



The Belvedere Academy

## **Medical Treatment of Students - Policy & Procedures**

*This policy should be seen in the context of the Local Governing Body's other policies relating to Off-Site Education, Emergency Management and Risk Management.*

### **1. Introduction:**

- 1.1** In line with the first outcome of Every Child Matters; Staying Safe, The Belvedere Academy is fully committed to provide the highest possible care for its students and their families, staff and visitors. The Academy will work hard to ensure that all working practices, the accommodation and other resources are geared towards the safety of all. In the event of an accident or illness, or in the administering of medicines, Academy staff will apply current best practice to ensure the safety and comfort of any every person, complying with all aspects of the statutory requirements.
  
- 1.2** Some students may at some time have a medical condition that may affect their participation in Academy activities – for most this will be just short term. Other students have medical conditions such as asthma, diabetes, epilepsy, etc that if not properly managed, could limit their access to education. Such students are regarded as having **medical needs** and will need to complete a Health Care Plan (see appendix 3).
  
- 1.3** Important note - This document provides a summary of the most relevant information. If in doubt, please refer to the DFE documents mentioned in the further reading section at the end
  
- 1.4** Parents, guardians and carers - For the purposes of brevity, only the term 'parents' will be used in this document. The term 'parent' refers to the parents, guardians or carers of any student and is not in any way meant to indicate any difference in status between these groups.

### **2. Aims of this policy:**

- To protect and preserve the lives and health of students and staff at Belvedere Academy
- To ensure that staff have a strategic understanding of the key elements in the medical treatment of students
- To lay out clearly the roles and responsibilities of all connected with looking after the health of our students

### **3. Roles and Responsibilities:**

#### **3.1 Parents**

- (a) Parents have the prime responsibility for their daughter's health and they are responsible for providing all relevant information regarding their daughter's health and well-being to the Principal.

#### **3.2 Local Governing Body**

- (a) The Local Governing Body as employer, is responsible for ensuring that the Academy complies with legislation and that this policy, and its related procedures and strategies, are implemented. It is also responsible for ensuring that appropriate insurances exist for the protection of staff engaged in supporting students.

#### **3.3 Principal**

- (a) The Principal is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities and are provided with appropriate facilities, training and support to help ensure the best possible care is taken of students.
- (b) The Principal accepts responsibility for any complications arising from Academy staff who have correctly followed procedures with respect to the administration of medicines or monitoring the self-administration by students of medicines or having correctly administered first-aid.

#### **3.4 Staff**

- (a) All staff are expected to work proactively to ensure that the Academy, its procedures and practices meet the highest standards. In the event of any accident, the highest possible standards of care and treatment are shown.
- (b) In addition, all necessary administration must be professionally completed to aid the prevention of further incidents. There is no legal duty which requires staff to administer medicines. Staff who do volunteer, need support from the Principal, parents, and where necessary, health professionals to access information, learn appropriate skills and be given reassurance about their legal liability.

#### **3.5 Students**

- (a) Students are expected to work collaboratively to ensure that the Academy is a safe and caring environment at all times.

### **4. Infrastructure:**

- 4.1 The Academy will meet all current regulations regarding every aspect relating to the medical treatment of students in the Academy through the provision of appropriate resources, accommodation, competent staff and the correct completion of medical records.

## **4.2 Accommodation**

- (a) A designated quiet area in the Pastoral Office will serve as a 'sick bay' location.

## **4.3 Resources**

- (a) Within the Pastoral Office, a secure cabinet will be provided for the storage of students' prescribed medicines. The keys for access to this cabinet area should be readily available at all times. Only a trained member of staff should ever take or place medicines in or out of this cabinet.
- (b) A small refrigerator should be provided for the storage of anti-biotics. In an emergency, these could be stored in a fridge which contains food, but the medicines must be clearly labelled and stored in an air-tight box.
- (c) Coolpaks should be readily available for the treatment of sprains, strains and other injuries.
- (d) All major offices\* will contain a first-aid kit, which will be checked and re-stocked by a member of staff on a regular / termly basis. (\*Main Office, Pastoral Office, PE office, Science Office, Design & Technology, Art, Estates Office) A separate first-aid kit should be kept in the Pastoral Office for off-site visits and staff leading these visits made aware of its location.

