

UNIVERSITY ACADEMY  
HOLBEACH



UNIVERSITY OF  
LINCOLN

# The University Academy Holbeach

*Principal: Sheila Paige (BA Hons)*

## **Medical Treatment Policy**

30<sup>th</sup> September 2019  
To be reviewed annually  
Review date: 30<sup>th</sup> September 2020

## **SUPPORTING STUDENTS WITH MEDICAL NEEDS AND ADMINISTERING FIRST AID**

### **Parents/Carers must have prime responsibility for their son/daughter's health.**

#### **They:**

- must provide the Academy with information about their son/daughter's medical condition - parents should give details (where appropriate) in conjunction with the student's GP or paediatrician
- are responsible for supplying information about medicines that their son/daughter needs to take at the Academy, and for letting the Academy know of any changes to the prescription or the support needed
- should authorise and supply appropriate pain killers for their son/daughter's use if he/she suffers regularly from acute pain such as migraine. (refer to "Medication" for procedure)
- should instruct their child to hand in all medication at Pupil Reception with written details confirming how it should be administered

#### **The Academy is responsible for:**

- ensuring that students with medical needs receive proper care and support at the Academy, including managing medication
- implementing the Medical Treatment policy
- agreeing arrangements with the student (where he/she has the capacity) or otherwise the parent/guardian, who should have access to records and other information about their son/daughter
- ensuring staff volunteering to help students with medical needs receive proper support and training where necessary
- making sure that medicines are stored safely
- day-to-day decisions about administering medication
- making sure that all parents are aware of the Academy's policy and procedures for dealing with medical needs
- agreeing with the parents of a student, with medical needs, exactly what support the Academy can provide

#### **Teachers who have students with medical needs in their group should:**

- understand the nature of the condition, and when and where the student may need extra attention, making use of information provided by the student's parents and health professionals and other staff.

#### **All staff have to:**

- be aware of the likelihood of an emergency arising and what action to take if one occurs
- be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures
- know who is responsible for carrying out emergency procedures in the event of an urgent situation

- ensure parents/guardians are made aware of the need to notify the Academy of student's medical needs; this is part of the admissions letter given to all prospective parents

### First Aid arrangements

UAH designated first aiders are:

		Last training session	Expiry Date		Indicates certificate due to expire during 2019-20 academic year
<b>BERRY</b>	Kathryn	18/07/2019	17/07/2022		
<b>BRAITHWAITE</b>	Stephanie	17/07/2019	16/07/2022		
<b>CHAPMAN</b>	Tasmin	July 2017	July 2020		
<b>CHASE</b>	Gavin	18/07/2019	17/07/2022		
<b>COATEN</b>	Tracy	July 2017	July 2020		
<b>COLTON</b>	Paul	18/07/2019	17/07/2022		
<b>DAW</b>	Rebecca	26/06/2018	26/06/2021		Strong Roots Training
<b>ECCOTT</b>	Dee	18/07/2019	17/07/2022		
<b>ELSOM</b>	Mark	17/07/2019	16/07/2022		
<b>FRANKLIN</b>	Nicola	17/07/2019	16/07/2022		
<b>GOODALE</b>	Ashley	17/07/2019	16/07/2022		
<b>HALL</b>	Edwina	July 2017	July 2020		
<b>HALLAM</b>	Rachel	July 2017	July 2020		
<b>HARCOURT</b>	Lorraine	July 2017	July 2020		
<b>HILTON</b>	Elaine	17/07/2019	16/07/2022		
<b>HOWARD</b>	Paul	18/07/2019	17/07/2022		
<b>HUNT</b>	Lisa	July 2017	July 2020		
<b>JESSON</b>	Mark	18/07/2019	17/07/2022		
<b>KIRTLAND</b>	Nigel	18/07/2019	17/07/2022		
<b>LOUGHLIN</b>	Sam	17/07/2019	16/07/2022		
<b>LOVE</b>	Stephen	18/07/2019	17/07/2022		
<b>MANTON</b>	Deborah	17/07/2019	16/07/2022		
<b>MASON</b>	Emily	17/07/2019	16/07/2022		
<b>MAWER</b>	Lucy	18/07/2019	17/07/2022		
<b>MEARS</b>	Sarah	18/07/2019	17/07/2022		
<b>PAYNE</b>	Helen	July 2017	July 2020		
<b>RAITT</b>	Colin	26/06/2018	26/06/2021		Strong Roots Training
<b>RAVEN</b>	Garry	26/06/2018	26/06/2021		Strong Roots Training
<b>SANDISON</b>	Guy	17/07/2016	16/07/2022		
<b>SCOFFIELD</b>	David	July 2017	July 2020		
<b>STEWART</b>	Helen	18/07/2019	17/07/2022		
<b>TAYLOR</b>	Alison	07/12/2017	06/12/2020		
<b>TIGHE</b>	Mark	July 2017	July 2020		
<b>WARD</b>	Simon	17/07/2019	16/07/2022		
<b>WESTWELL</b>	Carla	17/07/2019	16/07/2022		
<b>WHITBY</b>	Natalie	17/07/2019	16/07/2022		
<b>WILSON</b>	Carl	18/07/2019	17/07/2022		

