

MEDICAL POLICY

S L Drama Academy CIC

01 INTRODUCTION

01.1 The purpose of this policy is to ensure the safe and appropriate administration of medication to students at S L Drama Academy CIC AP. This policy outlines the procedures for managing medication in school, ensuring compliance with statutory requirements as stipulated by the Department for Education.

The Children and Families Act 2014 places a duty on schools to make arrangements to support students with medical conditions. Individual healthcare plans will normally specify the type and level of support required to meet the medical needs of such students. S L Drama Academy CIC AP will work closely with the commissioning school to ensure that agreed healthcare plans are implemented at our setting.

We recognise that young people may require on-going support, medicines or care while at school to help them manage their condition and keep themselves well.

We receive and fully consider advice from healthcare professionals and listen to and value the views of parents and students. We recognise the social and emotional implications associated with medical conditions and will support young people and their families to achieve the best outcomes possible.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some may have special educational needs (SEN) and may have a Statement, or Education, Health and care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. This policy should be read in conjunction with the Special Educational Needs & Disabilities Policy.

S L Drama Academy CIC AP believes that students at our provision with medical conditions should be properly supported so that they have full access to all educational opportunities, including off-site visits and physical education.

02 LEGISLATION AND GUIDANCE

This policy to all staff, students and parents/guardians at S L Drama Academy CIC AP

03 ROLES AND RESPONSIBILITIES

03.1 PRINCIPAL

- Ensure the implementation and regular review of the medication policy.
- Appoint a designated staff member responsible for medication administration.

03.2 DESIGNATED STAFF MEMBER

- Administer medication in accordance with this policy.
- Maintain accurate records of all medication administered.
- Ensure secure storage of medications.

03.3 STAFF (INCLUDING FACILITATORS)

- Be aware of and comply with the procedures outlined in this policy.

03.4 PARENTS/GUARDIANS

- Provide S L Drama Academy CIC AP with written consent for medication administration.
- Supply medication in its original packaging with clear labelling.

03.5 STUDENTS

- Where appropriate, understand their medication needs and cooperate with staff.

04 PROCEDURES

04.1 CONSENT AND DOCUMENTATION

- Obtain written consent from parents/guardians for all medications administered at the AP
- All medication must be prescribed by a doctor and in the original container.
- Use the AP's medication administration record forms to document each instance of medication given.

04.2 STORAGE OF MEDICATION

- Store medication securely in a room that is monitored or locked at all times so that other students cannot access the medication.
- Ensure medication is clearly labelled with the pupil's name, dosage, and administration instructions.

04.3 ADMINISTRATION OF MEDICATION

- Administer medication only with written parental consent and as per the instructions provided.
- Double-check the pupil's identity and the medication details before administration.
- If a student refuses to take medicines, staff will not force them to do so, and will inform the parents/guardians of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, S L Drama Academy CIC AP's medical emergency procedures will be followed.

04.4 RECORD KEEPING

- Maintain a record of all medication administered using the appropriate template.
- Retain records for the duration of the pupil's enrolment at our provision.

04.5 TRAINING

- Provide staff training on the administration of medication and record-keeping procedures.
- Ensure staff are aware of emergency procedures related to medication.

04.6 DISPOSAL

- Medicines no longer required will be returned to parents to arrange for safe disposal.
- Sharps boxes will be made available for the safe disposal of needles when required.

04.7 EMERGENCY PROCEDURES

- Follow emergency procedures for any adverse reactions to medication. (call 999)
- Contact emergency services if necessary and inform parents/guardians immediately.

05 HEALTHCARE PLANS

Healthcare plans ensure that the focus remains on the individual's needs and consider how their medical condition impacts on their day-to-day education.

Healthcare plans provide clarity of what actions need to be taken, when they need to be carried out by and whose responsibility these actions are. All healthcare plans are reviewed annually.

06 UNACCEPTABLE PRACTICE

In accordance with DfE guidelines, S L Drama Academy CIC AP considers the following practices to be unacceptable:

- preventing young people from accessing their medication;
- assuming every child with the same condition requires the same treatment;
- ignoring views of the child and parent (although these may be challenged);
- sending students with medical conditions home frequently and unnecessarily;
- penalising students for their attendance record if absences are related to their medical condition e.g. hospital appointments;
- preventing children from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition effectively;
- preventing students with medical conditions from participating in any aspect of their educational provision.

07 MEDICAL EMERGENCIES

In the event of a medical emergency, whereby a student has an identified protocol written into their healthcare plan, all procedures will be followed.

