

Enterprise South Liverpool Academy

Medical Treatment of Students

The sponsors' mission is that the Enterprise South Liverpool Academy (ESLA) equips all members of its learning community with the values, skills and attributes they will need for personal success and well-being in a multi-cultural society and global economy

Also to significantly contribute to community cohesion and regeneration as a centre of learning to provide support, training and business opportunities for the benefit of all local people.

*The **Enjoyment of Learning**, the opportunities provided through the **Enterprise and Business** and **Languages for Business** specialisms and a culture that reflects **Christian Values and Principles** are the core characteristics of the Academy. These complementary core elements are evident in everything the Academy does and represents.*

APPROVED DATE	Pending - Governors		
REVIEW DATE	December 2015		
SIGNED HEAD OF SCHOOL		PRINT NAME	KEVIN UNSWORTH
SIGNED CHAIR OF GOVERNORS		PRINT NAME	KEITH SEXTON

Introduction

The Academy seeks to support the full range of student need against the 5 outcomes of Every Child Matters. It is vital to the Academy to ensure that students with medical needs are included, achieve and stay safe.

Most students will at some time have a medical condition that may affect their short term participation in academy activities, but some have conditions that, if not properly managed could limit their long term access to education. It is the Academy's responsibility to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

Roles and Responsibilities

Parents, as the primary carers, have responsibility for the health of the child and must inform the Academy about any medical condition, treatment or special care needed.

The Governors and Principal retain the main responsibility for ensuring the Academy systems comply with the law and keep both students and staff safe.

The Off Site Learning Coordinator, as the Academy's appointed first aid officer, will oversee the arrangements for first aid provision and the medical treatment of students in conjunction with the Academy Nurses.

Teachers have a responsibility for ensuring that they are aware of students' medical needs, follow advice given and the procedures for trips

The Academy Nurses are responsible for sharing information and skills with staff as needed including advising staff on the practical aspects of management of:

- Asthma attacks
- Diabetes
- Epilepsy
- Anaphylactic Reaction

Policy

This policy provides the basis for ensuring that students with medical needs receive proper care and support at the Academy.

Students with medical requirements need to:

- Access a good general education
- Be included in as wide a range of activities as possible
- Stay safe
- Have their needs known by those responsible for them
- Be supported by multi-agency advice

It is the policy of the Academy that the administration of medicines both as a matter of routine and in emergency situations has clearly defined processes that are dictated by good practice and adhered to at all times by all parties.

It is important to note there is no legal duty, which requires staff to administer medication. Staff who assist with any form of medication in accordance with the procedures detailed within this guidance are reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that the procedures are followed as delineated.

Illness in the Academy

If a student becomes ill in a lesson and the teacher feels that medical treatment is required, the student should be sent to the attendance officer / reception, accompanied by another student if necessary. .

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

If the teacher feels 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 will be contacted or a letter sent home with the student.

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

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

Further information on First Aid arrangements in the Academy can be found in the Health and Safety Manual

Medication in the Academy

For medication to be permitted within the Academy an Administration of Medicines form must be completed in agreement with parents and a parental consent form must be completed prior to the acceptance of medication onto the Academy sites. If more than one medication is required, all medications must be dealt with as separate issues with the procedures being followed for each. Where appropriate a doctor's note should be received to confirm the necessity for the medication to be administered during Academy hours. This must be handed to the Office Manager and the details entered in the medication record book.

All medication must be in the original container and must have

- The student's name
- The name and strength of the medication
- The dosage and the times when the medication should be given
- The expiry date

Medication must be kept in a locked cabinet, labelled with the student's name and checked regularly for 'use by' date. The key will be held in a restricted but accessible place known to the Office Manager or other designated member of staff. If fridge storage is required arrangements are to store the medication in a lockable secure area. Once removed from the cabinet or fridge the medication should be administered immediately and never left unattended. The necessary documentation for recording the administration of medication must also be completed immediately. Parents should dispose of unused medication

When a student presents himself/herself for medication, the responsible member of staff will

- Check the written request for the Academy to administer medication (Administration of Medicines form)
- Check the written confirmation from a health practitioner (if applicable)
- Check the parental consent form
- Check for the medication identified with the name of the child
- Cross check with another adult the identity of the child and medicine

Students will take the medication themselves and this will be logged in the record book by time and date and signed by 2 people, one of whom can be the student if they are responsible enough. The Academy will ensure that the student has access to an area away from public view to take the medication. No child will be permitted to use another's medication. This procedure must also be adhered to in the case of the administration of medication on Academy trips.

If a student refuses medication the Academy will notify the parents immediately.

Students with significant medical needs must have an Individual Health Care Plan (I.H.C.P.) agreed by parents, Academy staff and appropriate Health Care Practitioner. The School Health practitioner will identify those students who require an IHCP and leads on the production and content of the plan

Information regarding medication will be held in individual student files on the confidential event log and as a list in the Academy Medical Profile, access to these files will be restricted however summary information and advice vital to staff will be kept on the administration system in individual student files *when parental permission has been gained*. Student information will be shared in more detail with staff when needed (e.g. trips and special activities) to inform care plans and risk assessments.

Definitions

IHCP Individual Health Care Plan

Appendices

ESLAF40 Administration of Medicines
ESLAF41 Parental Consent (Medicines) Form