## **5. Procedures:**

### **5.1 Administration of medication**

- (a) Students complaining of pain should either see the Pastoral Administrator or Pastoral Assistant who will contact parents to seek permission via KKS message or e-mail for a paracetamol to be given on that occasion. Only with written parental permission will a student be allowed to take paracetamol. Students must not bring these tablets into the Academy, but with parental approval can receive a dose from the Pastoral Office. No students in the Academy will be allowed to take aspirin without express medical notification from a trained practitioner.
- (b) As far as possible, students who can self-administer medication, without any risk to other students or staff should do so. Parents are required to complete a Health Care Plan and all medicines should be taken to the Pastoral Office. Students should self-administer medicine at the Pastoral Office and this will be documented.
- (c) For those students who cannot self administer, parents are asked in the first instance, to enquire if medication can be administered at home and not in the Academy. Medication will only be administered by Academy staff as a last resort. Before any medication can be administered, parents should apply in writing to ask permission for Academy staff to administer medication. Full details about the medication, dose rate, frequency and risks must be clearly stated.
- (d) Staff leading off-site educational visits must ensure that they are fully aware of all participating students' medical conditions, medication and must ensure that parental permission is obtained for staff, on behalf of parents to give approval for emergency treatment. – See the policy on Off-Site Educational Visits for further details.

## **5.2 Minor accidents or Illnesses**

- (a) Either the Pastoral Administrator, Pastoral Assistant, or one of our staff trained as a first aider will attend to any minor injury. Details of first aiders will be located throughout the building and certainly in the Main Office, Pastoral Office, Staffroom, Science Prep Rooms, and PE Office. All treatment must be accurately recorded in the Academy accident book located in the Pastoral Office. Students who are ill should remain in the Academy to be monitored by Academy staff until picked up by a parent. If a parent insists on the child being sent home unaccompanied, they must text or e-mail permission to the Pastoral Office. Students must sign out on leaving.

## **5.3 Major, or life-threatening accidents or illnesses**

- (a) In the event of a major injury or serious illness; diabetic coma, anaphylactic shock, or severe asthma attack - 999 should be dialled and an ambulance summoned. Immediately afterwards the parents notified. A member of staff should accompany the student to hospital and the destination of the ambulance obtained and referred to the parent. In certain circumstances, and in agreement with the parent, it is not always necessary for a member of staff to accompany a female ambulance crew. Students possessions if not taken should be stored until collected by the parent.

## **6. Record Keeping:**

### **6.1 Medicines Administration Record Book**

- (a) Staff must ensure that all instances of administering medication during Academy hours, be it home or Academy sourced, must be recorded, stating students' name, medication, dose, frequency (e.g. second today) and time given. The record book is located in the Pastoral Office.

### **6.2 Bumped Head Notification**

- (a) The Academy will notify parents by initial phone call, and accompanying Notification Form (*see Appendix 2*) in the event of a child injuring or bumping their head within the Academy.

### **6.3 Academy Accident Record Book**

- (a) To comply with current regulations, every accident, whether it occurs within the Academy building, grounds or off-site, as part of a curricular or Enrichment activity to a student or member of staff must be recorded in the Academy's accident record book (located in the Pastoral Office) and then on the Rivo Safeguarding System.

### **6.4 Statutory Notification of an Injury or Illness**

- (a) Some injuries or illnesses are so serious that immediate notification must be made to Liverpool City Council's Health and Safety unit. Responsibility for this notification lies with the Academy Health & Safety Officer/Estates Manager.

- (b) Any broken, or suspected broken bone, any injury to the eyes, any cut or burn which requires hospital treatment, unconsciousness or death. Suspected Meningitis, Avian Bird Flu or serious outbreak of Influenza must also be recorded.

## **7. Staff Training**

- 7.1** Staff should be encouraged and supported to take part in First-Aid training and, or in the administration of medicines such as the EpiPen, which is used to treat anaphylactic shock. It must be remembered that First-Aid certificates are only valid for three years and that if staff complete a refresher course while their existing certificate is still valid, it is shorter, and cheaper than allowing their certificate to lapse, in which case the qualification must be started from scratch.
- 7.2** Those staff who successfully complete a recognised First-Aid course should have their names prominently displayed by all first aid boxes in the Staffroom, Main Office, Pastoral Office, Science Office and PE Office.
- 7.3** The Emergency Planning policy highlights the need for the training of the Principal and Senior Management Team to efficiently deal with an incident involving several seriously injured staff or students

## **8. Further Reading:**

- Supporting Students with Medical Needs (DFE)
- Guidance on First Aid in Schools (DFE)
- First Aid at Work Manual (St John's Ambulance)

## **9. Evaluation, Monitoring and Reviewing this Policy:**

This policy will be reviewed when there are changes in the law, or in accordance with the schedule drawn up by the Principal and agreed by the ATB.