In the event of a medical emergency, whereby a young person does not have any identified conditions or illnesses, staff will contact the Emergency Services (999) to attend. In a medical emergency, staff should take emergency action without waiting for parent/guardian consent (if the incident relates to a student). Delays in these circumstances could compromise safety. Once the action has been taken, staff should notify parents/guardians or the student's emergency contact immediately.

In the event of an accident on site whereby the student does not require emergency care parents should be contacted and advice taken.

Where a student receives a head injury, the First Aider, will assess the situation. Parents/carers will be advised of the incident to ensure appropriate aftercare can be provided.

In the event of an accident on site and the child does not require emergency care and parents cannot be contacted, the First Aider, in consultation the Head Teacher will decide if the student should attend hospital. Parents/carers should be contacted as a matter of urgency and arrange to meet staff at the hospital.

Where parents are unable to be contacted, staff will follow advice and guidance of the medical professionals as to the care which should be administered to a student.

Following an accident within the setting which results in more than minor first aid (i.e. cuts, bruises, bumps), the Head of Provision will be responsible for ensuring that the accident book has been updated accurately and, if appropriate, the commissioning school and local authority for the young person have been informed.

If the accident could be considered, in anyway, the responsibility of S L Drama Academy CIC AP, this should be reported through the RIDDOR process.

08 FIRST AID

- 08.1** At least one member of staff with current first aid training must be on the premises at any one

time. It is the responsibility of the Head Teacher to ensure that there are enough first aiders on staff to fulfil this obligation and to ensure that first aiders have access to the relevant training to keep their status valid. First aiders' names are clearly displayed around the site.

Our current named first-aiders are:

Anna Malik

Nathan Addai

Our First Aid Kits:

- are HSE British Standard compliant (2019);
- are regularly checked;
- are restocked as necessary;
- are easily accessible to adults; and,
- are kept out of the way of students.

08.2 ACCIDENT BOOK

The accident book is kept in the staff office where it is accessible to first aiders. All accidents are recorded in this book and shared with the Head of Provision. The accident books keep a record of any first-aid treatment given by first aiders and other members of staff. These accident books MUST be written in pen, completed on the same day of the incident, and include:

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and first-aid given.
- What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).

The information in the accident books can:

- Help us identify accident trends and possible areas for improvement in the control of health and safety risks;
- Be used for reference in future first-aid need assessments;
- Be helpful for insurance and investigative purposes.

09 MONITORING ARRANGEMENTS

09.1 This policy will be reviewed as guidance from the local authority or DfE is updated, and annually as a minimum by the head of provision. At every review, the policy will be approved by the full governing board.

10 REVIEW

Review of this Policy	October 2025
Next Review Date	October 2026
Reviewed By	Anna Malik
Position/Role	Director, S L Drama Academy CIC

APPENDIX 1 – HEALTH CARE PLAN

CHILD'S NAME:
Date of birth:
Home Address:
MEDICAL DIAGNOSIS OR CONDITION:
FAMILY CONTACT INFORMATION
<u>Contact 1</u>
Name:
Phone number (work):
Phone number (home):
Phone number (mobile):
<u>Contact 2</u>
Name:
Phone number (work):
Phone number (home):
Phone number (mobile):
CLINIC/HOSPITAL CONTACT
Name of clinic/hospital:
Phone number:
G.P
Name of G.P:
Phone Number:
Medical needs, triggers, signs or symptoms:

Daily care requirements, including medication and other treatments, time, facilities, equipment, testing access to food and drink (where this is used to manage their condition), dietary requirements and environmental issues:

Describe what constitutes an **emergency** for the child and the action to take if this occurs:

Follow-up care:

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

Support for educational, social and emotional needs:

Training required to give prescription medicines or undertake health care procedures:

Training undertaken:

Person(s) trained:

Verified by Date

APPENDIX 2 – ADMINISTRATION OF DRUGS CONSENT FORM

THIS FORM SHOULD ONLY BE USED FOR PRESCRIBED MEDICATION

CHILD'S NAME:
Date of birth:
Home Address:
Name and strength of medication: Expiry date: How much to give (i.e. dose to be given): When to be given: Any other instructions: Number of tablets to be given to AP: <i>(Note – medicines must be in the original container as dispensed by the pharmacy)</i>
Daytime phone number of parent or adult contact: Name and phone number of G.P:
Agreed review date to be initiated by:(staff member)
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the S L Drama Academy CIC AP staff administering medicine in accordance with the AP policy. I will inform S L Drama Academy CIC AP immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
Parent's Signature Date
Print name
<u>IF MORE THAN ONE MEDICINE IS TO BE GIVEN A SEPERATE FORM SHOULD BE COMPLETED FOR EACH ONE</u>