Policy Name	**Medical, First Aid and Immunisations Policy**
Policy Number	**LFTSFQ0036**
Date of Issue	**September 2026**
Reviewed by	**Mrs Claire Wright -Designated Safeguarding and Mental Health Lead**
Date of next review	**September 2027**

Notes:

Medical, First Aid and Immunisations Policy

1. **Scope of the policy**
   This policy is complementary to other Landau Forte Academy QEMS and Sixth Form policies, particularly those relating to *Child Protection and Safeguarding, Health and Safety, Special Educational Needs, Mental Health and Wellbeing, Substance Misuse (drugs) and intimate care.*

2. **Purpose of the policy**
   Landau Forte Academy QEMS and Sixth Form is an inclusive environment, which supports and welcomes students with medical conditions.

   All students experience illness, most commonly transient and self-limiting infections or injury. Some students, however, have long term conditions or longer-term medical needs that require additional support at the academy to minimise the impact of their medical conditions and to ensure that they have full access to the curriculum.

   Staff working with students who have specific medical conditions and needs should understand the nature of their needs and work with the young person, their families and carers, and other professionals to offer the best support possible.

   The Academy Principal has overall responsibility for policy implementation but duty of care is delegated to the Medical Officer, and other relevant staff as appropriate, to support the daily management of students with medical conditions.

   This policy has taken into account the following documentation and guidance, amongst others:
   i) Supporting pupils at school with medical conditions, Department of Education (December 2015, updated 2017)
   ii) Supporting pupils at school with medical conditions, links to other useful resources, Department of Education (August 2016, updated 2017)
   iii) SEND code of practice: 0-25 years, Department of Education (2014, updated 2024)
   iv) Keeping children safe in education, Department of Health (2015, updated 2026)
   v) Every Child Matters, Department of Education (2003)

<u>Definition of the term ‘medical condition’ used in this context</u>

A medical condition is one that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances.
Some students with medical conditions may be disabled. Where this is the case the Governing body must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEND) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. Students with medical conditions (e.g epilepsy, diabetes, anaphylaxis) all will have an Individual Health Care Plan (IHCP), usually written in conjunction with the Medical Officer, parents/carers and possibly health professionals.

The Academy will:

- Ensure that students with medical conditions are identified as they transfer to the academy;
- Respond accordingly to any changes to a student's health;
- Arrange for medications to be given in school if required to support management of their medical condition(s) with written permission from parents/carers on the 'Medication Administration Form'. Medication will be administered by a member of staff, or self-administered by the student during school hours;
- Ensure that IHCPs are shared with relevant members of staff to support needs;
- Put arrangements in place for school trips and activities outside of the normal timetable within the school day that will support participation for students with medical conditions;
- Make all staff who directly work with students aware of students in school with medical conditions to enhance support across the school day;
- Provide sufficient training for staff to meet the needs of students at the school with medical conditions.

We will work with Parents/Carers and medical professionals to ensure that we have specific protocols in place as soon as a student with an identified medical condition commences the academy.
It is important that Parents/Carers update the academy if their child's condition or medication changes.
It is also Parents/Carers responsibility to inform the academy of any new medical conditions that their children may be diagnosed with.

Immunisations
NHS England have a comprehensive childhood immunisation plan to help ensure that young people are provided with protection from a wide range of infections illnesses. These immunisations are provided in schools for school aged children and the academy will work with the School Age Immunisations Team to facilitate immunisations for all students with parental consent within the school environment.

3. Policy Detail

Managing Conditions
Unplanned absence
The student's parent must notify the school of the reason for the absence on the first day of any unplanned absence by telephone on 01827 301825 or email attendance@lfatsf.org.uk to inform them. Student medical appointments must also be notified in advance and an appointment card may be asked for in some circumstances. If Personal Tutor's receive absence notes from Parents/Carers they must be forwarded to the Attendance Officer and placed on the student's file. We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness. Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Long-term conditions / disability

Students with long-term medical conditions/disabilities will be given the necessary support to enable them to stay in the academy. The support will be communicated via an Individual Learning Plan (ILP), an EHCP, or an IHCP.

