



Medicines Policy

Policy Lead:	Ms L Bailey
Last Review Date:	January 2021
Next Review Date:	January 2022
Approval needed by:	Deputy Headteacher



FIRST AID AND MEDICINES POLICY

STATEMENT OF INTENT

The Governors and Headteacher of The Oaks Academy believe that ensuring the health and welfare of staff, students and visitors is essential to the success of the Academy.

We are committed to:

- Providing adequate provision for first aid for students, staff and visitors.
- Ensuring that students with medical needs are fully supported at The Oaks Academy.

Procedures for administering medicines and providing first aid are in place and are reviewed regularly.

Mr Peter Kingdom (Headteacher)

Signature Date

Roles and responsibilities

All Staff

- To be aware of students with medical needs in the Academy and action to be taken where advised.
- To be aware of students with medical needs who are not currently at the Academy and liaise with relevant people to ensure support can be provided as appropriate.

Attendance Manager/Administration Staff

- Arrange the recording and maintenance of medical information on SIMS.

Form Tutor

- Liaise between home and Academy.

Pastoral Staff

- Ensure communication of information to staff as appropriate and facilitate through staff the effective social and academic progress of students with medical needs.
- Liaise with the Attendance Manager/Administration Staff to ensure maintenance of up to date medical information.

Academy Leadership Team

- Consider and facilitate any appropriate training that is necessary.

Students with medical needs who ARE attending Academy:

- Students will be fully supported in accessing all areas of the curriculum.
- Staff must be aware of relevant needs and what to do in the event of an emergency or display of the particular need.
- Students who become ill during a lesson should be sent to the student reception and should generally be a pastoral manager/or a reliable student when staff are unavailable. If this is not possible, help should be summoned immediately.

Students with medical needs who are not attending The Oaks Academy:

SEND/CO/Lead TA (through liaison with the relevant teachers and Faculties) will:

- Notify the Education Welfare Service if a student is, or is likely to be, away from The Oaks Academy due to medical needs for more than 15 working days
- Liaise with home and hospital teaching services to enable them to draw up a personal education plan to cover the complete education for a student who is likely to be at home for more than 15 working days and students with chronic illnesses who regularly miss some sessions.
- Supply appropriate Local Authority education provider with information about a student's capabilities, educational progress and programmes of work
- Monitor progress, reintegration into the academy and liaison with other agencies
- Ensure that students who are unable to attend The Oaks Academy because of medical needs are kept informed about, and encouraged to participate in, appropriate Academy events.
- Attend reviews appropriately.
- Liaise with Examinations Officer to ensure access to public examinations.

The Oaks Academy

Medical Issues Procedure

The Oaks Academy endeavours to work with parents/carers and students regarding the health of students whilst in the academy's care and the procedure outlined below details how this will be effected. It is important that a parent/carer provides an up-to-date record of home, mobile and work contact numbers, where applicable, in case of emergency. Confidential health and welfare information will be shared with appropriate personnel.

Illness

The academy has no facilities to nurse sick children. If a student shows symptoms of illness, staff must make a judgement about the situation. If symptoms persist and a student is in distress and cannot wait until the lesson ends, they should be collected by a member of pastoral staff and taken to the student reception where arrangements will be made to send them home. No student should be sent from lesson simply to sit in the student reception, pastoral offices or admin area.

Accidents/Injury

If a minor injury is sustained in the academy which does not need treatment by a medical practitioner, the academy has a number of qualified first aiders who can assist.

- In the first instance the injured party should be taken to the student reception where first aid kits located. There are a number of first aid trained but the main first aider is the attendance manager located in the student reception.
- If the injured party cannot be moved to an office, staff should contact the student reception, giving as much detail as possible so that a first aider can respond appropriately.
- If the injured party has to be taken to hospital or the injury is work related, then the accident is reported on the Accident Reporting System by Jane Derry (Attendance Manager).
- All illness/injuries are recorded by the first aider in the illness/accident book.

First Aid Boxes/Kits

- First aid boxes/kits are located in the student reception area, Science Laboratories, PE changing areas, food technology classroom, the Brownson Centre and within the main administration area.
- A defibrillator is located in the staffroom.
- Except in extreme emergencies, first aid boxes/kits should only be used by qualified first aiders.
- There are first aid bags held in the student reception for all Academy trips.

Contacting Medical Services

- Where an injury is sustained that may need help from a medical practitioner, a first aider must be summoned to assess the situation and offer treatment that might minimise the consequences of the injury.
- At the same time the office should be informed so they can summon an ambulance and inform the student's parents.
- If a parent cannot be contacted the Headteacher or his/her representative should be informed so that a decision can be made as to who shall accompany the student to hospital.
- A member of the academy office staff should direct the ambulance personnel on arrival to the correct location.
- **ALL ACCIDENTS NECESSITATING EMERGENCY SERVICES BEING CALLED, OR WHERE THE INJURED PARTY IS ABSENT FROM THE ACADEMY FOR THREE DAYS OR MORE WILL BE RECORDED ON THE PRIME ACCIDENT REPORTING SYSTEM.**
This includes accidents to staff and visitors to the academy.
- All other accidents are recorded in the accident register kept in the main office on both sites.

