



The Bourne Academy

Medical Conditions and First Aid Policy

VISION

Our central belief is that everyone is a learner and everyone is a teacher.

PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE:

Ambitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

RATIONALE

The Bourne Academy is an inclusive community, which aims to support and welcome students with medical conditions. The Bourne Academy understands that it has a responsibility to make the Academy welcoming and supportive to students with medical conditions who currently attend and those who may enroll in the future. This includes:

- Accessibility of the physical environment
- Involvement in social activities such as break, lunchtime, after school clubs, Academy productions and residential visits
- Appropriate reasonable adjustment to sports, games and other activities to make physical activity accessible to all students
- Appropriate reasonable adjustments and extra support so that all students can participate fully in all aspects of the curriculum.

Students with medical conditions are encouraged to take control of their condition. Parents/carers of students with medical conditions need to feel secure in the care their children receive at this Academy. We aim to include all students with medical conditions in all Academy activities. The Academy understands that certain medical conditions are more serious and can be potentially life-threatening, particularly if ill-managed or misunderstood. All staff understand the importance of medication being taken as prescribed and understand the common medical conditions that affect children at this school. Staff receive training on the impact that medical conditions can have on students.

For students with serious and long-term medical conditions this Academy uses a **Healthcare Plan** to record the important details about individual student's medical needs at the Academy, their triggers, signs, symptoms, medication and other treatments. These are drawn up with the parent/carer, a healthcare professional, the tutor/SENDCO and, if appropriate, with the student. All stakeholders sign the Healthcare Plan. Further documentation can be attached to the Healthcare Plan if required. Parental permission for the Healthcare Plan to be sent with the student to hospital will be included in the plan. The Healthcare Plans are filed in the Front Office and the SENDCO keeps a copy. The person who writes the plan is responsible for reviewing it with the parent/carer once a year, or, if the condition changes. The parent/carer also keeps a copy.

The Academy ensures all staff understand their duty of care to students in the event of an emergency and feel confident in knowing what to do in this situation. The Academy will provide adequate First Aid and Medical attention for students, staff and visitors in the Academy. The aims of a First Aider are to preserve life, to limit the effects of the condition and to promote recovery. Qualified

First Aider's are available at The Bourne Academy to deal with accidents that occur on the Academy premises only. The First Aid procedure at the Academy is designed to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that First Aid is provided by qualified First Aiders and not trained doctors or nurses. In the event of an accident all members of the Academy community should be aware of the support available and the procedures available to activate this. The term 'First Aider' refers to those members of Academy staff who are in possession of a valid First Aid At Work certificate or equivalent. The Academy aims to:

- Provide effective, safe First Aid cover for students, staff and visitors
- Ensure that all staff and students are aware of the system in place
- Provide awareness of Health & Safety issues within the Academy and on Academy trips, to prevent, where possible, potential dangers or accidents
- Give all its students opportunities to access the curriculum
- Ensure that students with medical needs experience the best possible care whilst at the Academy

PARENTAL RESPONSIBILITY

- Parents/carers should ensure that their children are not sent to the Academy if they are unwell or requiring medical attention for accidents incurred out of the Academy, as facilities in the Academy are limited
- Parents/carers are responsible for ensuring that the Academy Office maintains accurate records of emergency contact names and telephone numbers. Students should also record these details in their student planner
- No student will be allowed to go home without a member of staff contacting a parent/carer first
- Students must sign out at the Academy Office if leaving the Academy
- If the Academy cannot contact a Parent/carer in the event of an emergency, the Academy will arrange for an ambulance or other means of transport to convey a casualty to hospital. It should be noted however, that treatment might be delayed until parental consent is available.
- DFE guidelines states; '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 should be accompanied by another adult and have Public Liability Vehicle Insurance.'

GUIDANCE ON THE ADMINISTRATION OF MEDICINE IN SCHOOL

Emergency Medication

All students with medical conditions such as asthma, diabetes, epilepsy and allergies know where their medication is stored and how to access it. They understand the arrangements for a member of staff to assist in helping them to take their medication safely.

General Medication

Students taking prescribed medication must be well enough to attend the Academy.

Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition. In many cases, it is possible for a student's GP to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in school hours.

Parents/carers must give written permission for the administration of medication. The staff receiving the medication must ask the parent/carer to sign a consent form (see Appendix 1) stating the following information:

- Full name of child and date of birth
- Name of medication and strength
- Who prescribed it
- Dosage to be given in school
- How the medication should be stored and expiry date
- Any possible side effects that may be expected should be noted
- Signature and printed name of parent and date.

Years 7-11: The appointed First Aider should be informed of any medication brought into the Academy at any time. Students taking any prescribed medication should bring them to the First Aid room to be dispensed by the Appointed First Aider (as outlined above). If a parent/carer has consented in writing, a student in Years 7–11 may be given Paracetamol in the First Aid room after 12:30pm on request.

Years 12-13 (6th Form): Taking into account the Gillick competence and Fraser guidelines, students may self-administer Paracetamol or Ibuprofen provided by staff. This is part of UK Medical law which allows a young person with sufficient maturity to consent to his or her medical treatment without parental permission or knowledge being required.

All: No student should carry medication on their person. (Diabetics, asthmatics and students with an EpiPen will have a medical card to say they have permission to carry one).

In the event of any special form of administration of medication being required, the parents/carers must contact the Academy so that arrangements can be made for this to occur and training given to staff to administer medication. No medication may be given without these details being provided

All use of medication defined as a controlled drug, even if the student can administer the medication themselves, must be done under the supervision of a member of staff at this Academy.

All staff are aware that there is no legal or contractual duty for them to administer medication or to supervise a student taking medication, unless they have been specifically contracted to do so. Most members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed medication to students under the age of 16, but only with the written consent of the student's parent/carer.

All staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication. In some cases medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.

Parents/carers understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the Academy immediately.

If a student refuses their medication, staff will record this. Parents/carers are informed as soon as possible.

All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a student misuses medication, either their own or another student's, their parents/carers are informed as soon as possible. These students are subject to disciplinary procedures.

GUIDANCE ON THE STORAGE OF MEDICINE

Emergency medication

Emergency medication is held securely in the front office where it is readily available to staff. Students know how to access their medication through a member of staff.

Non-emergency medication

All non-emergency medication is kept in a locked cupboard in a cool dry place. Staff ensure that medication is only accessible to those for whom it is prescribed. There is an identified member of staff who ensures the correct storage of medication at Academy, checks the expiry dates three times a year and ensures (with the parent/carer) that all medication brought into the Academy is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose.

All medication is supplied and stored, wherever possible, in its original containers. Some medication may need to be refrigerated. This must be stored in the First Aid fridge and clearly labelled. Medication that needs to be taken home at the end of the school day must be collected by the parent/carer/student from the front office.

Safe Disposal

Out of date medication is disposed of by the Academy.

Record Keeping

The Bourne Academy keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded in the First Aid book and in the student's planner. All Academy staff who volunteer to administer certain medication are provided with the necessary training by a healthcare professional. The Academy keeps a list of staff who have had relevant training. A list of staff who have received general First Aid training is displayed in the First Aid Room.

RESIDENTIAL TRIPS, EDUCATIONAL VISITS AND SPORTING EVENTS

The Academy believes that all students are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate students with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept.

When a student with medical conditions is going on an outing, the member of staff organising the trip/visit/event will consult the Healthcare Plan. The member of staff in charge is fully aware of the student's needs, action to take in an emergency, and that they need to administer the medication. Medication for the student is taken in a sealed plastic box clearly labelled with the student's name. Inside the box is a copy of the consent form and record of administration and, where applicable, a copy of the Healthcare Plan. On returning to the Academy the medication, consent form and Healthcare Plan are returned and re-filed.

HOSPITAL VISITS

If a student on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent/carer and, where applicable, a copy of the Healthcare Plan.

HEALTH & SAFETY

This Academy is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The Academy will actively work towards reducing or eliminating these

health and safety risks where appropriate and will have written a schedule of reducing specific triggers to support this. Risk assessments are carried out by this Academy prior to any out-of-school visit and medical conditions are included in this process. A Health Care Needs Risk Assessment will be carried out for any student already at the Academy who develops a medical condition and before a new student with a medical condition joins the Academy. This will be carried out by the SENDCO with the parent/carer and a healthcare professional. This may lead to the drawing up of a Healthcare Plan.