An individual health care plan (IHCP) is a document that records important information about the medical condition, symptoms and the support a student needs to ensure they can stay in education. IHCPs should clearly define what constitutes an emergency and explain what to do. IHCPs are pinned on the students CPOMS record. Paper copies are located in the Medical Office. All IHCPs are reviewed each academic year with input from Parents/Carers and the student. All students with an IHCP will be issued an academy medical pass.

The academy uses a medical pass system with students, if appropriate who have an IHCP being given a small card the size of their swipe card to carry so that they can identify to staff that they have an IHCP.

The criteria for an IHCP is one or more of the following:

- Daily medication given within school;
- Life threatening illness/condition;
- Terminal Illness;
- Possible medical emergency.

An IHCP will:

- Be clear and concise, giving brief details of the students condition;
- Be written in partnership with parents/carers, healthcare professionals and key staff;
- Give details of what constitutes as an emergency, what actions to take and who to contact.
- Special requirements e.g. dietary requirements, pre-activity precautions;
- Be reviewed annually or when there is a change in the condition or medication;
- Contain details of the medical condition, its triggers, signs, symptoms and treatments;
- Be easily accessible whilst preserving confidentiality;
- Include relevant SEND information;
- Outline level of support needed (some students will be able to take care of their own healthcare needs), including in emergencies. If a student is self-administering medication, this should be clearly stated with appropriate arrangements for monitoring with parents and student.

Severe Illness/Injury

In cases where a student is suddenly taken ill, the Medical Officer or first aider will liaise with parents/carers to determine the best course of action.
In the event of a medical emergency, all staff are expected to react promptly and reasonably. The medical officer (or qualified first aider, in absence of medical officer) will ensure that an ambulance or other professional help is called, where necessary. A member of staff will accompany the student to hospital until a parent/carer arrives.

Head or facial injuries

Any student that suffers a head or facial injury should be assessed by the medical officer or a qualified first aider immediately to rule out signs of concussion, skull fractures, and scalp wounds. The consequences and treatment vary greatly, depending on the cause of the injury and how severe it is.
Severe injuries- Parents/Carers will be called and asked to collect their child, so that they can be carefully observed. Recommendations to seek medical advice will be given where necessary. Parents/carers should collect students directly from the sixth form reception in these circumstances.

Minor injuries

Parents/Carers will be contacted and made aware of the injury and advised that the student is well enough to remain in the academy. The medical officer will notify the remaining teachers for the academy day in case of any deterioration. If there are signs of deterioration such as: raised/swollen area from a bump or a bruise, headache, dizziness, sensitivity to noise and light, irritability, confusion, light headedness, dizziness or problems with balance, then the student must make their way to/be accompanied to the medical room/student support for a second assessment.

Infectious Diseases

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. Sharps must be disposed of in a sharps box.

There are recommended times away from school to limit the spread of Infectious Disease, such as – Chickenpox, gastrointestinal infections causing vomiting and/or diarrhoea, Impetigo, Scarlet Fever, Whooping Cough etc.
A full list of infectious diseases and the recommended exclusion period can be found here –
https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z

If a student is suspected of having an infectious disease, the academy must be made aware as certain risk groups will need to be notified of the risks.
In cases such as Covid-19, the academy will always follow the advice of the Department of Education and Department of Health to ensure the safety of all students and its staff.
All infectious outbreaks will be reported in line with government guidelines:
https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-outbreaks-and-incidents

Staff Medical Conditions

The Academy will work alongside staff members to produce risk assessments to ensure staff wellbeing and manage precautions for any medical condition. Staff risk assessments will be accessible via the Admin Office in case of an emergency.

