

Kingsley Academy

supporting students with medical needs, first aid and medication

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Children with Medical Needs

The purpose of this policy is to outline how the academy will endeavour to meet the individual needs of each student requiring any medication or treatment in school, to enable them to access all areas of the curriculum and experiences therefore allowing them the opportunity to achieve.

Kingsley Academy is an inclusive community that aims to support and welcome students with medical conditions. The academy understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and those that may start in the future.

Students with medical conditions are encouraged to take control of their condition, considering their personal level of understanding and development.

The academy aims to include all students with medical conditions in all academy activities on or off site.

Any medication administered on site will be properly controlled in accordance with the Control of Substances Hazardous to Health Regulations (1994), (COSHH). We will keep a copy of all medication literature, which will accompany any students requiring emergency treatment.

It is recognised that staff agreeing to administer medication do so on a voluntary basis and will be appropriately treated.

The medical policy is understood and supported by the whole academy.

Responsibilities

Parents/Carers/Guardians

It's the students' parents/carers/guardian's responsibility to provide the headteacher with adequate information about their child's medical condition, treatment or special care. They, where necessary, will make an agreement with the headteacher as to the academy's role in helping the child with their medical needs. The headteacher will seek agreement from the parents/carers/guardian before sharing the information with other staff.

It is also the parent/carer/guardian responsibility to ensure the school is provided with

the required medication.

The Head Teacher & Governing Body

The Headteacher and the Governing Body should ensure their insurance arrangements provide full cover for staff acting within the scope of their employment and those volunteering to assist with medical needs are indemnified. It will also ensure staff volunteering to assist with medical conditions in the academy receive appropriate training.

Definition of medical needs

Any students that would not be able to access the curriculum without prescribed medication or treatment being administered during academy hours.

Administering medication

- 1) No medication should be given without a consent/request form being completed; written/oral permission by parent/carer can be accepted temporarily whilst forms are sent home.
- 2) Medication must be received from home, with the pharmacy label, with child's name and clearly state the appropriate dose
- 3) All medication must be stored in a locked cupboard in the medical room which is to be kept locked when not in use.
- 4) Medication should only be administered by a full first aider.
- 5) All medication to be signed for on administration.

It is the responsibility of the parent/carer to keep the academy supplied with medication and up to date with any changes.

Health Care Plans

It may be necessary on occasions for some students' medical conditions to have a health care plan. The main purpose of an individual health care plan for a student with medical needs is to identify the level of support that is needed at school.

A written agreement with the parents/carer/guardian clarifies for staff, parents and the student, the help that the academy can provide and receive. Kingsley Academy should agree with parents on how often they should jointly review the health care plan, preferably at least yearly.

Every student's needs will be judged individually as children, and young people vary in their ability to cope with poor health or a particular medical condition. However, the academy's medication policy must be applied uniformly. The headteacher will not make judgements about the type of medication prescribed by a registered medical or dental practitioner. People contributing to a health care plan may include:

- The Headteacher
- Parents/Carers/Guardian
- Students (if appropriate)
- Class Teacher
- Teaching Assistant (if appropriate)
- Any academy staff that have agreed to administer medication or who are prepared to be trained in emergency procedures
- The school health service, G.P or other health care professionals, if appropriate.

The Headteacher will ensure all supply staff know about the pupils' medical needs. The Headteacher will ensure that work experience is in a suitable placement that can meet their medical needs. Where possible, the students should be encouraged to share relevant information with employers.

A Health Care Plan may reveal the need for some academy staff to have more information about the medical condition or to have training in administering specific medications or dealing with an emergency. No staff should give medication without training.

The academy will arrange training, in conjunction with the health authority, for Staff volunteering to help students with medical conditions.

The Headteacher and staff will treat medical information confidentially. The Headteacher will agree with the pupil, if appropriate, or their parent/carer/guardian, who else should have access to records and any other information about the pupil.

If information is withheld from the staff, they should not generally be held responsible if they act incorrectly when giving medical assistance but otherwise in good faith.

Intimate or Invasive Treatment

Some academy staff are, understandably, reluctant to volunteer to administer intimate or invasive treatment because of the nature of the treatment, or fears of allegations of abuse.

Parents/carer/guardian and the Headteacher must respect these concerns and should not put any pressure on staff to assist in the treatment unless they are entirely willing to do so. The headteacher or governing body will arrange appropriate training for those who volunteer to give medical assistance.

If possible, the academy should arrange for two members of staff to be present when providing intimate care. At least one should be the same gender as the students. Staff should always protect the pupils' dignity, as far as possible, even during emergencies.

Emergency Procedures

A full first aid staff member is called to attend and the academy leadership team informed. If the situation requires further care, the academy will summon a paramedic and contact the students' parents/carer/guardian informing them of the situation.

If required, a member of staff will escort the students to hospital and await the arrival of their parent/carer/guardian. All emergency incidents are recorded.

If the emergency is for a student requiring emergency medication, the procedure must be carried out by a trained member of staff, following procedures set out in the pupils' care plan and recorded.

Staff should avoid taking students to hospital in their own car, if the need arises this should only be done if there is another member of staff with them and the driver has public liability vehicle insurance.

Offsite Trips

Staff taking students on off-site activities should give the first aid department a written list of all students and staff going off-site prior to the trip, enabling sufficient time to arrange medication and any training for emergency medications if applicable. Students requiring medication whilst on the trip will have to be escorted by a medication trained member of staff.

Only full first aid staff should deal with injuries and first aid in an emergency whilst waiting for a first aider to arrive; all support staff are emergency trained.

Emergency Medications

Medication for Students with Epilepsy

These are to be kept in the academy office and only used by trained staff (up to date list kept in the academy office). This must accompany the students on all offsite activities. An individual care plan will be provided.

