

Medical Policy

2023-2024



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POLICY INFORMATION

Named personnel with designated responsibility for supporting students with medical conditions

Academic year	Designated Senior person	Medical Officer	School Nurse
2023-24	Ryan Bernard	James Brooke Williams	Lauren Rolls

Policy review

Review Date	Changes made	By whom
September 2023	Reviewed and updated	Ryan Bernard

Ratification by Trustee Body

Academic year	Date of ratification	Chair of Trustees
2023-24	TBC	Paul Fletcher

CONTENTS

1	INTRODUCTION	3
2	ROLES AND RESPONSIBILITIES	3
3	NOTIFICATION THAT A STUDENT HAS A MEDICAL CONDITION	4
4	INDIVIDUAL HEALTHCARE PLANS (IHCP)	4
5	ADMINISTERING MEDICINES	5
6	STORAGE AND ADMINISTRATION OF EMERGENCY MEDICATION	5
7	SUPPORTING STUDENTS WHO REPORT ILLNESS AT SCHOOL	5
8	SUPPORTING STUDENTS WHO TEMPORARILY REQUIRE A MEDICAL APPLIANCE AT SCHOOL	6
9	ACTION IN EMERGENCIES	6
10	ACTIVITIES BEYOND THE USUAL CURRICULUM	7
11	UNACCEPTABLE PRACTICE	7
12	SAFEGUARDING CONCERNS	8
13	REPORTING TO EXTERNAL AGENCIES	8
14	DATA PROTECTION AND RETENTION	9
15	COMPLAINTS	9

I INTRODUCTION

The Children and Families Act 2014 includes a duty for schools to support children with medical conditions. Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEND Code of Practice will also apply. All children at KAA have a right to access the full curriculum, adapted to their medical needs and to receive the ongoing support, medicines or care that they require at school to help them manage their condition and keep them well. We recognise that medical conditions may impact social and emotional development as well as having educational implications. Our Academy will build relationships with healthcare professionals and other agencies in order to support students effectively with medical conditions.

The Academy has a duty to report accidents, incidents, near misses, illnesses and dangerous occurrences which occur on our premises or which arise from activities carried out on behalf of the school. This responsibility extends to incidents involving students, staff, contractors, visitors and other members of the public. The Academy is required to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. We are also required to comply with the requirements of the Management of Health and Safety at Work Regulations 1999, which states that every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of the activities and the size of the undertaking, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

2 ROLES AND RESPONSIBILITIES

The named persons responsible for children with medical conditions are Ryan Bernard (Vice Principal) and James Brooke-Williams (Medical Officer).

The Medical Officer is responsible for:

- relevant staff of medical conditions
- Arranging training for identified staff
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to new staff and where appropriate, taking the lead in communicating this information
- Assisting with the administration, resourcing and record keeping of all medical conditions at the Academy
- Assisting with risk assessment for school visits and other activities outside of the normal timetable
- Developing, monitoring and reviewing Individual Healthcare Plans (IHCP) for high needs students
- Working together with parents, students, healthcare professionals and other agencies
- Ensuring that they adequately maintain their own training levels to support the range of medical conditions present in the Academy

The Vice Principal is responsible for:

- Co-ordinating and quality assuring medical provisions across the Academy
- Line managing and supporting the Medical Officer to successfully discharge their responsibilities
- Keeping up-to-date with latest government guidance and ensuring that the Academy is compliant with its statutory responsibilities

The Trustee Body is responsible for:

- Determining the Academy's general policy and ensuring that arrangements are in place to support children with medical conditions

The Principal, or their designated senior person, is responsible for:

- Overseeing the management and provision of support for children with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover
- Ensuring that Academy staff are appropriately insured and are aware that they are insured

Teachers and Support Staff are responsible for:

- The day to day management of the medical conditions of children they work with, in line with training received and as set out in an IHCP
- Working with the named person, ensuring that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to staff who will be covering their role where the need for cover is known in advance

NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.