Medicines within the Academy

The administration of medication is ultimately the responsibility of Parents/Carers and where possible should be given outside of the Academy Day. There are cases where the responsibility for administering medicines can or should rest with the student within the academy day. There is no legal duty on staff to administer medicines but where they agree to do so, good practice guidelines are applied.
Students are not able to carry any medication on their person with some exceptions which include but are not limited to Epinephrine Auto-injectors (Epi-Pens), inhalers for asthma control, or care plan specified medication. No student is allowed to carry any non-prescription medication drugs in the Academy; this is to ensure that no student unwittingly or otherwise gives another student their medication.

Prescribed Medicines

Prescribed medicines can be stored within the medical room and administered to students in accordance to the Medications Administration request form. Medicines without a completed form will be refused. All medications are kept in a locked storage cupboard and recorded when given. Students who self-administer their medications should do this in line with their care plan agreed between the Academy, Parents/Carers and the student.

Non-prescribed Medicines

Non-prescribed medications can be stored in the Medical Room and administered to students who may require them on an unscheduled basis. The Medications Administration Form must be completed before medicines will be given to a student. Medicines without a completed form will be refused. All medicines will be kept in a locked storage cupboard and recorded when given. If a student requires medicine before midday, the Medical Officer will phone a Parent/Carer to ensure no other medicine has been taken prior to school.

Emergency Medicines

Inhalers and Epinephrine Auto-Injectors (Epi-Pens) are a medical requirement for the students who have asthma or severe allergies (anaphylaxis). Inhalers and Epinephrine Auto-Injectors should be carried by the students at all times. Spare inhalers and Epinephrine Auto-Injectors (Rescue Pack) are stored in Student Support. The Academy has the right to refuse a student on site if they fail to have the correct medical equipment or medicine due to the risk to them.

All students who are prescribed Epinephrine Auto-Injectors will have a health care action plan in place.

Please click on the link for the Allergy Policy for further information

Controlled Drugs

Controlled drugs can be stored within the Medical Room and administered to students in accordance with the Medication Administration request Form. Any controlled drugs without a completed form will be refused. All controlled drugs are kept in a locked storage cupboard and are recorded and witnessed when given.

Refusing Medicines

If a student refuses to take medicine, the Medical Officer should not force them to do so but should note this in the records. Parents/Carers should be informed immediately. If a refusal to take medication could result in an emergency, the student may have to be collected by Parents/Carers and Parents should seek advice from medical professionals who work with the child.

Trips and Off-Site Visits

If students are on an organised Academy visit, medicines/controlled drugs will be taken in a lockable bag/box to ensure that they are safe and secure.

Housekeeping of Medicines

It is the responsibility of the Medical Officer to ensure safe storage of medicines. The Medical Room has locked storage cupboards and a refrigerator. All medicines brought into school should be in their original packaging. All medicines are logged within the medical room to ensure that the academy has been given permission by a Parent/Carer via the Medication Administration request form and to ensure medications are within the expiration date. It is the responsibility of the parent/carer to collect medications to take home unless there is a prior arrangement. Sharps boxes are used to dispose of needles. These can be obtained on prescription and parents/carers should ensure that their child have a sharps box available should they require one in school. The Medical Officer will inform Parents/Carers when these need to be collected and taken to the GP/pharmacy for disposal.

Standard practice for administering medicines

1) Ask the Parent/Carer to complete the Medication Administration request form.
2) Medical Officer to receive, log and store the medication.
3) When administering medication, Medical Officer to confirm the students identity.
4) If the medication is un-prescribed and it is before midday a call should be made to ensure no medication has already been taken in the morning.
5) Check the prescribed dose, the Medical Officer will not deviate from this, even at a Parent/Carer's request.
6) Check the expiry date.

7) Check the prescribed frequency of the medication.
8) Measure out the prescribed dose. The student can do this if appropriate.
9) Administer the medication.
10) Log the medicine taken.
11) If uncertain, medication is not to be given- check with a Parent/Carer or doctor first.
12) If a student refuses medication, record and inform Parent/Carer as soon as possible.

