



Policy Name	Medical Needs and First Aid Policy (Campus)
Policy Number	LFTSFQ/0020
Date of Issue	03 March 2021
Reviewed by	Miss C Grant
Date of next review	03 March 2022

Notes:

All policies issued across the Trust must be created from this Template

- 1.1 Landau Forte Academy QEMS and Landau Forte Academy Tamworth Sixth Form is an inclusive community that aims to support and welcome students with medical conditions.
- 1.2 These guidelines are intended to help students, Parent/Carers and Academy Staff ensure that medicines and medical procedures are administered safely, responsibly and with sensitivity to the feelings of the student in an educational environment.
- 1.3 Landau Forte Academy QEMS and Landau Forte Academy Tamworth Sixth Form aim to provide all students with all medical conditions the same opportunities as others within the Academy. We will help to ensure they can:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being

(2) Policy Statements

- 2.1 Landau Forte Academy QEMS and Landau Forte Academy Tamworth Sixth Form recognise that Section 100 of the Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting students at their Academy with medical conditions.
- 2.2 All staff understand that many of the medical conditions affecting our students will affect quality of life and may be life threatening, particularly if poorly managed or misunderstood.
- 2.3 All staff understand what to do in an emergency and where necessary receive training on how to deal with the medical conditions of students within the Academy.
- 2.4 Landau Forte Academy QEMS and Landau Forte Academy Tamworth Sixth Form have clear guidance on the administration and storage of medicines.
- 2.5 Landau Forte Academy QEMS and Landau Forte Academy Tamworth Sixth Form have clear guidance about record keeping.
- 2.6 All staff understand the common medical conditions that affect students whom they work with.
- 2.7 Staff receive information on the impact a medical condition can have on a student, and how to support them.
- 2.8 Landau Forte Academy QEMS and Landau Forte Academy Tamworth Sixth Form ensure that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as educational, social and enrichment activities and trips.
- 2.9 All staff show an understanding of how medical conditions impact on a student's ability to learn and seek to enhance their confidence and promote independence.
- 2.10 Landau Forte Academy QEMS and Landau Forte Academy Tamworth Sixth Form understand the importance of all students having the opportunity to take part in all activities and trips, unless this goes against medical advice, and therefore adjustments will be made to facilitate this.
- 2.11 The Academy is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The Academy works to reduce or eliminate these risks wherever possible.

- 2.12 Landau Forte Academy QEMS and Landau Forte Academy Tamworth Sixth Form employ a qualified nurse who supports students with medical conditions, administers medication and delivers first aid, supported by a team of qualified first aiders.

(3) Responsibilities

3.1 Governing Body

- 3.1.1 Ensure arrangements are made to support students with medical conditions in school; including making sure that this policy is fully implemented.

3.2 Principal

- 3.2.1 Ensure that the Academy's policy is developed and implemented.
- 3.2.2 Ensure that all staff are aware of the policy and understand their role in its implementation.
- 3.2.3 Ensure that Academy staff are appropriately insured to support students.

3.3 Nurse

- 3.3.1 Ensure that Individual Healthcare Plans are devised in partnership with relevant individuals for all students whom require them, and keep a register of this information.
- 3.3.2 Ensure that all appropriate staff are aware of a student's medical information.
- 3.3.3 Ensure that appropriate staff are trained to implement the policy and deliver against Individual Healthcare Plans, including in emergency situations.
- 3.3.4 Ensure that the medical needs of students participating in educational visits have been identified and provision is in place.
- 3.3.5 Liaise with parents/carers, students and healthcare professionals to ensure that the effects of a student's medical condition on their education are properly considered.
- 3.3.6 Support students with medical conditions, including administering medicines.
- 3.3.7 Ensure medicines are stored securely with clear access.
- 3.3.8 Maintain records relating to all medical issues and emergencies.
- 3.3.9 Log medicines administered.
- 3.3.10 Meet with supply teachers to ensure that they are briefed on the medical needs of any students whom they will be teaching.
- 3.3.11 Deliver first aid to students, staff and visitors.

3.4 All Staff

3.4.1 Engage with training to achieve the necessary level of competency before taking responsibility to support students with medical conditions.

Know what to do and respond accordingly when aware that a student with a medical condition needs help.

