



THE ACADEMY OF
**ST FRANCIS
OF ASSISI**

Supporting Students with Medical Conditions Policy

Review Period:	Two yearly
Person Responsible For Policy:	Headteacher
Governing Committee:	School Governing Body
Date of Governing Committee Approval:	March 2021
Date for Review:	March 2023

I Introduction

- 1.1 The Academy of St Francis of Assisi 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 students with medical needs receive proper care and support at school. In addition, the Academy has adopted the guidance published by the DfE in September 2014 “Supporting Pupils at school with Medical Conditions”.
- 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 parent for their agreement prior to the disclosure. (Throughout this policy, the term “parents” means all those having parental responsibility for a child.)

2 Students with long-term medical needs

- 2.1 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. An Individual Healthcare Plan (Appendix A) will be written for each student with long-term medical needs.
- 2.2 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.
- 2.3 Parents are responsible for informing the Academy of medical issues that arise during the student’s time in the Academy.

3 Managing Prescribed/Unprescribed Medicines in the Academy

- 3.1 The Academy’s staff in the main office/reception should be informed of any medication brought into the Academy at any time.
- 3.2 Information regarding any prescribed medication should be made available to the student’s Form Tutor, Head of Year and Leader of Learning Support-Tara Welsh.
- 3.3 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.
 - 3.3.1 The DfE provided further guidance to schools in September 2014 “Supporting Students with Medical Conditions in School” and as a consequence the Academy has adopted a number of proformas which staff are asked to use when managing or administering medicines. These are provided as Appendices and are available from the Main Office.
 - 3.3.2 As a general rule, only trained First Aiders will administer prescribed medicines. Medicines should only be administered at school when it would be detrimental to a

- child's health or school attendance not to do so. No child under 16 should be given prescription or non-prescription medicines without their parent's written consent (Appendix B)– except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- 3.3.3 Only prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage should be accepted. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- 3.3.4 The First Aider in the main office will coordinate the storage and administration of medicines brought into school for pupils. This will be in a locked cabinet in the main office. Relevant staff will be informed of where the key is kept and this must be returned there after each use. Students should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to students and not locked away. This is particularly important to consider when outside of school premises, eg on school trips.
- 3.3.5 A record should be kept of any doses used and the amount of the controlled drug held in the academy (Appendix C). Staff administering medicines should do so in accordance with the prescriber's instructions and should record all medicines administered to individual students, stating what, how and how much was administered, when and by whom (Appendix C). Any side effects of the medication to be administered at school should be noted.
- 3.3.6 When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

4 Illness and Injury in the Academy

- 4.1 If a student complains of feeling unwell they should be observed and condition considered over short period of time by class teacher. If student's condition deteriorates, student complains of continued illness or staff member feels concern and that student is unable to learn, and take part in the lesson, then that student should be directed to their Head of Year with a note in their planner explaining the concern, accompanied by another student if necessary. If the teacher feels that the student is too ill 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.
- 4.2 If the student has an injury, or has had an accident and it is not considered to be serious, but needs immediate attention then they should be sent to the main office and a first

aider will be called for. The member of staff may choose to send someone with the injured student or not, as in how serious they consider the injury to be. Notes should always be written in planners to explain why students are out of class.

- 4.3 If an injury or accident occurs and is judged to be of a serious nature, the staff member must send for a First Aider. This can be done via the main office or by contacting Channel 4 on a radio. If the accident is judged to be serious and could perhaps involve a spinal injury, **the student must not be moved.**
- 4.4 The First Aider must decide if an ambulance should be summoned (Appendix F) and the movement of the student be left to the crew. A member of SLT should be informed immediately that an ambulance has been called. Parents should be informed immediately. If the student needs to be taken to hospital and parents are not available or yet on site then a member of Staff should accompany the student and remain there until the parent arrives.
- 4.5 The accident book should be completed for all accidents and serious sicknesses which may or may not require hospital treatment. The book is held in the main office.

5 Academy off-site visits

- 5.1 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 conditions having completed an appropriate risk assessment. Staff should be aware of how a student's medical condition will impact on their participation, but there should be enough flexibility for all students to participate according to their own abilities and with any reasonable adjustments. Staff should make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. Staff should consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. It is best practice to carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

6 Policy on specific medical issues

- 6.1 The Academy welcomes all students and encourages them to participate fully in all activities.
- 6.2 The Academy will advise staff on the practical aspects of management of:
- i Asthma attacks
 - ii Diabetes
 - iii Epilepsy
 - iv An Anaphylactic Reaction
- 6.3 The Academy will keep a record of students who may require such treatment.
- 6.4 The Academy expects all parents whose students 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.

7 Monitoring, Evaluation and Review

- 7.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

References

DfE September 2014 "Supporting Pupils at school with Medical Conditions".

DfEE Circular 14/96 "Supporting Pupils with Medical Needs in School"

DFES Guidance March 2005 "Managing Medicines in Schools and Early Years Settings"

Appendix A: parental agreement for setting to **MEDICAL FORM I**

The Academy of St Francis of Assisi

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number
2. Give your location as follows
The Academy of St Francis of Assisi, Gardeners Drive, off Sheil Road
3. State that the postcode is
L6 7UR
4. Give exact location in the Academy
5. Give your name
6. Give name of pupil and a brief description of pupil's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone

MEDICAL FORM 2

The Academy of St Francis of Assisi

Health Care Plan

Name of school	The Academy of St Francis of Assisi
Child's name	
Group/class/form	
Date of birth	/ /
Child's address	
Medical diagnosis or condition	
Date	/ /
Review date	/ /

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Describe medical needs and give details of child's symptoms

Daily care requirements (e.g. *before sport/at lunchtime*)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Who is responsible in an emergency (*state if different for off-site activities*)

Form copied to

MEDICAL FORM 3A

Parental Agreement for Academy to Administer Medicine

The Academy will not give your child medicine unless you complete and sign this form and that the school or setting has a policy that the staff can administer medicine.

Name of school	The Academy of St Francis of Assisi
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the Academy needs to know about?	
Self administration	
Procedures to take in an emergency	

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

I accept that this is a service that the Academy is not obliged to undertake.

I understand that I must notify the Academy of any changes in writing.

Date _____ Signature(s) _____

MEDICAL FORM 3B

Parental Agreement for Academy to Administer Medicine

The Academy will not give your child medicine unless you complete and sign this form.

Name of school	The Academy of St Francis of Assisi
Date	/ /
Child's name	
Group/class/form	
Name and strength of medicine	
Expiry date	/ /
How much to give (i.e. dose to be given)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school/setting	

Note: Medicines must be in the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Academy staff administering medicine in accordance with Academy policy. I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature _____

Print name _____

Date _____

MEDICAL FORM 4

The Academy of St Francis of Assisi

Academy Agreement to Administer Medicine

It is agreed that will receive at a dosage of every day at the following times

..... (pupil) will be supervised whilst he/she takes their medication by (member of staff).

This arrangement will continue until

Date _____

Signed _____

(The Principal/ member of staff)

If more than one medicine is to be given a separate form should be completed for each one.