General Medical Practice

Record Keeping

The Academy will protect a student's confidentiality at all times, except for when there are safeguarding concerns. Parents/Carers are asked to declare any illnesses or medical needs when the child joins the Academy. This will then be reviewed and actioned by the Medical Officer. Should a student become ill or have a medical need while enrolled at the academy, Parents/Carers should notify the Medical Officer immediately, so that adjustments can be made where necessary. IHCPS are in place for students who meet the criteria, the IHCP will be updated when needed (for example following a change in medication, severity or following an emergency) and reviewed annually. IHCPs are available in the Medical Office. All administered medication is logged detailing the student, medication, dose, time and date.

Medical Correspondence

The academy works in partnership with medical professionals and will always follow any advice where possible. Medical correspondence will be shared with staff who need the information and any IHCPs in place. Such correspondence will be added to the student's file.

Training

Academy staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support students with medical conditions. Regular updates relating to students with serious medical conditions will be provided to staff throughout the academic year.

Medical Examinations

The Medical Officer and first aiders are aware of the normal hygiene practices and follow these procedures. The have access to disposable gloves and PPE should they require it. Prior to an examination, the Medical Officer or first aider will always seek permission from the student to ensure that they are comfortable and happy to be assessed. Should a student need a private examination to assess an injury (that may require undressing) this will be chaperoned by another member of staff and only carried out if absolutely necessary and with consent. Such examination will be logged- stating time, date, injury and results of the examination.

Medi-Alerts

Medi-alerts can be worn as a bracelet of necklace that alerts others to a medical condition. As with normal jewellery, these can be a potential source of injury in Physical Education, Performing Arts, or some other practical sessions and should be temporarily removed or covered with sweatbands for these sessions. The academy issues students who have an IHCP with a medical information pass that indicates to staff when shown that the student has a medical condition and a plan.

Impaired Mobility

Providing the GP or Hospital Doctors have given approval, students can attend the academy with plaster casts, crutches or other mobility aids. There will be obvious restrictions on practical activities to protect the student (or others). Some relaxation of normal routine in relation to times of attendance or movement around the academy may need to be made in the interests of safety. Personal Fire Evacuation Plans will be produced for students during their period of reduced mobility.

Off-site visits- including day visits, residential visits and sporting activities

When arranging a trip outside of the academy, staff will carry out a risk assessment that includes any students with medical needs. Where it is necessary to take medication, this is noted. A copy of the IHCP will be taken, alongside the medication. Staff on the trip will be provided with information by the Medical Officer about the type of condition, what to do in the event of an emergency and any other additional equipment that is necessary. Students needing emergency medications should take these off-site with them. Staff completing student referrals for alternative provision should consult with the medical officer in all instances to ensure accurate information about medical conditions and/or medicines is passed to providers.

Employee's Medications

Staff will need to bring their own medications into the academy. They have clear personal responsibility to ensure that their medication is not accessible to students.

Staff Protection

'Universal precautions' and common sense hygiene precautions will minimise the risk of infection when contact with blood or other bodily fluids is unavoidable:

- Always wear gloves.
- Wash your hands before and after administering first aid and medicines.
- Use the hand gel provided in the medical room.

PE/Physical Activity

Any restriction to PE or physical activity will be noted in the student's IHCP. Flexibility will be planned to allow students to benefit in ways appropriate to them. Some students may need precautionary measures before, during or after exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.

Disposal of medical waste

Contracts are in place with licensed suppliers for the disposal of medical waste. Medical waste is isolated in allocated waste bags and collected directly from the academy. Medicines will be disposed of via a pharmacy and the academy sharps boxes will be disposed of via the local authority.

Date	**September 2026**
Change Made	**Various**
Made By	**Miss Claire Goodwin (Medical Officer)**