Parents and Guardians are responsible for:

- Informing the Academy in a timely manner of matters relating to any medical conditions or changes to a medical condition of their child that may affect their education
- Providing the Academy with the medication, resources and medical devices needed to manage their child's condition
- Maintaining regular communication with the Medical Officer where appropriate and responding promptly to phone calls and enquiries from the Academy
- Attending and contributing to IHCP planning and review meetings as required

The school nurse is responsible for:

- Notifying the Academy when a child has been identified as having a medical condition which will require support in Academy. Wherever possible this should be done before the child starts at our Academy
- Providing support for staff on implementing a IHCP and providing advice and liaison including with regard to training
- Providing advice and support to the Vice Principal and Medical Officer on best practice in relation to the storage and administration of routine and emergency medication
- Complete health and welfare checks on students open to external services plan and reporting updates and concerns to Academy safeguarding leads

3 NOTIFICATION THAT A STUDENT HAS A MEDICAL CONDITION

Where a member of staff is informed by a student, parent or professional of a new medical condition, they must inform the Medical Officer and/or the Vice Principal as quickly as possible. The Medical Officer will then liaise with relevant individuals, including parents, the individual student, health professionals and other agencies to decide on the support to be provided to the child. Where appropriate, an IHCP will be created. The Medical Officer will add the medical condition to the Academy records and notify the relevant members of staff, including the Form Tutor and Director of Learning (DoL).

4 INDIVIDUAL HEALTHCARE PLANS (IHCP)

An IHCP will be created for students with any medical condition that is long term and complex. Common

examples of such conditions may include: severe allergies, Type-1 or Type-2 diabetes, epilepsy or severe asthma. The IHCP will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clearly. Where a child has SEN but does not have an educational healthcare plan, their special educational needs will be mentioned in their IHCP. All IHCPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed.

5 ADMINISTERING MEDICINES

Written or verbal consent from parents must be received before administering any medicine to a child at school. This should all be logged by the Medical Officer. Medicines will only be accepted for administration if they are:

- Prescribed by medical professional
- In-date
- Labelled clearly with the child's name
- Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. An exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container

Routine medicines should be stored safely at student reception, in a locked cabinet. Children should know where their medicines are at all times.

Written records will be kept of all medicines administered to children using the first aid log. Students who are competent enough to manage their own health needs and medicines, after discussion with parents/carers, may be allowed to carry their own medicines and relevant devices or may be allowed to access their medicines for self-medication.

The Academy may, with consent from a parent, administer paracetamol or ibuprofen at the advised dosage on the label to a student during the school day. Decisions will be made on a case-by-case basis, and consent must be sought on each occasion. A written record will be kept in line with other medicines.

6 STORAGE AND ADMINISTRATION OF EMERGENCY MEDICATION

Where a student requires access to emergency medication, they **must carry this medication with them at all times**. The Medical Officer will routinely check on this process. The Academy should be given a spare set of emergency medication, which will be clearly labelled and visible (not locked) in the student support office. The Academy holds its own spare supply of Ventolin inhalers and EpiPens in the student support office. These will also be taken on school trips attended by students with severe allergies or asthma.

Where additional training is required (above and beyond procedures covered in basic first aid training) this must be sourced by the child's parent, in consultation with the Academy and external professionals.

In a case where emergency medication has been administered, the member of staff will complete the serious incident form, scanning a copy for the file and sharing a copy with the Vice Principal.

7 SUPPORTING STUDENTS WHO REPORT ILLNESS AT SCHOOL

The student medical support office will be open between the hours of 8am and 5pm. Students are encouraged to not self-report to medical. Instead they should seek support via a member of staff who will alert oncall, unless it is an emergency. At times outside of these hours' students should report to

main reception.

When a student reports illness or injury to the Academy, a discretionary approach will be taken as to appropriate actions, these may include:

- Calling a parent or guardian
- Administering medication
- Applying basic first aid
- Requesting a student is picked up from school
- Calling for an ambulance
- Allowing the student a short time out of lessons
- Sending the student back to their lesson

All student visits to the medical office requiring attention are recorded on the first aid log. A note will be taken of the student's arrival time and their absence will be communicated to the relevant staff.

