



## DRET Pupils with Medical Conditions Policy

### Introduction

Pupils/students at the academy with medical conditions should be properly supported so that they have full access to education, including academy trips and physical education.

The governing body will ensure that arrangements are in place in the academy to support pupils/students with medical conditions.

The governing body will ensure that the academy leaders consult health and social care professionals, pupils/students and parents/carers to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Policy			
Version	Date Approved by Trustees	Date Released to Academies	Next Review Date
V1.0	28 June 2016	1 September 2016	January 2018

## 1. Purpose

The David Ross Education Trust (the Trust) is committed to giving all its pupils/students opportunities to access the curriculum. Every effort will be made to ensure that pupils/students with medical needs experience the best possible care whilst in the care of the Trust and have the same opportunities as any other child. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support at an academy. In addition, the Trust has taken into account the guidance published by the DfE Supporting Pupils at School with Medical Conditions (2015) and Managing Medicines in Schools and Early Years Settings (2005). These publications may be accessed on [www.education.gov.uk](http://www.education.gov.uk).

All medical information received by the Trust 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 pupil/student and parent/carer for their agreement prior to the disclosure.

## 2. Procedure

### 2.1 Pupils/Students with long-term medical needs

Pupils/ students with medical needs entering the academy will have information checked with the parent/carer to ensure appropriate records are kept and appropriate provision can be made. This could include conditions such as:

- Epilepsy
- Severe allergies, which may result in anaphylactic shock
- Diabetes
- As well as a range of other complex needs.

2.2 The academy will consider what reasonable adjustments it might make to enable pupils/students with special medical needs to participate fully and safely on the academy site. The risk assessment will take account of any additional steps needed to ensure that students with special medical conditions are fully included.

2.3 The Trust recognises that students with the same medical condition do not necessarily require the same treatment. In order that the treatment that is best suited to the individual pupil/student is provided an Individual Health Care Plan will be prepared for every pupil/student with special medical needs to help identify the necessary safety measures to support pupils/students with medical needs and ensure that they are not put at risk.

2.4 Parents/carers have prime responsibility for their child's health and are requested to approach the academy with any information that they feel the academy will need to care for individual students/pupils. The parent/carer will be required to complete a Medical Statement form to identify any medical needs explaining the condition and its treatment, the impact of the condition on the student and any additional background information and identify any practical training requirements for Academy staff. This may require information and endorsement from the pupil's/student's general practitioner.

2.5 Parents/carers are responsible for informing their academy of medical issues that arise during the pupil's/student's time in the academy.

## **2.6 Medical Treatment/Medicines:**

All medicines must be handed to the First Aider at the start of the day. Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for dosage.

2.7 Prescribed medication will only be administered in accordance with the stated dosage instructions. Staff will not alter the dosage on parental instruction unless the change is evidenced by a doctor's letter.

2.8 The academy will store the medicines in a locked non-portable container. Information regarding any prescribed medication should be made available to a relevant member of staff.

## **2.9 Illness in an Academy:**

If a student becomes ill in a lesson and staff feel that medical treatment is required, the academy's procedure will be followed. If staff feel 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/carer will be contacted or a letter sent home with the student.

2.10 The Trust has a strict policy that no medication will be given orally or externally unless permission has been given by the parent/carers. Parents/carers will be contacted depending upon the nature of the medical problem.

2.11 Non – prescription medicines will only be administered if the parent has given written consent and has also confirmed in writing that such medicine has been used by the student before without any adverse effect.

2.12 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/carer contacted by the academy. In the absence of a parent/carer, a member of staff must accompany the student to the hospital and remain there until the parent/carer arrives.

2.13 If a parent cannot be contacted, the academy will act in loco parentis and give permission for any emergency treatment.

## **2.14 Policy on specific medical issues:**

The Trust welcomes all students and encourages them to participate fully in all activities.

Each academy will keep a record of students who may require specific treatment. In these cases, parents/carers may require the academy to keep emergency medication. The parent/carer must provide written consent with clear instructions as to dosage and how to administer the medication or other treatment, which will be kept with the medication. Medication should be fully labelled (student's name, drug, and dosage) and handed in to reception by the parent. The academy will keep the medication in a secure place.

## **3. First Aid**

3.1 The Principal is responsible for putting the Trust's policy into practice and for developing detailed procedures. The Principal will make sure that parents/carers are aware of the Trust's Health and Safety policy, including arrangements for First Aid. Details under the headings below will be bespoke to individual academies

3.2 First Aider's main duties:

In the academy, the main duties of a first aider are to:

Each academy will have an appointed person who will have completed a training course approved by the Health and Safety Executive (HSE) and who:

- takes charge when someone is injured or becomes ill
- looks after the First Aid equipment e.g. restocking the first-aid container
- ensures that an ambulance or other professional medical help is summoned when appropriate

### **3.3 Providing information in the academy about the first aid procedures:**

Reassessment of First Aid Provision:

The governing body and/or Principal will regularly review the academy's First Aid needs (at least annually) to ensure the provision is adequate.

3.4 Each academy will ensure that there is

- adequate provision for lunchtimes and breaks and will encourage lunchtime supervisors to have First Aid training
- adequate provision for leave and in case of absences
- First Aid provision for off-site activities i.e. academy trips
- adequate provision for practical departments, such as science, technology, home economics, physical education
- adequate provision for out of hours activities e.g. sports activities, clubs

3.5 Academy First Aid boxes will contain (HSE recommended standard)

- a leaflet giving general advice on First Aid 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads four individually wrapped triangular bandages (preferably sterile)
- six safety pins
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile un medicated wound dressings
- two large (approximately 18cm x 18cm) sterile individually wrapped un medicated wound dressings
- one pair of disposable gloves

Equivalent or additional items are acceptable.

First Aid accommodation

Hygiene/infection control

### **3.6 Reporting accidents and record keeping:**

Statutory requirements:

The academy recognises that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

3.7 The academy will keep a record of any reportable injury, disease or dangerous occurrence. This will include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. Any report to the HSE should be copied to the CEO.

3.8 Statutory accident records:

Each academy will maintain readily accessible accident records, either in written or electronic form. These records will be kept for 6 years.

### **3.9 Academy central record:**

Each academy will keep a record of any First Aid treatment given by First Aiders and appointed persons. This will include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)

- name and signature of the First Aider or person dealing with the incident

3.10 The information will be used to:

- help the academy identify accident trends and possible areas for improvement in the control of health and safety risks
- be used for reference in future First Aid needs assessments
- be helpful for insurance and investigative purposes

### **3.11 Procedures for contacting the student's parent/carer/named contact:**

Emergency and Accident 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.

3.12 Accountability:

Academy Principals hold delegated responsibility for discharging the sound application of all Trust policies.

3.13 The Trust may alter or adapt this Policy, and any components of it, at any time provided it notifies the Chairs of the Local Governing Bodies.

3.14 The Principal will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

3.15 This policy does not form part of any employee's contract of employment. The Trust may alter or adapt this policy, and any components of it, at any time provided it notifies the Chair of the Local Governing Bodies.