Be aware of the potential for students with medical conditions to have Special Educational Needs (SEN). Ensure that the student's Personal Tutor, the SENDCO and the Nurse are informed of any concerns.

Record any information regarding medical incidents or information shared by the student or their parents/carers on CPOMS.

3.5 First Aiders

3.5.1 Provide first aid cover when the Nurse is unavailable.

Ensure that the Nurse is fully informed of any action taken, by logging on CPOMS and EVOLVE as required.

Log medicines administered.

Attend information sessions and engage with training to achieve the necessary level of competency before taking responsibility for supporting students with medical conditions and providing first aid cover.

3.6 Parents/Carers

3.6.1 Notify the Academy on application of any medical issues, and provide sufficient and up to date information about their child's medical needs.

3.6.2 Provide any information required for the development of their child's Individual Healthcare Plan.

3.6.3 Provide medicines as required.

3.6.4 Maintain regular contact with the Academy, ensuring that they are made aware of any changes to their child's medical information and any significant incidents throughout their time at the Academy.

3.7 Students

3.7.1 Be fully involved in discussions about their medical support needs and how these can be met within the Academy.

Endeavour to develop independence in managing their own medical needs where possible.

(4) Staff training and support

4.1

Staff are aware of the medical conditions of the students they work with as appropriate, and what to do in an emergency. They are provided with training, advice and guidance as required to support a student with medical needs.

- 4.2 Additionally, the nurse will access appropriate additional training and can provide advice and guidance to staff, parents and students.
- 4.3 In an emergency situation, Academy staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication. Wherever possible the Nurse will attend to deal with the situation.

(5) First Aid

- 5.1 The Nurse will provide student, staff and visitor First Aid whenever possible.
- 5.2 A team of First Aiders will support when the Nurse is unavailable.
- 5.3 All members of staff delivering on-site First Aid will complete a two or three day first aid course.
- 5.4 A member of staff with a minimum of a one day First Aid qualification will attend all trips
- 5.5 A log will be kept of all First Aid training with expiry dates to ensure that qualifications are not allowed to lapse.
- 5.6 A fully stocked and equipped medical room is available in the Sixth Form building, and a smaller medical room is in the QEMS building.
- 5.7 First Aid kits are located in key areas around the building and are checked and restocked regularly.
- 5.8 First Aid that is delivered will be recorded on CPOMS or EVOLVE as applicable.
- 5.9 If a student becomes unwell during the Academy day they will be seen by the Nurse or a member of the First Aid team. If the decision is made that they are too unwell to remain in the Academy their parent/carer will be contacted and they will be allowed to sign out in line with Academy procedures.
- 5.10 If a student sustains a head injury during the Academy day their parents/carers will always be contacted and informed. A discussion must take place as to whether the students needs to be collected or will remain in school. If they remain in school staff must be informed of the incident and contact the nurse if they have any concerns.
- 5.11 Parents/carers must be informed of any injury requiring a sling, bandage, eye patch or dressing.

(6) Emergency Medical Procedures

- 6.1 The first person on the scene must ask for the Nurse to attend. If the Nurse is unavailable a First Aider must be called upon.
- 6.2 If the injury is so serious that it cannot wait for the Nurse or First Aider to attend and assess the situation then an ambulance should be called and a message sent to Reception to inform them of the situation.

- 6.3 Once the Nurse or First Aider arrives on the scene they will assess the situation. If they believe that an ambulance is required they must arrange this, either by calling themselves, or sending a message to Reception with full details of the incident requesting that they call.
- 6.4 A log will be kept of any ambulance call outs.
- 6.5 Once the ambulance is on its way parents/carers should be contacted as soon as possible, either by the Nurse or First Aider, or by Reception staff, and a member of staff should wait outside to meet the ambulance.
- 6.6 Once these procedures have been followed the medical details of the student should be checked on SIMS to ensure that the ambulance staff are informed of any medical information upon their arrival. If there is an Individual Healthcare Plan in place then this should also be made available to the ambulance staff.
- 6.7 If it is necessary for the student to be taken to hospital and their parent/carer has not yet arrived on site then they shall be accompanied in the ambulance by the Nurse where possible, or a First Aider or nominated member of staff. Wherever possible the accompanying member of staff will stay with the student until their parent/carer arrives. They will then ensure that the parent/carers are fully informed before leaving.

