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| Name of policy | Medical Conditions Policy |
| Date approved | December 2021 |
| Date to be reviewed | September 2024 |

TRINITY ACADEMY - MEDICAL CONDITIONS POLICY AND GUIDELINES

“THE WELFARE OF THE STUDENT IS PARAMOUNT”

Trinity Academy recognises that by providing a clear policy that is understood by all, the specific medical needs of students will be met so that they are able to participate actively in all aspects of school and simultaneously ensure Trinity is able to meet their safeguarding responsibilities.

Policy Aims

To provide all students with medical conditions with the same opportunities as others at school. We will help to ensure that they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

To ensure that all staff (including support staff and temporary/supply staff) are fully aware of their duty of care to students and that they are well informed about the school's protocol in case of any medical emergency. Trinity Academy understands that certain medical conditions are serious and can be potentially life threatening if ill-managed or misunderstood. We understand the importance of medication being taken as prescribed during the school day.

To enable individual students to take responsibility for management of their condition and their medication.

To encourage parents to keep the school informed of any developments in the condition or treatment of their child.

Policy Principles

All students at Trinity Academy have an equal right to a safe and supportive environment to learn in regardless of age, gender, ability, culture, socio-economic status, race, language, religion or sexual identity.

Trinity Academy welcomes all students with medical conditions and actively encourages them to achieve their potential in all aspects of school life.

The medical conditions policy is supported by a clear communication plan for staff, students with medical conditions and parents/carers to ensure its full implementation.

The Principle First Aider maintains a database containing all of the key information for all students with an identified medical need in school. This information is shared with all staff by email at the start of each new school half term (6 times per year) as well as any time that any significant new information is added. This information is also brought to the attention of all staff at regular intervals in the whole staff briefing.

At the beginning of each school year (or upon enrolment at any other time) all parents/carers are asked if their child has any medical conditions. Parents/carers of all children with an identified medical condition will be issued with a healthcare plan to complete, detailing any relevant treatment/medication etc and whether the student will self-administer or if support is required. If staff support is required it is the responsibility of the Principle First Aider to ensure that any necessary training is undertaken. If a child needs to take regular medication in school they will be assigned a 'key person' to ensure that no dose is missed during the school day. This may be an LSA or a member of the Operations team, who would then collect the student from class.

It is the responsibility of the parent to ensure that the school is kept informed about any changes to their child's medical condition throughout their time at Trinity Academy.

All first aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.

All staff understand and are trained in the school's general emergency procedures, during induction, INSET and whole staff briefings throughout the school year.

Trinity Academy's Liability Insurance will provide indemnity to members of staff when acting in accordance with its policy, subject to the following conditions:

- that relevant training has been received and regularly updated
- That all appropriate Personal Protective Equipment has been used where necessary
- That the member of staff has acted within the limitations of their training and has observed all protocols

Trinity Academy has clear guidance on the storage and administration of medication at school and clear records are kept in accordance with the statutory government guidance given in "[Supporting pupils with a medical condition in school](#)". We recognise that immediate access to all medicines is essential. **Medication is stored securely in the First Aid room and may only be administered in school with the express consent of the parent/carer and with a clear and written care plan in place. Any medication taken in school must be accurately recorded in the log by the Principle First Aider.**

- **There is a dedicated sharps disposal bin in the First Aid room which is regularly collected and replaced by Rentokil Initial UK LTD**

Trinity Academy ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Each member of the school community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

The medical conditions policy is reviewed and updated every 3 years.

Guidelines for parents/carers

All students with a specific medical need **MUST** have an individual care plan in place with the school. Please ensure that you advise the school of any medical condition as a matter of priority. It is your responsibility to ensure that the school has all the necessary information and that this is updated promptly should any changes occur.

Trinity Academy will only accept and administer **PRESCRIPTION** medication that is clearly labelled, by the dispensing pharmacy. This label must be **PRINTED** and must include clear instruction of dosage. Parents are not permitted to instruct any variation to the instructions provided by the pharmacist.

All unauthorised/non-prescription medication (eg: Paracetamol, Ibruprofen, Hayfever medication) is strictly prohibited on school premises. Please ensure that such medication is taken **AT HOME** prior to coming into school. If this is not possible for your child, a written agreement is required with the school for your child to carry such medication. In this instance please contact the school for more information. Medication will only be given to a child with prior written permission from parents to do so.

All medication must be brought into school by the parent/carer and signed for by a relevant member of the First Aid team. This will then be suitably stored in the First Aid room, accessible to all staff as required

Guidelines for staff

If the child is clearly unwell please send another child to Reception immediately to alert a First Aider.

DO NOT send unwell students to First Aid or Reception unaccompanied **AT ANY TIME**

ALL medication administered to students during the school day **MUST** be recorded (even if the child self-administers). **ALL** medication **MUST** be taken under adult supervision and recorded on the medication register for the individual student, and signed by both the student and supervising First Aider.

All staff will receive termly updates regarding students with a medical need in school. It is the duty of care of **ALL** staff to ensure that they are aware of these students and any relevant steps that must be taken to support them in school and in case of any emergency.

In the event that a child's condition requires an ambulance to be called to the school, a member of Trinity Academy school staff will remain with the child until a parent/carer is able to attend and take over. This includes if the child is taken to hospital.

Off-site trip and visits - It is the responsibility of the Educational Trips and Visits Coordinator (EVC) to ensure that there is always a First Aid trained member of staff present on all off site trips. It is also the responsibility of the EVC to ensure that the First Aid trained staff at the trip destination are clearly identified, as are any students with a medical need and that all Trinity staff are aware of how to administer medication as required and how to respond to a medical emergency when off-site.

PE/Games - Medication and relevant healthcare plans are to always be taken when students are off site at LSC or to any sporting fixture. In the long-term, it will be the responsibility of the Medical Lead to ensure this happens.(Appointment TBC). In the short-term, all staff taking students off site (teachers and support staff, co-curricular staff) have been made aware of the needs of any specific students and are aware of how to respond to a medical emergency when off-site.

For overnight stays a risk assessment will be put in place for any relevant students to ensure all of the students needs are addressed and provided for.