

# **Anchorsholme Academy**



## **Medical Policy**

# ANCHORSHOLME ACADEMY MEDICAL POLICY

## PHILOSOPHY

In line with the overall aims and ethos of Anchorsholme Academy and our Inclusion Policy, it is our philosophy to respond positively, calmly and caringly to our pupils' medical needs, enabling all pupils to receive care with dignity and in privacy where appropriate.

## AIMS

We aim to:

- develop a whole academy approach to medical issues;
- provide clear lines of communication between the academy, parent, and pupil and outside agencies;
- introduce formal systems and procedures;
- introduce a clear and concise system of record keeping, including an up to date medical register;
- liaise effectively with Physical Difficulties Outreach Team.

## AUDIENCE

The audience for this policy includes parents, teaching staff, TAs, welfare assistants, cleaning staff and office staff.

## FORMAL SYSTEMS AND PROCEDURES

The Headteacher requires **prior written agreement** before any medication can be administered by staff.

For severe, long term conditions, the child must have a care plan written following a meeting with parent, medical co-ordinator and school nurse.

Long term medication (e.g. asthma inhalers) which can be self-administered, are accepted in school after completion by the parent of the appropriate medical form.

Short term medication (e.g. for infectious diseases) should **not** generally be administered by academy staff. If necessary, parents may choose to bring medication into the academy whenever necessary to administer it.

## **STORAGE OF MEDICATION**

Long term to be administered by pupils: these items (mainly inhalers) to be stored within classrooms in clearly labelled medical container within easy reach of pupils.

Long term to be administered by designated member of staff (J Carter / H Newbery): to be stored securely in the designated medical drawer in the office and signed off in the medical file.

Note: Medication for short term illnesses should not be stored in the academy. When this is unavoidable, medication will be stored in the fridge in the print room. Parent must complete appropriate form and staff sign it off in the medical file.

## **INFORMATION GATHERING ON MEDICAL CONDITIONS**

On admission to the academy, all parents should complete:

- admission form
- a medical form if necessary
- care plan as issued by Local Health Authority / School Nurse if appropriate

Copies of forms should be kept by the office and sent to:

- SENCO / Medical Co-ordinator and class teacher

At the beginning of each academic year, parents should be asked to provide up to date medical and contact information. This information should then be passed to all relevant personnel.

Updated information should be sent to the main office and records will be updated.

## **MEDICATION**

Staff should be aware of the agreed procedures within this policy document and should ensure that long term medication information is supplied to:

- Office to update SIMS and SENCO / Medical Co-ordinator

## **ILLNESS**

If a pupil becomes ill during teaching time the following procedure is followed:

- Assess the degree of illness, and if after a short period of time the pupil does not appear to recover, inform the office explaining the problem and suggesting that parent is contacted as instructed in T card and that the pupil needs to be sent home.
- If no contact found, pupil should remain in class if they are fit enough or with a TA if clearly unwell, until home time or contact arrives.
- If pupil's health deteriorates the Headteacher/DH/SENCo would make a decision regarding further action.
- When parent collects pupil from the academy they must be signed out by office staff.
- Office staff inform class teacher that pupil is now off premises.

If a pupil becomes ill during playtime or lunchtime, the TA/teacher on duty takes the pupil inside to the attention of the first-aider, who then follows the same procedure as above.

## **ACCIDENT OR INJURY**

If serious injury occurs indoors or outside, the teacher /TA should send for a senior member of staff/first aider, dependent upon the injury.

In the event of any bump to the head, including facial bumps, a phone call should be made to the contact on the T card who can then make the decision whether to come in to see the child. A 'bumped head' note must be sent home with the pupil. A copy of this should be kept. All accidents should be recorded in the first aid book.

Serious injuries should be recorded on the LA accident form obtainable from the SENCo or site supervisor. This form should be signed by the Site Supervisor before being forwarded to the LA and an investigation carried out.

## **FIRST AID**

A first aid kit is kept in each year group for use at break and dinner, together with an accident book. The accident book should be completed following use of any first aid equipment.

Travelling first aid bags are kept for school trips. These are to be kept fully stocked and should be taken out to accompany pupils on sports fixtures and visits.

Each classroom has a small kit for minor cuts etc.

A kit is also kept in the print room for staff use and there is a defibrillator in the office.

The majority of TAs and some teachers have received paediatric first aid training.

## **MEDICAL REGISTER**

A full medical register giving details of conditions affecting pupils in the academy is kept in the SEN room. The SENCO / medical co-ordinator and Pastoral Mentor have copies of this document which is updated termly.

## **MEDICAL PROCEDURES FOR STAFF**

Any medical conditions which could affect a teacher's ability to work should be reported to the Headteacher/Office Manager as soon as possible.

If any member of staff needs to have medication in school, even proprietary items such as paracetamol, she/he has the responsibility to ensure it is kept safe and secure away from pupils.

Any accidents to staff should be recorded on an LA accident form and recorded by the Office Manager if necessary.