(7) The Student's Role in Managing his/her own Medical Needs

- 7.1 Wherever competent to, the Academy actively encourages students to take responsibility for managing their own medicines and medical procedures. Where this is not possible, the Nurse or First Aider will help administer medicines and manage procedures, and aid the student to develop greater independence.

(8) Managing Medicines on the Academy Premises

- 8.1 It is requested that all students requiring emergency medication store spare medication in the Academy. This is stored in the medical room with a copy of their Healthcare Plan, providing easy access to emergency medications for staff and students.
- 8.2 It is requested that non-emergency medications, both prescribed and non-prescribed, are stored in the locked cabinet in the medical room. These can be administered to students as required.
- 8.3 All medications to be stored in the Academy should be sent in accompanied by the *Parental agreement for school to administer medicine* form.
- 8.4 The Nurse cannot issue **any** medications unless these have been brought into the Academy from home fully labelled and with the relevant form.
- 8.5 All students are encouraged to carry and administer their own emergency medication, when it has been determined that they are able to take responsibility for doing so. All students should carry their emergency medication with them at all times, except if they are controlled drugs as defined in the *Misuse of Drugs Act 1971*. This is also the arrangement on any off-site or residential visits.

- 8.6 All use of medication defined as a controlled drug, even if the student can administer the medication him/herself, is done under the supervision of staff.
- 8.7 There is no legal duty for any member of staff to administer medication unless they have been specifically contracted to do so, though many are happy to take on the role. Staff may administer prescribed and non-prescribed medication to students with the written consent of the student's parent or carer.
- 8.8 All Academy 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.
- 8.9 If a young person's medication changes or is discontinued, or the dose or administration method changes, parents should notify the Academy immediately.
- 8.10 Off-site visits are fully risk assessed and staff are made 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.
- 8.11 If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the Academy's usual disciplinary procedures.
- 8.12 If further discussion is required parents/carers may contact the Nurse by telephoning the Academy, or by arranging an appointment.

(9) Storage of Medication

9.1 Emergency Medication

- 9.1.1 All students are encouraged to carry their own emergency medication on them at all times, storing it somewhere safe and secure. It is suggested that a spare is stored in the medical room, and the student will know where to access this should it be required.

9.2 Non-emergency Medication

- 9.2.1 These should be stored in the locked cabinet in the medical room, or where necessary in the refrigerator. Students with medical conditions know where their medication is stored and how to access it.
- 9.2.2 Staff ensure that medication is only accessible to those for whom it is prescribed.

9.3 General

- 9.3.1 The Nurse ensures the correct storage of medication at the Academy.

- 9.3.2 All controlled drugs are kept in a locked cupboard, and only named staff have access, even if students normally administer the medication themselves.
- 9.3.3 The Nurse checks the expiry dates for all medication stored at the Academy termly.
- 9.3.4 Medication can be administered by the Nurse, or any First Aiders who agree to do so.
- 9.3.5 All emergency and non-emergency medication brought into the Academy must be clearly labelled with the student's name, the name and dose of the medication and the frequency of dose, expiry date and the prescriber's instructions, and wherever possible in its original containers. This includes all medication that students carry themselves.
- 9.3.6 All refrigerated medication is stored in an airtight container and is clearly labelled. The refrigerator used for the storage of medicines is located in the medical room.
- 9.3.7 It is the parents' responsibility to ensure new and in date medication comes into the Academy as required.
- 9.3.8 An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising staff member, student, dose, date and time are recorded.
- 9.3.9 Where possible we request that medications are taken outside of Academy hours.
- 9.3.10 Where medications need to be taken at specific times it is the responsibility of the students to report to the medical room for their medication to be administered.
- 9.3.11 Where a period of observation is required after the administration of a medication the Nurse or First Aider will provide this.
- 9.3.11 A record will be maintained of all medications stored within the Academy and their expiry dates.

9.4 **Safe Disposal**

- 9.4.1 The Academy will dispose of out of date medication once students and parents have been informed.
- 9.4.2 Sharps boxes are used for the disposal of needles. These are stored in the medical room.
- 9.4.3 If a sharps box is required for an off-site or residential visit, a named member of staff is responsible for its safe storage and return to the Academy or parent/carer.