In the event of an injury occurring to a member of staff, pupils or visitors to the Academy, the Main Office should be informed and a designated first aider sent for, as soon as possible. Colleagues should, of course, use their common sense and avoid interrupting the first-aider's other duties for very minor incidents. In the event of an injury to a pupil requiring treatment, the SMT staff will ensure that parents are notified.

The main task of the trained first-aider is to take charge of the situation, in the event of a serious injury or illness, and to decide whether an ambulance should be summoned. An ambulance should only be summoned by the designated first-aiders, or SMT staff, and not by other members of staff, **unless instructed to do so by the Principal or other senior member of staff**. While it is not essential that a responsible adult accompanies a student, who is taken by ambulance to hospital, it is highly desirable if at all possible. This person would normally be a parent/guardian but **on no account should provision of urgently needed medical treatment be delayed pending the arrival at the Academy of parents/guardians etc.** Meanwhile the Academy's first aiders are responsible for administering emergency first aid and making an injured party as comfortable as possible. Concern is sometimes expressed about the legal position of first-aiders, if they should cause injury to a casualty. An employer is vicariously liable for the negligent actions of employees who are acting within the scope of their employment. Cover against any award of damages in such circumstances is provided by the employer's liability insurance. Staff can be reassured in this respect, whether they are trained first-aiders or not, provided that they endeavour to act in the best interests of the employer.

**It is essential that protective gloves are worn by staff who may come into contact with bodily fluids when administering first aid or other medical treatment. Staff must ensure that they are protected prior to administering first aid if there is any chance that they may come into contact with bodily fluids of any kind.**

## First Aid Boxes

Responsibility for maintaining the contents of first aid boxes is with S Leyton and J Cornwell (Main Receptionist). In the event of an emergency all staff should know that first aid boxes are to be found in the following locations:

P.E (Boys)	School Kitchen
P.E (Girls)	Science Prep. Room
D&T 1	Science 1
D&T 2	Science 2
D&T Food	Caretaker
Medical Room	Art
Construction Room	Motor Vehicle
Pipework	Hair and Beauty
Pupil Reception	Fitness Suite

## **Medication**

If your son/daughter suffers from a particular condition e.g. Asthma, which requires medication, please inform the school at the earliest opportunity.

It will be necessary for you to give full details of the medical condition. You will also need to provide the school with a supply of the prescribed medication for emergencies. This must be supplied in the original container with the dispensing chemist label attached, detailing how the medicine should be administered. This should be handed to Pupil Reception.

Non-prescription medication can only be held by the Academy for half a term. All medication will be disposed of after this period. If your son/daughter requires 'over the counter' medication for longer than half a term, you will need to obtain a prescription and follow the above procedure". It is the responsibility of parents/guardians to ensure that all medication is in date including epi-pens.

## **Academy Staff Giving Medication**

There is no legal duty which requires University Academy Holbeach staff to administer medication; this is a voluntary role. Members of staff who agree to accept responsibility for administering prescribed medication to a student must have proper training and/or guidance.

## **Short-Term Medical Needs**

Medication should only be brought to the Academy when it is absolutely essential. Most students will need to take medication at the Academy at some time. Usually this will be for a short period only. To allow students to do this will minimise the time they need to be absent from Academy.

## **Non-Prescription Medication**

Non-prescribed medication will only be given to student if a letter informing the pupil receptionist on how it is to be administered. This will be only be for a short period of time. Parents/guardians should not encourage their child to carry medication including that for pain relief.

## **Long-Term Medical Needs**

The Academy must have sufficient information about the medical condition of any student with long-term medical needs. For students who attend hospital appointments on a regular basis, special arrangements may also be necessary. The Academy will follow the health care plans that have been produced by the pupil's PCT (Personal Care Plan).

## **Administering Medication**

No student should be given medication without his or her parent's written consent. If in doubt about any of the procedures the member of staff will check with the parents or a health professional before taking further action. **Staff must not** give to pupils any of their own personal pain relief or medication.

## **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 accusations of abuse. Parents must respect such concerns and must not be allowed to put any pressure on staff to assist in treatment unless they are entirely willing. Where possible, the arrangement should be made for two adults, one the same gender as the student (if possible), to be present for the administration of intimate or invasive treatment, this minimises the potential for accusations of abuse. Staff should protect the dignity of the student as far as possible, even in emergencies.

