



## BEACON ACADEMY

### Supporting Pupils with Medical Needs

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<b>Updated</b>	<b>January 2020</b>
<b>Date Approved by Governors:</b>	<b>20/10/2014</b>
<b>Date of Review:</b>	<b>Summer Term 2022</b>
<b>Responsible Department:</b>	<b>Safeguarding Lead</b>

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*The Equality Act 2010 requires public bodies, in carrying out their functions, to have due regard to the need to:*

- Eliminate discrimination and other conduct that is prohibited by the Act*
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it*
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it.*

*In the development of this policy due regard has been given to achieving these objectives.*

## **1. Introduction**

The Governors have requested that a comprehensive policy for the support of students with medical needs be made available. This policy deals with the legal framework relevant to medical needs, the responsibilities of different groups and the procedures to follow with regard to the administration of medicines in academy.

## **2. The Legal Framework**

LAs, academies and governing bodies are responsible under the Health & Safety at Work Act (HASAW) 1974 for ensuring the academy has a Health & Safety Policy. (Such a policy has been in place since May 1995). Other legislation relevant to the Medical Needs Policy includes the Education Act (1993) the Medicines Act (1968), DfEE circular 14/96 and Supporting Students with Medical Needs.

## **3. Responsibilities**

### **3.1 Governors**

The Governing Body has overall responsibility for academy policies. It is part of their responsibility to ensure that policies are in place where appropriate.

### **3.2 Head Teacher**

The Head Teacher is responsible for implementing the governing body's policy in practice and for developing detailed procedures. Further, the Head Teacher is responsible for staff training with regard to medical needs.

### **3.3 Academy**

The academy operates a Medical Room which provides first aid cover only and a room for students or staff who have been taken ill during the course of the day. Any student who needs to attend the Medical Room during class time must have a note from their teacher.

Staff should be aware of any medical needs of students and should understand the nature of the condition. [refer to Chapter 5 of publication, Supporting Students with Medical Needs) It is the responsibility of parents/carers to inform the academy of any medical needs. A register of such students will be maintained in the Medical Room. [Refer to Parents' responsibilities]

Students requiring medical equipment for a condition or taking medicine must store it in the Medical Room, including paracetamol tablets etc. All such equipment and medicines must indicate the name of the student and be held securely. Parents must sign the appropriate form, prior to sending children into school with medication.

Whilst staff are not responsible for administering medicines the medical room offers assistance with and supervision for the taking of prescribed medicines where specific information is provided, as detailed later in parents /carers responsibilities, It is the responsibility of parents / carers to ensure that the child is instructed properly in the use of such a medicine. (refer to section in parents / carers responsibilities)

Students needing to take non prescribed medicines during the academy day, which are brought by themselves, will be allowed or aided to do so in the medical room only at staff's

discretion. This includes such medicines as paracetamol, Anadin, eye drops.

In the case of severe allergic reactions, if it becomes necessary to administer an epipen injection this will be done so according to the instructions provided. This should be kept by the student at all times.

Given the climate of inclusion and increasing medical needs situations may arise which are not covered specifically by this policy. In such cases an official written agreement of procedure between academy and home should be established, ultimately approved by the Head Teacher.

A record of all students/staff reporting to the Medical Room must be maintained. Any treatment given or medicine taken must also be recorded. If the Safeguarding Lead/Child Protection Officer believes that the student is too ill to remain in academy, then he/she should contact the parent/carer for collection. See *parents / carers responsibilities* 3.4. If, in the estimation of the Safeguarding Lead/Child Protection Officer or other member of staff, *emergency* hospital treatment is necessary *arrangements will be made, usually by calling an ambulance*. The student will be accompanied by the Assistant or other member of staff. Further, the academy will contact the parents/carer to let them know that the child has been taken to hospital. Generally staff should not take students to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff *must* be accompanied by another adult and have public liability vehicle insurance.

The academy will ensure that it has an adequate number of first aiders.

The arrangements for medical needs of students on academy trips are detailed in the policies for overnight visits and day visits. If possible, it is desirable that a qualified first aider should accompany students on academy trips.

All medical information given to the academy will remain confidential and only involve staff whom it concerns.

All staff should know how to call the emergency services. All staff should also know who is responsible for carrying out emergency procedures in the event of need. Staff should refer to the Staff Login section of the website; [www.beaconacademy.co.uk](http://www.beaconacademy.co.uk) or can speak to the Senior Office Manager.

### 3.4 Parents/Carers

It is the responsibility of parents/carers to ensure that students who are ill are kept at home. If a student is taken ill or is injured whilst at academy, the Safeguarding Lead/Child Protection Officer *or another member of staff* will make arrangements as outlined under "Academy Responsibilities". See *above*.

