changes.
- Parents are responsible for ensuring that any medicines that need to be administered during the Academy day are prescribed by a qualified medical practitioner and have the details of the medication and the administration of it clearly set out on the bottle/packet.
- Where appropriate, parents should be involved in drawing up a Healthcare Plan for their child.
- If your child has missed a dose of medication that they would normally have, Parents must contact the academy to inform them that their son/ daughter has not been medicated. In some instances this missed medication could result in a change in the behaviour of the child (for instance medication for ADHD). If the academy has concerns that the behaviour of a child is affecting the learning of others, or putting themselves or others in danger we will remove the child from the class and find a quieter place for them to complete their work.

The Academy

- No members of staff are obliged to give, or oversee the giving of medication to pupils. Only the Academy First Aider, or authorised and trained volunteers working under the Academy First Aider, are authorised to give or oversee the taking of medication. The Academy will only oversee the administration of medicines prescribed by a qualified medical practitioner.
- The First Aider will administer Over-the-Counter medicines with the written permission of a parent.
- In the absence of the Academy First Aider, the Principal accepts responsibility, in principle, for trained Academy staff giving prescribed medication during the Academy day.
- The Academy is responsible for requesting information concerning details of all pupils' medical conditions and treatment/care.
- The Principal, in consultation with the S.E.N.C.O, is responsible for ensuring the formulation of individual Healthcare Plans where necessary.
- The members of staff in charge are responsible for ensuring that appropriate arrangements are made for pupils with medical needs during off-site trips and sporting activities.



- The Principal, in consultation with the Academy First Aiders, is responsible for drawing up and implementing emergency medical procedures and First Aid arrangements.
- The Principal is responsible for ensuring that staff who agree to accept responsibility for administering prescribed medication to a pupil, have proper training and guidance organised by the Academy First Aiders or other appropriate experts.
- The Principal is responsible for ensuring the safe storage of medicines.
- The Principal is responsible for ensuring that all parents are aware of the Academy's policy and procedures for dealing with medical needs.

The Academy First Aiders

- The Academy First Aider is responsible for:
 - administering all prescribed medication and accurately recording that it has taken place;
 - administering any non-prescription medication in exceptional circumstances which he/she is authorised to administer or oversee;
 - providing staff with details of any changes to a child's medical condition / medications as and when they receive the information from the Academy Office.
- In conjunction with the NHS Trust and the Principal, the Academy First Aiders will be responsible for ensuring that their first aid training is up to date and reflects the needs of the current Pupils.

Procedures

Illness in the Academy

- If a pupil becomes ill in a lesson and the teacher feels that medical treatment is required, the pupil should be sent to the Academy First Aiders, accompanied by another pupil if necessary.
- The Academy has a strict policy that no medication or treatment will be given orally or externally unless permission has been given by the parent. Parents will be contacted depending upon the nature of the medical problem.
- If the teacher feels that the pupil is too ill or injured to be moved, then a designated First Aid member of staff should be called. First Aid should be administered, as appropriate. If it is thought that follow-up treatment is required, the parent will be contacted.
- In more serious cases, where hospital attention is deemed necessary, the Academy will contact parents, who will be expected to take their child to hospital.
- In an emergency, an ambulance must be called and the parent contacted by the Academy. In the absence of a parent, a member of staff must accompany the pupil to the hospital and remain there until the parent arrives.
- If a parent cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment.

Academy off-activities and visits

The Academy believes that all pupils are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate pupils with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept.



Policy on specific medical issues

- The Academy welcomes all pupils and encourages them to participate fully in all activities.
- The Academy will ensure that Staff receive training on the practical aspects of management of:
 - i Asthma attacks
 - ii Diabetes
 - iii Epilepsy
 - iv An Anaphylactic Reaction
- The Academy will keep a record of pupils who may require such treatment.
- The Academy expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the Academy together with clear guidance on the usage of the medication.

Asthma inhalers:

- Pupils are to carry their asthma inhaler with them at all times.
- A spare asthma inhaler should be stored in the Academy Office and checked annually to ensure the medicine is in date.

