

Ratified by Oasis Community Learning Executive:  
8<sup>th</sup> May 2009

# Medical Treatment of Students Policy

Implementation: May 2009  
Review: May 2012



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## **1 Introduction**

- 1.1 The Academy is committed to giving all its students opportunities to access the curriculum. Every effort will be made to ensure that students 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 DCSF/Department of Health entitled "Supporting Pupils with Medical Needs: a good practice guide". This publication may be accessed through [www.teachernet.gov.uk](http://www.teachernet.gov.uk).
- 1.2 All medical information received by the Academy will be treated confidentially. Information to ensure the safety and care of individual students will be disclosed as appropriate to staff of the Academy. Such procedure will be discussed with the student and parents for their agreement prior to the disclosure. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## **2 Aim**

This document aims to:

- provide a clear policy and set of procedures understood and accepted by staff, parents and students which provide a sound basis for ensuring that students with medical needs receive proper care and support at the Academy;
- identify the necessary safety measures to support students with medical needs (including long term or complex needs);
- define individual responsibilities for students' safety;
- set out the procedures to ensure the safe management of any medications; and
- define the Academy's emergency procedures.

## **3 Students with long-term medical needs**

- 3.1 Students with medical needs entering the Academy from local primary schools will usually be identified through discussions with the Year 6 teacher. Such information will be checked with the parent to ensure appropriate records are kept and appropriate provision can be made.
- 3.2 Parents are requested to approach the Academy with any information that they feel the Academy will need to care for individual students. The parent will be required to complete a Medical Statement form to identify any medical needs. This may require endorsement from the student's General Practitioner.
- 3.3 Parents are responsible for informing the Academy of medical issues that arise during the student's time in the Academy.

## **4 Medicines in the Academy**

- 4.1 Relevant Personal Tutors should be informed of any medication brought into the Academy at any time.
- 4.2 Information regarding any prescribed medication should be made available to the student's Personal Tutor.

- 4.3 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.
- 4.4 Written permission must be obtained from parents for the administration of prescribed medication in the Academy.

## 5 Responsibilities

### 5.1 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. **(The Academy could add: 'Appropriate forms are sent out to every parent when the student first enters the Academy.')**
- Parents are responsible for ensuring that these details are up to date.
- 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.

### 5.2 The Academy

- No members of staff are obliged to give, or oversee the giving of medication to students. Only the Academy Nurse, or authorised and trained volunteers working under the Academy Nurse, 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.
- In the absence of the Academy Nurse, the Principal accepts responsibility, in principle, for trained Academy staff giving prescribed medication during the Academy day. **(The Academy needs to decide what its practice will be. The arrangements for each individual Academy may be attached as an Appendix.)**
- The Academy is responsible for requesting information concerning details of all students' medical conditions and treatment/care.
- The Principal, in consultation with the Academy Nurse, 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 students with medical needs during off-site trips and sporting activities.
- The Principal, in consultation with the Academy Nurse, 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 student, have proper training and guidance organised by the Academy Nurse or other appropriate experts.
- The Principal is responsible for ensuring that all parents are aware of the Academy's policy and procedures for dealing with medical needs.

### 5.3 The Academy Nurse

- The Academy Nurse 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;
  - ensuring the safe storage of medication; and
  - providing staff with guidance on medical conditions and how they may affect the education of individual students.
- In conjunction with parents (and medical practitioner where necessary) and the Principal, the Academy Nurse will be involved in the formulation of individual Health Care plans.
- In conjunction with the NHS Trust and the Principal, the Academy Nurse will be involved in advising/providing support for staff training on medical issues.
- The Academy Nurse will organise appropriate training for staff volunteers, and will keep the Principal informed of progress.

### Procedures

## 6 Illness in the Academy

- 6.1 If a student becomes ill in a lesson and the teacher feels that medical treatment is required, the student should be sent to the Academy Nurse, accompanied by another student if necessary.
- 6.2 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.
- 6.3 If the teacher feels that the student 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 or a letter sent home with the student.
- 6.4 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.
- 6.5 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 student to the hospital and remain there until the parent arrives.
- 6.6 If a parent cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment.

## **7 Academy off-activities and visits**

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

## **8 Policy on specific medical issues**

- 8.1 The Academy welcomes all students and encourages them to participate fully in all activities.
- 8.2 The Academy will advise staff on the practical aspects of management of:
- i Asthma attacks
  - ii Diabetes
  - iii Epilepsy
  - iv An Anaphylactic Reaction
- 8.3 The Academy will keep a record of students who may require such treatment.
- 8.4 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.
- 8.5 Here the Academy may wish to include their procedures on the storage of asthma inhalers (are students expected to keep these with them?), insulin and epi-pens etc.**

## **9 Monitoring and Review**

- 9.1 The Academy Nurse will report termly to the Principal.
- 9.2 The Principal will report on the management and progress of the policy to the Academy Council annually.
- 9.3 The Oasis Community Learning Board will review the policy at least every three years.

## **10 Date of the next review: May 2012**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Chair of the Academy Council