FIRST AID

The Appointed Lead First Aider is Heather McKell. A full list of First Aiders is available in the front office. If Mrs McKell is not available please contact any First Aider from the list.

The First Aid Area is situated by The Front Office, and is supervised at break and lunchtime, with on-call provision made throughout the Academy day.

Location of first aid boxes

Sports Hall – public use	Sports Hall – PE office
AWE 6	AWE 4
Science - prep room	Science – staff room
STEM 9	STEM 10
STEM 11	STEM 12
STEM 13	STEM 14
STEM 15	Math - staff room
English – staff room	Food – HU 9
Food - HU 8	Facilities office
STEM 20	First Aid room

There are First Aid kits available to take out on field trips and there is a First Aid kit in the glove compartment of each minibus.

Students Requiring First Aid during Academy Time

If possible students should follow the normal First Aid Procedure (see Appendix 2) which should be posted in classrooms and prominent notice boards around the Academy.

All sick students reporting to First Aid must have their student planner signed by a teacher to say they are too ill to continue lessons.

Training

The **Principal and Governors** are responsible for First Aid training which will be organised by the Lead first aider and refresher course regularly booked before expiry date.

MONITORING, EVALUATION AND REVIEW

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy. The execution of this policy will be monitored by both the appointed First Aid Team and Governors.

APPENDIX 1

Request for Academy to Administer Medication - Parent/Carer Consent Form

The Academy will not give your child medicine unless you complete and sign this form, and the Lead First Aider has agreed that the Academy staff can administer the medicine

Student's Name:.....

Date of Birth...../...../.....

Tutor Group.....

Condition or illness.....

Medication:

Name and Type of Medication.....

(Please ensure the medication is in its original packaging displaying student's name and prescribing Doctor)

Date Dispensed...../.../.....

For how long will your child take this medication?

Dispensed by: Expiry Date:

FULL Directions for use:

Dosage and Method.....

.....

TimingsSelf Administration YES / NO.....

Special Precautions.....

Side Effects

Procedures to take in an emergency.....

I understand that I must deliver the medicine to the office and accept that this is a service which the Academy is not obliged to undertake.

Signed..... Name..... Date.....

APPENDIX 2

First Aid Procedure for Students

IN AN EMERGENCY DO NOT MOVE CASUALTY

1. **SEND FOR A FIRST AIDER** – go to reception
2. **IF YOU ARE IN NEED OF EMERGENCY FIRST AID** - report to Reception
3. **IF YOU ARE FEELING ILL** you must get your student planner signed by the teacher in charge confirming you are too ill to continue lessons before you come to First Aid
4. Appointed First Aider is for emergencies. Feeling unwell such as headache, feeling sick, period pains is no reason to leave lessons. Lunch and break times should be used for these
5. **PAINKILLERS** are no longer kept in the Academy. If these are needed they must be brought from home with a note in your student planner signed by your parent/carer, and handed into the Academy Office upon arrival at the Academy
6. **IF YOU HAVE ANY MEDICAL CONDITIONS** please make sure your parents/carers notify the Academy
7. **IF YOU NEED TO TAKE MEDICINES DURING ACADEMY HOURS** please take medication to Front Office for safe keeping, with written permission from parent/carer
8. **PLEASE KEEP THE ACADEMY INFORMED of any CHANGE OF ADDRESS or TELEPHONE NUMBER**, which may be needed in the case of illness and in an emergency.

Emergency call out

IN CASE OF SEVERE INJURY OR UNCONSCIOUSNESS

DO NOT MOVE THE CASUALTY

- The appointed Lead First Aider for The Bourne Academy is **Mrs McKell**
- Mrs McKell can be contacted by: either sending a responsible student as a runner to the Front Office/ Reception or by telephone **extension 231 or 7034**
- **At break and lunchtimes** she can be found in the First Aid room, behind reception
- **For the rest of the Academy day** Mrs McKell is based in the Front office when not teaching