Insulin:

This should be stored in the first aid room and any used needles to be disposed of in the sharps bin; this should be removed by a licensed contractor when full.

Epi-pen

Epi-pens should be carried by the child they are prescribed for to ensure they are to hand if needed. All Staff will be made aware of any child carrying this medication.

Record Keeping:

Medicines Administration Record Book

Staff must ensure that all instances of administering medication during Academy hours, be it home or Academy sourced, must be recorded, stating pupils' name, medication, dose, frequency (E.g. second today) and time given. The record book is located in the First Aid Room.

Bumped Head Notification

The Academy will notify parents by phone in the event of a child injuring or bumping their head within the Academy.

Academy Accident Record Book

To comply with current regulations, every accident, whether it occurs within the Academy building, grounds or off-site, as part of a curricular or extra-curricular activity to a pupil or member of staff must be recorded in the Academy's accident record book, located in the Academy Office.



Statutory Notification of an Injury or Illness

Some injuries or illnesses are so serious that immediate notification must be made to Central Bedfordshire Council's Health protection unit. Responsibility for this notification lies with the Academy Health & Safety Officer.

The Academy will comply with all necessary RIDDOR requirements. .

Staff Training

Staff will be encouraged and supported to take part in First-Aid training and, or in the administration of medicines such as the EpiPen, which is used to treat anaphylactic shock. It must be remembered that First-Aid certificates are only valid for three years and that if staff complete a refresher course while their existing certificate is still valid, it is shorter, and cheaper than allowing their certificate to lapse, in which case the qualification must be started from scratch.

Those staff who successfully complete a recognised First-Aid course should have their names prominently displayed at several points around the building: Staffroom, Main Office, Science Prep Room and PE Office, and alongside all other First-Aid boxes. The Emergency Planning policy highlights the need for the training of the Principal and Senior Management Team to efficiently deal with an incident involving several seriously injured staff or pupils



Appendix 1- Handling and administering medication in the Academy

1. Medication

Pupils sometimes ask for painkillers (analgesics) at the Academy, including ibuprofen and paracetamol. Academy staff should not normally give non-prescribed medication to pupils. If a circumstance should arise where the administering of painkillers is deemed to be appropriate, the consent of a Parent will be sought first.

This guidance is designed to protect the best interests of the child, as well as those of staff. It takes into account several factors:

- - the child may well be able to return home if s/he is unwell;
- - generally the child will return home at the end of the day and a parent/guardian can administer medication if appropriate;
- - it should be relatively straightforward to visit a doctor, if required.

2. Safety Management

All medicines may be harmful to anyone for whom they are not appropriate. Where the Academy agrees to administer any medicines they must ensure that the risks to the health of others are properly controlled. This duty is set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

3. Storing Medicines

Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of the administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

A few medicines may need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines.

4. Access to Medicines

Pupils should know where their own medicines are stored and who holds the key. The Principal is responsible for making sure that medicines are stored safely. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children. Other non-emergency medicines should be kept in a secure place not accessible to pupils. It is important to make sure that medicines are only accessible to those for whom they are prescribed. This should be considered as part of the policy about children carrying their own medicines.



It must be noted that there is no legal or contractual duty on staff to administer medicine or supervise a pupil taking it. This is a voluntary role. However, the Academy will advise, identify and appropriately train sufficient members of staff who would be willing to undertake this role as part of their duties.

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child must have appropriate training and guidance. They must also be aware of possible side effects of the medicines and what to do if they occur. The type of training necessary will depend on the individual case.

5. Disposal of Medicines

Staff must not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. Collection and disposal of the boxes should be arranged via Environmental Services.

6. Supporting Individuals with Medical Needs

Arrangements for providing support for individual pupils should be arranged in partnership with the Academy's First Aiders, Special Educational Needs teachers, Specialist Teaching Service and the parents, as specialist training for staff may be required. Details of requirements etc should form part of the pupil care plan in the Academy.

Further Reading:

- _ Supporting Pupils with Medical Needs (DCSF)
- _ Guidance on First Aid in Schools (DCSF)
- _ First Aid at Work Manual (St John's Ambulance)