(10) Enrolment

- 10.1 Parents are asked to complete a Student Medical Information Form (confidential) before their child starts at the Academy, stating if their child has any health conditions/issues; this information is collated by the Nurse.

(11) Supporting students with medical condition/ Individual Healthcare Plans

- 11.1 The Individual Healthcare Plan records important details about individual student's medical needs at school, their triggers, signs, symptoms, medication and other treatment.
- 11.2 An individual Healthcare Plan will be written for every student requiring one either:
- At the start of the school year
 - At admission (if this is not the start of the school year), or
 - When a diagnosis is first communicated to the Academy.
- 11.3 Parents, students and any relevant healthcare professionals will be asked to contribute to this plan.
- 11.4 Parents are asked to provide updated information for their child's Individual Healthcare Plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or when their medication or treatments change.
- 11.5 Every student with an Individual Healthcare Plan at this Academy has their plan reviewed at least once a year.
- 11.6 All staff have access to the Individual Healthcare Plans of students in their care as long as consent to share the information is provided.
- 11.7 All staff are responsible for the protection of student confidentiality.
- 11.8 Before sharing any medical information with any other party, permission is sought from the student.
- 11.9 The Nurse maintains a central record of all Individual Healthcare Plans.

(12) Educational Visits/Education off-site

- 12.1 Risk assessments are carried out by the Academy prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- 12.2 Staff on educational visits and out-of-school hours activities are fully briefed on students individual medical needs. They will have access to the Individual Healthcare Plan and any necessary medication/medical equipment for the duration of the visit.
- 12.3 Appropriate first aid equipment will be taken on all trips.
- 12.4 Risk assessments are carried out before students undertake a work experience or off-site educational placement. It is the Academy's responsibility to ensure that the placement is suitable and accessible for a student with medical needs. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

(13) Infection Control and PPE:

- All first aiders will wear appropriate PPE which will then be disposed of in the appropriate bins.
- All reusable equipment will be thoroughly cleaned between uses.
- The Medical Rooms will be cleaned daily, plus additional cleaning in the event of a spillage or treatment of a student with a potentially contagious illness.
- Students or staff with diarrhoea or vomiting should remain away from the Academy for 48 hours after the last incidence.
- The Academy should be informed of any student who is diagnosed with a condition that may present a risk to others (such as those who are immunosuppressed or pregnant). The nurse will then inform at risk individuals as required.

(14) Key documents underpinning this Policy

Supporting pupils at school with medical conditions, 2014 (DfE)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

Equality Act 2010

SEN Code of Practice

SEN Local Offer

Children and Families Act 2014

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Keeping Children Safe in Education (2020)

COVID-19 Addendum:

During the COVID-19 pandemic some aspects of first aid will need to be carried out in a different way to reduce the risk of infection to staff and students. These amendments are set out below, and will be updated regularly in line with local and national guidance.

- 1) Attempts will be made to minimise the number of members of staff providing first aid to reduce the risk of infection.

- 2) The HSE has granted a 6 month extension on all first aid qualifications. Therefore it is currently acceptable for staff with recently expired first aid qualifications to continue providing first aid. Training will be arranged for these members of staff as soon as possible, and before the extension expires.
- 3) When administering first aid staff are advised to:
- Wash their hands before and after administering first aid, using soap and water or alcohol based hand sanitiser.
 - Dispose of any waste in a suitable bin.
 - Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
 - Keep at least two metres away from others, where practicable.
 - Interact side-by-side where administering first aid requires interaction within a two-metre range.
 - Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
 - Limit the number of people administering first aid in each incident.
 - Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients. Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.
- 4) COVID-19 symptoms – where a student or staff member is showing, or is suspected to be showing one or more symptom of COVID-19 they will immediately isolate in the isolation room with the door to outside open to provide ventilation, and the door into the Academy closed. They will remain there until it is confirmed that they do not have symptoms, or they can be collected from the Academy. Once they have left the isolation room will be thoroughly cleaned.



Date	03 March 2021
Change Made	Various
Made By	Miss C Grant