*Parents / Carers should provide reliable contact numbers for use in case of emergency or illness*. All students new to the academy must have medical needs form completed by their parents/carers.

If a student has a medical condition of which the academy must be made aware, the parent/carer should notify the academy immediately. If a student requires access to medicines/medical aids that do not require him/her to stay away from academy, e.g. antibiotics, then parents/carers can request that they are stored securely in the Medical Room. All *such* medication whether *carried* by the student or stored in the Medical Room must be:

- clearly labelled
- frequency of use shown and, if required, times
- a last date of use or expiry date should be shown clearly.
- *If the medication is for long term storage and use there should be signed authorisation*

*by a parent /carer.*

It may be necessary *or preferable* for some students to retain their own medication or medical aid, e.g. inhalers. In such circumstances, it is the responsibility of the student to retain it. Parents/Carers should still inform academy of this. There may be lessons where it is better for the classroom teacher to keep it secure, e.g. P.E.; the student should make arrangements with the teacher.

The academy needs to be aware of any condition before the child first attends or any condition which develops later in the student's academy career. For instance, in the case of students, *with special medical needs*, who are required to attend hospital appointments on a regular basis, a written health care plan should be provided with information regarding

- details of the child's condition;
- special requirements e.g. dietary needs, pre activity precautions;
- medication and any side effects;
- what to do, and whom to contact in an emergency.

It is the responsibility of the parent/carer to *ensure collection* of medicines *as they expire or* by the end of the term in which they are no longer required. The academy does not have facilities to dispose of medication. If medication is required during a holiday period, it should be collected by parents/carer *or student* on the last day of term. *Where medication has been retrieved from the medical room for holiday periods or for any other reason, it is the responsibility of the parents/carers to provide replacement as and when necessary.*

#### **4.General**

The Head Teacher and academy staff will treat medical information confidentially. If it is necessary to let other people know of a condition, e.g. on a academy exchange, the parent's/ carer's permission will be requested.

The safety of staff and students must be considered at all times, i.e. there must be an adequate supply of personal protective equipment, e.g. disposable gloves. All medicines, medical needs and equipment, *held in the medical room*, must be stored in a safe, lockable *cabinet or chest which cannot be easily removed from the room.*

The academy has no facility for dealing with the disposal of sharps, such as needles. Parents/carers must speak to the Senior Office Manager if their child is required to use a needle for a medical need. A diabetic student who may require an insulin injection during the academy day should speak to the Senior Office Manager or Medical Room regarding a private area for the injection.

For further information, refer to DfEE Circular 14/96 and the DfEE publication Supporting Students with Medical Needs is available with the original copy of this policy. In particular, parents can obtain copies of:

Form 1: Health care plan for students with special medical needs

#### Trips and Visits

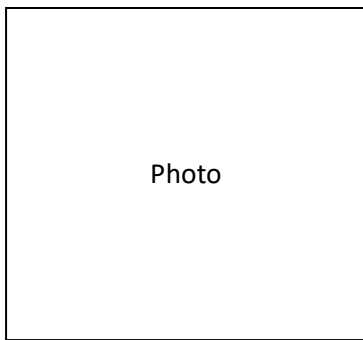
As per guidance from the DFE, additional measures may be necessary to support students with medical needs during visits, including arrangements for taking medication and ensuring sufficient supplies for residential visits.

The academy policy for educational trips and visits outlines the procedure which academy staff must follow in relation to educational trips and visits and supporting students with medical needs.

**HEALTH CARE PLAN FOR A STUDENT WITH SPECIAL MEDICAL NEEDS**

Date: .....

**Clinic/Hospital Contact**



Name .....

Phone No .....

**CONTACT INFORMATION**

*Family contact 1*

Name: .....

Phone No.:  
Home/Work  
.....

.....

Relationship: .....

Name: .....

Date of Birth: .....

Condition: .....

Tutor Group: ..... House: .....

***Family contact 2***

Name: .....

Phone No.: Home/Work  
.....

Relationship: .....

**GP**

Name .....

Phone No: .....

**Describe condition and give details of student's individual symptoms:**

.....  
.....  
.....  
.....

**CONFIDENTIAL**

**MEDICATION - REPLY SLIP**

**Parental agreement for academy to administer prescribed medicine**

Student Name: .....DOB: / / Tutor group: .....

**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 J Kinnaird (Safeguarding Lead): ...../...../.....

Dosage & method .....

Timing .....

Special Precautions .....

Are there any side effects that the academy needs to be aware of?

.....

Self Administration? YES/NO (*delete as appropriate*)

Procedures to take in an emergency: .....

.....

Contact Details:

Name ..... Daytime Tel No: .....

Relationship to child .....

Address .....

**I understand that this medicine must be delivered personally to the medical room, or to a member of the office staff.**

Signature of Parent/Carer .....