## **Self-Management**

It is good practice to allow students who can be trusted to do so to manage their own medication and staff may only need to supervise this. Students should know where their own medication is stored and who holds the key. A few medicines, such as asthma inhalers, are readily available to students and must not be locked away. Where the Academy locks away medication that a student might need in an emergency, all staff should know where to obtain keys to the medicine cabinet.

## **Refusing Medication**

If students refuse to take medication, Academy staff should not force them to do so. The Academy should inform the son/daughter's parents as a matter of urgency.

## **Health Care Plan for a Student with Medical Needs**

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 the Academy. The students at the academy have health care plans supplied by the local health authority. SMT/pupil receptionist will provide a list of all students in the Academy with medical needs. The list with photographs of the relevant students is placed on the notice board in the staff workroom and also at Pupil Reception.

The Academy has a Controlled Drug Cabinet stored within a locked cupboard in Medical room it is bolted to the wall and kept locked at all times. The pupil receptionist and/or designated teaching assistants will administer drugs from this cabinet to pupils as instructed by parental letter/instructions.

## **Allergy and Anaphylaxis Management**

At the start of the academic year all staff have training in the management of identified pupils who have severe allergic reactions which may lead to anaphylactic shock. This training is carried out by qualified RGN. All pupils with severe allergies will have a care plan written in conjunction with parents / carers.

### **Asthma Management**

The school holds a small number of salbutamol inhalers for the use of pupils who are known to be asthmatic, are showing the signs of an asthma attack or suffering the symptoms of asthma, and whose salbutamol inhaler is either empty, not functioning or not available.

Use of these inhalers will only be permitted to those pupils who have provided written consent for their use by their parent / carer.

Written permission will be sought on an annual basis. Salbutamol inhalers will only be administered by members of staff with appropriate first aid training.

### **Recording Accidents**

It is the requirement that any serious injuries that are sustained by pupils are recorded on an accident form. These must be completed by the member of staff who witnesses or deals with the incident. The person who administers first aid should not be expected to do this.

Accidents sustained in the lesson of a teacher must be recorded by the class teacher.

Accident forms are located in the Medical Room and on the school network T:\STAFF ADMIN These need to be signed by the Principal and handed to main reception when completed. This must be done as soon as is possible after the accident.

## **Appendix 1**

### **First Aid in Schools: Points of Law**

Employers are responsible for the provision of appropriate first-aid equipment, facilities and first-aid personnel in respect of their employees – this includes schools, as they are workplaces. Although the Regulations do not require employers to provide first aid for anyone else, HSE strongly encourages employers to consider non-employees when carrying out their first-aid needs assessment and to make provision for them.

This policy has been written in conjunction with **The Health and Safety (First Aid) Regulations 1981 (2013 edition) The Approved Code of Practice (ACOP) issued in 1981** and the **DfEE Good Practice Guide – Guidance on First Aid For Schools (15<sup>th</sup> August 2000, updated 12<sup>th</sup> February 2014).**

If there are 150 or more employees, a suitable, trained first aider must be appointed;  
In schools with fewer employees a person must be appointed to take charge of any situation relating to an ill or injured employee;  
Primary and secondary schools are considered low risk, and unless there are more than 150 employees, do not have to appoint a ‘designated first aider’, but an ‘appointed person’ is required to be appointed; and the school must inform the staff of the arrangements made for first aid.

There is no specific legislation for first aid cover for those on the premises who are not at work e.g. pupils, but a note in the ACOP says that employers who regularly have such persons on the premises ‘may wish to make some provision for them’. This is now seen to be standard practice in schools.

#### **Who is a ‘designated first aider’?**

Someone holding a current first aid certificate, appropriate to the circumstances of the case. (Regulation 3(2) – Health and Safety Regulations 1981 (2013 edition)

#### **Who is an ‘appointed person’?**

Someone appointed to do first aid duties who may not have a detailed knowledge of first aid, and who would not be expected to do any more than ‘take charge’ in a situation requiring first aid e.g. calling for an ambulance.

#### **First Aid Boxes**

Schools should have a first aid box, and all staff should know where it is kept. It should contain a “sufficient quantity” of first aid material and nothing else. (ACOP)

ACOP includes a list of recommended items to be in the box. The number depends on the number of employees.

Minimum for 51- 100 employees

Guidance card	1
Individually wrapped sterile adhesive dressings	40
Sterile eye pads, with attachment	6
Triangular bandages	6



Sterile coverings for serious wounds (where applicable)	6
Safety pins	12
Medium size sterile unmedicated dressings	10
Large sterile unmedicated dressings	6
Extra Large sterile unmedicated dressings	6