The Health Care Plan should identify the type and nature of the student's epilepsy, specifying any behaviour, sensations, triggers, or smells they may experience. It should include the severity, treatment required, and action to be taken.

If emergency medication is required, staff will receive training.

Sufficient changes to the school environment will be made if triggers are identified; e.g. computer screens can be fitted with filters, restricting the length of time on a computer may also reduce the risk of a seizure.

Extra care and supervision may be required to ensure their safety during some activities, e.g. swimming and science. Staff may need to do additional planning when performing activities off-site and overnight stays. Potential risks should be discussed with both the parent/carer/guardian and the pupil. If necessary, the students' G.P, pediatricians /school nurses may be involved.

Medication for Students with Diabetes

Individual care plans are to be followed. Only trained staff are to supervise insulin dose. Monitors are available in the medical room at all times. Emergency pack to be taken to all off-site activities. Spare insulin to be kept in the medical fridge.

Within the health care plan should be a description of the type of diabetes, its control and what to do in the case of hypoglycaemia (low blood sugar levels).

The academy will enable the students to test their sugar levels independently. Support will be provided where required. The academy will seek advice from health care professionals.

Students may need to eat during lessons or prior to physical exercise. All staff taking them off-site will be trained as necessary and must make sure the students have adequate snacks, sugary drink or glucose tablets and monitor with them.

Wherever possible, the students should be encouraged to take control of their own condition.

Staff will be made aware of the following symptoms', either separately or in any combination may indicate the students may be becoming hypoglycaemic:

- Hunger
- Sweating
- Drowsiness
- Pallor
- Glazed eyes
- Shaking
- Lack of concentration
- Irritability
- Aggressive behaviour

If after 10-15 minutes after giving a fast-acting sugar the students doesn't begin to improve an ambulance must be called.

If the following signs are observed by staff the academy will inform the parent/carer/guardian

- Increased need to go to the toilet
- Extreme thirst
- Tiredness
- Sudden weight loss.

Medication for Students with Asthma

Consent forms to be completed by parent/carer giving details of when, how and dose required. Students that require regular access to inhalers will keep theirs in the classroom or when deemed responsible for their safety. Occasional users will have the inhaler kept in the medical room.

All inhalers that are infrequently used are kept on a rack, each one individually labelled with the students' name. These must accompany the students on any physical activity or off-site sessions; they are easily accessed within the first aid room.

All expiry dates checked, and parents/carer/guardian notified straight away. Any unused or out of date medication must be returned to the parent/carer/guardian to be disposed of appropriately. It is the responsibility of the parent/carer/guardian to dispose of any medication.

Staff should then inform the first aider if inhalers have been used, when and how many times they can be recorded.

Within the health care plan there should be the severity of the pupils' asthma, individual symptoms and any triggers, E.G cold weather, damp air and exercise.

If they start to have an asthma attack, the staff will encourage them to use their inhaler, assisting, if necessary, reassure and comfort them and encourage slow deep breathing. The students should be encouraged to sit in a comfortable position; no one should hold them as this restricts their ability to breathe. If the medication has not helped after 5-10 minutes, or they appear very distressed, unable to talk and become exhausted, they seek medical advice or call for an ambulance.

Non-Prescription Medication

The academy recognises that on occasions students may require non-prescription medication during the school day (pain killers etc.).

Academy staff should generally not give them, if the student is known to suffer pain on certain occasions in their life, parent/carer/guardian may fill in permission form and send tablets in from home (preferably prescribed by doctor) with their name on and directions.

Before giving the tablets, we will make a phone call home to enquire if and when they last had some. Parent/carer/guardian will be notified of the time of any dose given in the academy. No child under 12 years of age will be given aspirin or aspirin-based medication, unless prescribed by a doctor. If a student regularly suffers from acute pain, such as migraines, parents/carer/guardian should provide suitable painkiller, preferably prescribed by their doctor, with their name and dose on, including any other information as well as a completed consent form.

Anaphylaxis

Anaphylaxis is an extreme allergic reaction that requires immediate treatment. In the health care plan, there will be a description of any known triggers for the student's anaphylaxis, e.g. nuts, bee stings etc., the signs and symptoms to be aware of and treatment, including when and how. Staff volunteering will be trained in the use of any emergency medication.

The medication must accompany the students on all off-site activities.

Medication will be stored safely but in an easily accessible location. Wherever possible the academy will reduce the risk of the students coming into contact with the allergen that affects them, parent/carer/guardian will be informed if the student has come into contact with them. Some signs and symptoms to be aware of are:

- Metallic taste or itching in the mouth
- Swelling of the face, throat, tongue and lips

- Difficulty swallowing flushed complexion abdominal cramps and/or nausea
- Raised heart rate
- Collapse or unconscious
- Wheezing or difficulty breathing
- Individual signs and symptoms, if known, should be discussed and included in the health care plan.

Students refusing to take their Medication

If any students refuse to take their medication, the academy will contact their parents/carer/guardian immediately and inform them. If necessary, emergency services should be contacted.

Use of Wheelchair

In the interest of health and safety students should not be allowed to push other students around in the wheelchair, with the exception of an identified trained responsible older pupil. The wheelchair should remain in the locked storeroom until needed and should only be used for emergencies (or when physical needs dictate).

Hygiene/Infection Control

All staff will be made aware of the normal procedures and must follow basic hygiene procedures.

All first aid staff have access to protective equipment, e.g. disposable gloves and aprons. All full first aid staff will follow the procedure for dealing with and cleaning up spilt body fluids, e.g. double bag, use clinical waist bin, washing hands.