



<b>Policy Title</b>	<b>Medical Treatment of Pupils Policy</b>
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<b>Policy Reference</b>	
<b>Function</b>	For Information and Guidance.
<b>Status</b>	Recommended
<b>Audience</b>	Parents, Governors, Principal, Teachers, Support Staff, DfE, Pupils
<b>Ownership / Implementation</b>	The Principal and the Governing Body have overall responsibility for ensuring that this policy is implemented.
<b>Version</b>	v1.0
<b>Date Approved by Governing Body</b>	8 <sup>th</sup> July 2013
<b>Date Issued</b>	1 <sup>st</sup> September 2013
<b>Date for Review</b>	31 <sup>st</sup> August 2015



Drapers' Academy is a Harold Hill school for Harold Hill families. It will raise educational achievement to high levels, broaden experience and prepare young adults to achieve their best in further education and employment.

Abilities will be supported and aspiration nurtured. Particular support will be given to families so that children can achieve their best.

The Academy specialisms will be science and mathematics. So that every child can benefit and be stimulated, imaginative and creative teaching of these subjects will be a notable strength. The wider curriculum will also be taught to a high standard with a particular emphasis on English.

The Academy will encourage children to take part in a wide variety of activities to raise confidence, stimulate the spirit of enquiry and provide enjoyable and memorable experiences.

The Drapers' Company will use its expertise as a leading London charity with a long experience in education to provide linkages across a wide variety of areas. Queen Mary will provide close links with the world of higher education to encourage students to go to university.

Fullest use will be made of the exceptional site occupied by the Academy, including the creation of new buildings that will stimulate every aspect of learning.

The Academy will play a major part in the aspiration to regenerate Harold Hill. This will be principally through the Harold Hill Learning Village but also through close links with a wide variety of community activities and other educational establishments in the area.



## **1 Introduction**

- 1.1 The Academy is committed to giving all its pupils opportunities to access the curriculum. Every effort will be made to ensure that pupils with medical needs experience the best possible care whilst at the Academy. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support at school. In addition, the Academy has adopted the guidance published by the DfE/Department of Health entitled "Supporting Pupils with Medical Needs: a good practice guide".
- 1.2 All medical information received by the Academy will be treated confidentially. Information to ensure the safety and care of individual pupils will be disclosed as appropriate to staff of the Academy. Such procedure will be discussed with the pupil and parent for their agreement prior to the disclosure. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## **2 Pupils with Long-Term Medical Needs**

- 2.1 Pupils with medical needs entering the Academy from local primary schools will usually be identified through discussions with the Year 6 teacher. Such information will be checked with the parent to ensure appropriate records are kept and appropriate provision can be made.
- 2.2 Parents are requested to approach the Academy with any information that they feel the Academy will need to care for individual pupils. The parent will be required to complete a Medical Statement form to identify any medical needs. This may require endorsement from the pupil's General Practitioner.
- 2.3 Parents are responsible for informing the Academy of medical issues that arise during the pupil's time in the Academy.

## **3 Medicines in the Academy**

- 3.1 Form Tutors and Pastoral Managers should be informed of any medication brought into the Academy at any time.
- 3.2 Information regarding any prescribed medication should be made available to the pupil's Form Tutor and Pastoral Manager.
- 3.3 In the event of any special form of administration of medication being required, the parent must contact the Academy so that arrangements can be made for this to occur.



## **4 Illness in the Academy**

- 4.1 If a pupil becomes ill in a lesson and the teacher feels that medical treatment is required, the pupil should be sent to the Academy office, accompanied by another pupil if necessary.
- 4.2 The Academy has a strict policy that no medication will be given orally or externally unless permission has been given by the parent. Parents will be contacted depending upon the nature of the medical problem.
- 4.3 If the teacher feels that the pupil is too ill or injured to be moved, then a designated First Aid member of staff should be called. First Aid should be administered, as appropriate. If it is thought that follow-up treatment is required, the parent will be contacted or a letter sent home with the pupil.
- 4.4 In more serious cases, where hospital attention is deemed necessary, the Academy will contact parents, who will be expected to take their child to hospital.
- 4.5 In an emergency, an ambulance must be called and the parent contacted by the Academy. In the absence of a parent, a member of staff must accompany the pupil to the hospital and remain there until the parent arrives.
- 4.6 If a parent cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment.

## **5 Academy off-premises visits**

- 5.1 The Academy believes that all pupils are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate pupils with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept.

## **6 Policy on Specific Medical Issues**

- 6.1 The Academy welcomes all pupils and encourages them to participate fully in all activities.
- 6.2 The Academy will advise staff on the practical aspects of management of:
  - 6.2.1 Asthma attacks
  - 6.2.2 Diabetes
  - 6.2.3 Epilepsy
  - 6.2.4 An Anaphylactic Reaction



- 6.3 The Academy will keep a record of pupils who may require such treatment.
- 6.4 The Academy expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the Academy together with clear guidance on the usage of the medication.

## **7 Monitoring, Evaluation and Review**

- 7.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

### References

“Supporting Pupils with Medical @Needs: a good practice guide”, DfEE/Department of Health

DfEE Circular 14/96 “Supporting Pupils with Medical Needs in School”