

	POLICY TITLE:	Medical Treatment of Students
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:		Business Manager Student Service & Pastoral
Date Approved by Governing Body:		February 2017
Date of Last Review:		Spring 2017
Next Review Due:		Spring 2019
Associated Policies:		Health & Safety

1. Policy Statement

- 1.1 Kingsmead School wishes to ensure that students with medical needs receive proper care and support whilst on site or when involved in school related activities. Consequently first aid provision will be available at all times while students are on the premises, and also during off-site activities, such as educational visits.
- 1.2 Arrangements will be made to accommodate students who have to take medication, either for chronic or acute conditions.

2. Who does this policy apply to?

- 2.1 All students of Kingsmead School.

3. Who is responsible for carrying out this policy?

- 3.1 The implementation of this policy will be monitored by the governors of the school and remain under constant review by the Business Manager.

4. What are the principles behind this policy?

- 4.1 Students who are acutely unwell or contagious should be kept at home but students with minor ailments or some physical injuries may be well enough to attend.
- 4.2 Kingsmead School recognises the need to support students who may have short-term or long-term medical needs.
- 4.3 In some circumstances nominated, and appropriately trained, staff may need to administer medical treatment.
- 4.4 First aiders at the school will have completed a training course approved by the Health and Safety Executive (HSE).

4.5 The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical treatment when required and for the care of students during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

5. Procedure Student Medication

5.1 Any parent requesting the school take responsibility for administration of medicines must have a copy of this policy.

5.2 Medication will only be accepted in the school if it has been prescribed by a doctor.

5.3 Medicines will only be administered with written consent of the parent, and must be provided in the original container.

5.4 The school must be provided with the following information:

- Student's name and tutor group
- Name of Medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry Date (if available)

5.5 Medicines will be kept in a locked cupboard in the Main Reception.

First Aid

5.6 There will be first aid kits (see Appendix I) available at a suitable number of locations around the school.

5.7 For educational visits a travelling first aid kit is essential (see Appendix II).

5.8 If a student becomes ill or is injured the adult in charge of the group should make a judgement on whether it is more appropriate to send the student to the first aider or to send for the first aider.

5.9 The main duty of the first aider is to give immediate help to casualties with common injuries or illnesses, and when necessary, to ensure that an ambulance or other professional medical help is called.

5.10 The Academy will keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the first aider or person dealing with the incident

5.11 In an emergency, the student's parents should be contacted as soon as possible. As a matter of course all serious or significant incidents will be reported to parents either by sending a letter home with the student or by telephoning the parents directly.

6. Policy review

This policy will be reviewed annually as part of the Academy's annual review process.

Appendix I

The HSE recommend that, where there is no specific risk identified a minimum provision of first aid items would be:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approx 12cm x 12cm) individually wrapped sterile un- medicated wound dressings
- 2 large (approx 18cm x 18cm) individually wrapped sterile un-medicated w wound dressings
- 1 pair of disposable gloves

Appendix II

A travelling first aid kit should contain (as minimum):

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile un-medicated wound dressing - approximately 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves
- Equivalent or additional items are acceptable.

The kits should be constantly maintained by the first aider.