In the case of a suspected head injury, the following action is always taken:

- Contact is made with the parent or guardian
- The student is not left unsupervised until the Medical Officer has completed their assessment
- The head injury form and fact sheets are completed and a copy given to the parent/guardian (*often via the student*)

8 SUPPORTING STUDENTS WHO TEMPORARILY REQUIRE A MEDICAL APPLIANCE AT SCHOOL

Where a student requires a medical appliance or device to attend school on a temporary basis (e.g. crutches, cast, sutures etc.) they must complete the permission form before entering circulation, with the Medical Officer.

Where possible a parent or guardian should be present and agree to the terms and arrangements in the permission form. If this is not possible the Medical Officer should call home to explain the arrangements and send a copy of the permission form home with the student.

9 ACTION IN EMERGENCIES

The Academy typically has over 20 first aid trained staff each academic year and a selection of staff are re-trained every two years. Efforts are made to ensure that teachers of priority subjects where injury may be more common, e.g. DT, PE, science and dance, as well as pastoral leaders, are prioritised for this training. For residential educational visits (overnight stays) a first-aid trained member of staff **must** attend. The Academy also has members of staff who are specifically trained in supporting students with diabetes.

In an emergency, a member of staff should:

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked:
- The Academy's telephone number: 0207 313 5800
- Your name
- Your location: [Kensington Aldridge Academy, 1 Silchester Road, London W10 6EX]
- Provide the exact location of the patient within the Academy
- Provide the name of the child and a brief description of their symptoms
- Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Ask office staff to contact premises to open relevant gates/doors for entry
- Contact the parents to inform them of the situation

- A member of staff should stay with the student at all times until the parent/carer arrives. If a parent/carer does not arrive before the student is transported to hospital, a member of staff **must** accompany the child in the ambulance
- On return, the responding member of staff must complete a serious incident form and debrief with the Vice Principal and Medical Officer

10 ACTIVITIES BEYOND THE USUAL CURRICULUM

Educational Visits and off-site activities

- It is the responsibility of the member of staff leading an educational visit to ensure that they have knowledge of how to support the medical needs of their students before leaving the Academy site. This step is listed on the Academy risk assessment form, which must be completed in advance of the trip
- The member of staff organising an educational visit, should provide a list of students to the Medical Officer no less than 48 hours before the beginning of the visit, who will then check the Academy medical register and prepare any medication needed in advance
- Reasonable adjustments will be made to enable students with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum
- When carrying out risk assessments; parents/carers, students and healthcare professionals will be consulted where appropriate

Enrichment activities

- The Academy offers a wide range of enrichments, some led directly by the Academy and some with external partners
- Where an off-site enrichment is led directly by a member of Academy staff, they should check their class list with the Medical Officer, as per the procedure for educational visits
- Where external partners lead an enrichment, the Medical Officer will ensure that high medical needs students have been highlighted to the group leader and that a copy of the IHCP along with parent contact details has been provided. Any further responsibility for the care of these students lies with the external partners alone

11 UNACCEPTABLE PRACTICE

The Academy will use discretion to respond to each individual case in the most appropriate manner. The following processes are not generally acceptable practice with regard to children with medical Conditions:

- preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assuming that every child with the same condition requires the same treatment
- ignoring the views of the child or their parents; or ignoring medical evidence or opinion, (although this may be challenged)
- sending children with medical conditions home frequently or prevent them from staying for normal Academy activities, including lunch, unless this is specified in their IHCP
- if a child becomes seriously ill, sending them to the medical office unaccompanied or with someone unsuitable
- penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- preventing students with medical conditions from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

- requiring parents, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues
- preventing children from participating, or creating unnecessary barriers to children participating in any aspect of Academy life, including school trips, e.g. by requiring parents to accompany the child

12 SAFEGUARDING CONCERNS

Where a medical incident presents as related to a safeguarding concern, this should be reported on CPOMS, which is the Academy's platform for such incidents. Staff are not required to log accidents or incidents on CPOMS unless the incident is considered a safeguarding concern. Staff should continue to follow safeguarding procedures as set out in the safeguarding policy.