Residential Trips

- Staff supervising residential trips should ensure that parents are required to inform them of any medical condition that might affect the students' health and safety.
- They must ask parents to sign a form to agree that a party leader can sanction any emergency medical treatment a child may need during the visit.
- First aid boxes/kits/bags should be carried on all academy excursions and, where appropriate, the mobile telephone for emergency use.

Administration of Medicines in The Oaks Academy

A few children, whilst fit to attend, may require medication during academy hours. In addition, it may be necessary for children with long term complaints or chronic illness such as asthma or diabetes to receive medication. The following guidelines are designed to give direction as to the procedures and arrangements which should be observed when dealing with this subject.

Prescribed Medicines

Prescribed medicines may be administered in the academy where it is deemed necessary. Most prescribed medicines can be taken at home, outside of normal hours. Whenever possible, the student will administer their own medicine under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine.

In all cases, we must have written permission outlining the type of medicine, dosage and the time the medicine needs to be given. All medicines should be in the original labelled container showing the student's name. A record is kept of each instance/dosage of medication. These consent forms are available in the academy offices. Completed forms will be stored with the medication. New forms must be completed each year.

The Oaks Academy **cannot** take responsibility for injections of any type, medication where intimate contact is necessary or where the timing or dose is vital, or where medical expertise is required. The only exception to this is the administration of adrenalin during instances of anaphylactic shock.

There may be other circumstances where a student's medical need is such that emergency medication is required. Parents need to discuss these with the appropriate Headteacher and each case will be dealt with on its merits.

Medication needed for emergency situations, such as Epipens, asthma inhalers and glucose tablets, will be readily accessible. Inhalers must be carried by students; a spare inhaler may be left with the student office and should be clearly marked with the student's name.

Non Prescribed Medicines

Non prescribed medicines such as Paracetamol can only be administered with written parental/carer consent. These medicines will be stored in the main offices, together with the relevant documentation.

It is the responsibility of the parent/carer to collect any medications either at the end of the academic year or when the student no longer needs the medication. Any medication not collected will be destroyed. It is the parents' responsibility to ensure that medication which has an expiry date (e.g. Epipens, inhalers etc.) is replaced and brought into the building.

Medical Conditions

Some students are regarded as having medical needs. Most students with medical needs are able to attend the academy regularly and, with the support from the academy, can take part in most activities.

Where a student has a known medical condition such as asthma, diabetes, epilepsy and severe allergic reactions, a Health Care Plan will be prepared by the School Nurse and the Primary Care Trust. These will be kept with the medication in an easily accessible place in the student offices. These Health Care Plans will be monitored on an annual basis by the School Nurse, who will liaise with the parents/carers, students and The Oaks Academy. More regular monitoring will be done when the School Nurse is notified of changes to the student's condition or medication. The Oaks Academy uses Health Care Plans to inform staff of students in their care who may need emergency help.



ASTHMA POLICY

The Oaks Academy –

- Welcomes all students with asthma.
- Will encourage and help students with asthma to participate fully in all aspects of academy life.
- Recognises that asthma is an important condition affecting many academy children.
- **Recognises that immediate access to inhalers is vital.**
- Will do all it can to make sure that the academy environment is favourable to children with asthma.
- Will ensure that other children understand asthma via the curriculum so that they can support their friends; and so that children with asthma can avoid the stigma sometimes attached to this chronic condition.
- Has a clear understanding of what to do in the event of a student having an asthma attack.



- Will work in partnership with parents, academy governors, health professionals, academy staff and students to ensure the successful implementation of The Oaks Academy asthma policy.

ASTHMA POLICY INTO PRACTICE

The Oaks Academy will implement its Asthma Policy by carrying out the following procedures:

- Ensure all staff, teaching and non-teaching, are aware of and understand the Policy.
- Students who, as far as we are aware, suffer from asthma are recorded on SIMS. SIMS is available to all staff.
- Records of medication required will be kept. Parents will be asked to inform us if medication is changed at any time.
- Students will be encouraged to take responsibility for their own health and wellbeing and to carry and use their inhalers whenever necessary. If requested to do so The Oaks Academy will keep a spare inhaler in an easily accessible place.
- Endeavour to ensure that The Oaks Academy is an asthma-friendly place by:
 - having a no-smoking policy;
 - ensure that, wherever possible, students' whose asthma is triggered by pets are not exposed to them;
 - ensure that, in Science, fume cupboards are used;
 - if this is not possible, then students will be allowed to leave the room, if necessary.
- Liaise with parents in order to keep records up to date and to inform parents of any asthma related problems experienced by the student at The Oaks Academy.

List of First Aiders

Name	Location	Telephone
Jane Derry	Student Reception	1083
Gemma White	Head of Behaviour Office/KS4 Pastoral Office	1086
Katie Ogden	Room 21	1102
Kate Hoole	Staffroom	1077

MEDICAL NEEDS CONFIRMATION

I can confirm the following:

- I am fully appraised of the First Aid and Medicines Policy and understand the processes and procedures that need to be followed
- I have checked, am aware and have made a note of students in my classes who have medical needs

Signed _____ Date _____

Name _____