**Last Revised and Modified: March 2015**



The Belvedere Academy

## **Appendix 1:**

### **Request for the Academy to Administer Medicines**

**Details of Pupil:**

Name:

Date of Birth:

Address:

Form:

**Illness/Medical Condition:**

Name of Medication :

Dosage:

Timing:

Precautions:

Side Effects:

**Contact Details:**

Name:

Relationship to Pupil:

Address:

Telephone Numbers:

**I hereby give consent for my daughter to receive the above mentioned medication in the Academy.**

**Parent/Guardian:** .....

**Date:** .....



The Belvedere Academy

**Appendix 2:**

# **Advice to a Parent following a 'bump' to their daughter's head**

Your daughter .....

Form .....

Bumped her head today in the following circumstances:

.....  
.....  
.....  
.....  
.....

Treatment:

.....  
.....  
.....  
.....

As with any injury to the head it is important to observe your daughter over the next 24 hours and to be aware if any of the following symptoms occur:

- Headache
- Drowsiness
- Irritability
- Inability to concentrate
- Confusion
- Nausea/vomiting or a decreased appetite
- Blurred vision/slurred speech

**If any of these symptoms get increasingly worse, you should seek medical advice immediately.**

Signature .....

Date .....

## Appendix 3

The Belvedere Academy  
 17 Belvidere Road  
 Princes Park  
 Liverpool  
 L8 3TF  
 0151 727 1284

# Health Care Plan

Student photograph	Pupil's name		Year Form		DOB	
	Home address					

	Name	Relationship	Home ☎	Work ☎	Mobile ☎
1					
2					

<b>Medical condition/diagnosis:</b>

Date form completed: \_\_\_\_\_

Review date: \_\_\_\_\_

### Clinic/Hospital contact information

<b>Name:</b>	
<b>Job title:</b>	
<b>Telephone no:</b>	

### Medical contact information

<b>Practice name:</b>	
<b>Telephone no:</b>	

**Describe medical needs and give details of your daughter's symptoms**


**Daily care requirements (e.g. before sport/at lunchtime)**


**Describe what constitutes an emergency for your daughter and the action to take if this occurs**


**Follow up care**


**Who is responsible in an emergency? (state if different for off-site activities)**


**Does your daughter have any Special Educational Needs? Yes / No**  
**If Yes please give details**


**How will this impact on how your daughter is supported?**


**Signature**

I declare the information on this form to be correct to the best of my knowledge.

**Signed:**

**Print:**

**Relationship:**

**Date:**

**Data Protection Act 1998:** The Academy is registered under the Data Protection Act for holding personal data. The Academy has a duty to protect this information and to keep it up to date. The Academy is required to share some of the data with the Local Authority and with the DfE.

**Form Copied To**

**Tick**

<b>GP</b>		<b>Date</b>	
<b>School Health</b>		<b>Date</b>	
<b>Parent/Guardian</b>		<b>Date</b>	
<b>Student File</b>		<b>Date</b>	

The Belvedere Academy  
 17 Belvidere Road  
 Princes Park  
 Liverpool  
 L8 3TF  
 0151 727 1284

# PARENTAL AGREEMENT FOR THE ACADEMY TO ADMINISTER MEDICATION

Pupil's name		Year Form		DOB	
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**Medical condition/diagnosis:**

**Medicine**

<b>Name/type of medicine (as described on the container)</b>	
<b>Date dispensed:</b>	
<b>Expiry date:</b>	
<b>Agreed review date:</b>	
<b>to be initiated by:</b>	

## Dosage and Method

<b>Dosage:</b>	
<b>Method:</b>	
<b>Timing:</b>	
<b>Special precautions:</b>	
<b>Are there any side effects that the Academy needs to know about?</b>	
<b>Procedure to take in an emergency:</b>	
<b>SELF ADMINISTRATION: YES / NO (delete as appropriate)</b>	

## Signature

<b>I understand that I must deliver the medicine personally to the Pastoral Office. I accept that this is a service that the Academy is not obliged to undertake. I understand that I must notify the Academy of any changes in writing.</b>	
<b>Signed:</b>	
<b>Print:</b>	
<b>Relationship:</b>	
<b>Date:</b>	
<b>Data Protection Act 1998:</b> The Academy is registered under the Data Protection Act for holding personal data. The Academy has a duty to protect this information and to keep it up to date. The Academy is required to share some of the data with the Local Authority and with the DfE.	

# SENIOR MANAGEMENT TEAM AGREEMENT TO ADMINISTER MEDICINE

It is agreed that **student name and form** will receive her medication in the dosage and at the times detailed above.

This will be supervised by the Pastoral Office.

This arrangement will continue until either the end date of the course of medication or until otherwise instructed by the parent.

<b>Signed:</b>	
<b>Position:</b>	
<b>Date:</b>	