13 REPORTING TO EXTERNAL AGENCIES

RIDDOR

The Academy is required to comply with the HSE policy for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), which requires the necessary investigation is carried out. A RIDDOR online report must be received within 10 days of the incident. For accidents resulting in over a 7 day incapacitation of a worker, a report must be received within 15 days of the incident. Many of the common incidents are not reportable under RIDDOR. For full information on RIDDOR reportable incidents, please see the guidance on the HSE website. Senior staff responsible for first aid have received RIDDOR awareness training. All RIDDOR incidents must be recorded on a serious incident form and saved on the school system. After a report is made to the HSE, the Medical Officer should ensure that RIDDOR reference number is also added to the incident form.

UK Health Security Agency

The Academy may be required to contact the UK Health Security Agency if there is a concern regarding:

- A higher than previously experienced and/or rapidly increasing number of absences due to the same infection
- Evidence of severe disease due to an infection, for example if an individual is admitted to hospital
- More than one infection circulating in the same group of people
- An outbreak or serious or unusual illness

Investigations

The purpose of the investigation is to:

- Determine the sequence of events leading to an incident
- Establish any unsafe acts or conditions within this sequence that were likely to have caused the accident, incident or illness
- To determine the human, organisational or job factors that gave rise to the unsafe acts or conditions
- To initiate short-term action to eliminate the immediate causes
- To establish a longer-term programme to correct and control the underlying factors in order that a recurrence may be prevented

Accidents and incidents should be investigated at the earliest opportunity to determine what (if any) action is needed to prevent a recurrence. The level of investigation should be proportionate to the severity of the incident, its potential consequence, and likelihood of the incident recurring.

When making your decision, you must also consider the potential for learning lessons. For example, if

you have had several similar adverse events, it may be worth investigating, even if each single event is not worth investigating in isolation.

The investigation findings should form the basis of an action plan to prevent the incident from recurring, improving your overall management of risk and identifying areas of your risk assessments that may need to be reviewed. Fully written and signed statements should be taken from all those involved should be attached to the serious incident form, along with any photographs or other additional evidence gathered during the investigation.

14 DATA PROTECTION AND RETENTION

If a data subject makes a Subject Access Request (SAR) to the Academy about details of an incident which has occurred, we should follow the Academy process for the handling of SAR requests within statutory timeframes. Where schools are contacted by third parties acting on behalf of an injured person and request details of the incident, again the Academy SAR process should be followed.

15 COMPLAINTS

An individual wishing to make a complaint about actions regarding the Academy's actions in supporting a child with medical conditions should discuss this with the Academy in the first instance. If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in the Academy complaints procedure, which is available on the Academy website.

First Aid and Medical Team 2023-2024

Senior Medical Team



Mr R Bernard

Vice Principal



Mr J Brooke-Williams

Medical Officer

Trained First Aid Staff- Valid until 23/7/2023

Staff	Role	Staff	Role
Ryan Bernard	Vice Principal	Sherrielyn Jureidini	LSA
James Brooke-Williams	Medical officer	Emily Law	Teacher
James Clayton	Vice principal	Polly Orgill	Teacher
Robert Davies	Y13 DoL	Vickie Parker	Teacher
Mareille Bakx	Teacher	Jessica Ravenscrof	Teacher
Helen Cooke	Teacher	Jordan Speller	LSA
Nicolas Dutton	LSA	Jasmin Speakman	Teacher
Scott Evans	Facilities	Parminder Sidhu	Safe Guarding
Jack Gibbs	Teacher	Sophia Yeasman	LSA
Daire Herlihy	Teacher		