

# The Canterbury Academy Trust

## Schools for all the Talents



Name of policy	Supporting students with medical conditions
Document owner	Mrs V Butler
Document issued/ last reviewed	June 2020
Date for review	January 2022
Additional notes	<p>Policy to be reviewed in conjunction with divisional leads</p> <p>CPS = Bev Farrell/Kerry Birch</p> <p>CHS = Jon Watson/Sue Douglas</p> <p>6<sup>th</sup> form = Emma Vinn</p> <p>Chaucer/Riverside/CCC = Adam Fairbrass</p> <p>For children with sustained health needs, refer to attendance policy</p>
Number of pages	3 (plus appendices)

# **The Canterbury Academy Trust**

## **Supporting Pupils with Medical Conditions**

### **Aim**

The aim is to ensure that all young persons with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. The focus is on the needs of each individual young person and how their medical condition impacts on their school life.

At The Canterbury Academy wherever possible, children are allowed to carry their own medicines and relevant devices if they have their parents' permission. At The Canterbury Primary School, or where a young person requires an appropriate level of supervision or it is not appropriate for the young person to self-manage their medication, it should be clearly labelled and handed to the school reception, along with a completed letter of consent.

### **Medical consent forms**

Medical and emergency treatment consent is part of the application form that is required to be completed for any young person starting at The Canterbury Academy Trust. The school should be advised of any pre-existing conditions/medications to enable the school to put procedures in place as early as possible. Parents are asked to keep the school updated with any changes throughout their child's time at the Academy Trust

### **Administering medication on a short-term basis (i.e. antibiotics)**

Parents are advised to contact the school of any medication their child is on that needs to be administered during the school day. For example, if they are on antibiotics following a brief illness and are required to complete the course. Written authorisation to give medication will be required (appendix 1).

### **Administering medication on a long-term basis (i.e. regular medication like Ritalin)**

Parents are advised to contact the school of any medication their child is on that needs to be administered during the school day. A health care plan will be completed (appendix 2). The school will need to be kept informed of any changes to dosages etc. It is the parent's responsibility to ensure that medication kept on the Trust site is in date, for example Epi-pens

### **Individual health care plans (appendix 2)**

Individual health care plans are completed to help the Academy Trust support the student effectively with their medical condition. It provides clarity as to what should be done and by whom and is written in consultation with the parent/guardian.

## **Storage of medicines**

At The Canterbury Primary School medicine is kept locked in a cupboard in the First Aid room, with the exception of medicine that must be stored in a fridge which is kept in the school office. Medicines are administered by the First Aider on duty or reception staff.

At The Canterbury Academy medicines are kept at student reception. Medicines are kept in a locked cupboard and will be administered by reception staff. Young people who require instant access to medication, i.e. Asthma pumps, Epi-Pens, diabetics etc. will be advised on how to access their treatment through student reception.

Sixth formers should liaise with sixth form student reception.

City and Coastal College – At Governor House and Phoenix House, medicine is kept in a locked filing cabinet in the main office and is administered by the Head of Centre or Administration Assistant. At Riverside, medicine is kept in a locked filing cabinet in the main office and is administered by the Head of Centre.

## **Record keeping**

See Appendix 3

## **Staff training**

The Canterbury Academy Trust will ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions. Details of staff training will be recorded and kept for reference with personnel.

In some individual cases, external support from professionals may be required to ensure staff are adequately trained to offer support to the student.

## **Guidance for school staff**

If a young person complains of sickness or injury, a judgement advice should be sought from main reception at the Primary School, Student Reception at the Canterbury Academy, from sixth form student reception in the Sixth Form, main reception at Riverside, Phoenix House, Governor House and the trip leader if the student is on an educational visit, who will then liaise with the relevant school.

Staff who have to administer first aid or medication should where possible have another adult present.

## **Contacting the emergency services**

Where possible a first Aider should make a judgement call as to whether the emergency services should be contacted. Parents should also be informed.

The following procedures should then be followed:

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms and where possible information from the individual health care plan
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

### **Community Hub**

The Canterbury Academy Trust is a community hub and has a defibrillator located in the main reception of The Canterbury Academy and Lifestyle Fitness. The receptionist has access to a list of trained staff on site.

# The Canterbury Academy Trust

## Schools for all the Talents



### Appendix 1a

#### Authorisation to give medication

Date: .....

Student's Name: ..... Year: .....

Name of medication: .....

Is this medication permanent? YES / NO

If temporary, please state end date for medication. End date .....

Dosage and times: .....

(Usually break or lunch)

Signature of parent / guardian .....

Any other information



**Appendix 1b**

**Authorisation to give medication**

**Date:** .....

**Student's Name:** ..... **Year:** .....

**Name of medication:** .....

**Is this medication permanent? YES / NO**

**If temporary, please state end date for medication. End date** .....

**Dosage and times:** .....

**(Usually break or lunch)**

**Signature of parent / guardian** .....

**Any other information**

# The Canterbury Academy Trust

## Schools for all the Talents



### Appendix 2a

#### Health Care Plan

#### The Canterbury Academy Trust

**Date Written:**

**Review Date:**

**Student's Name:**

**Date of Birth:**

**Year group/Class/Form/Mentor group (as applicable):**

**Address:**

**Next of Kin:**

**Contact numbers: Home:**

Work:

Mobile:

**GP Name, address and phone number:**

**Any other medical contacts:**

**Medication condition:**

**Medication taken (Time of day and amount):**

Page 6 of 10

**Note: Referrals to pupils/students/child within the policy covers all young people within our care this may on occasions include students from other schools and in the community**

**Signs and symptoms to look out for:**

**Staff and students responsibilities throughout the school day:**

**If any signs and symptoms occur contact:**

**Describe what constitutes as an emergency and what action should be taken if this occurs:**

**Person responsible in an emergency at school (State if different for off-site activities):**

**Parents and School Agreement:**

Parental Signature:

Date:

SENCO Name:

Signature

Date:

Name of lead person for supporting the student in school:

Signature

Date:





**CITY AND COASTAL  
COLLEGE**

*"Providing opportunities"*

**Appendix 2b**

**Health Care Plan**

**The Canterbury Academy Trust**

**Date Written:**

**Review Date:**

**Student's Name:**

**Date of Birth:**

**Year group/Class/Form/Mentor group (as applicable):**

**Address:**

**Next of Kin:**

**Contact numbers: Home:**

Work:

Mobile:

**GP Name, address and phone number:**

**Any other medical contacts:**

**Medication condition:**

**Medication taken (time of day and amount):**

**Signs and symptoms to look out for:**

**Staff and students' responsibilities throughout the school day:**

**If any signs and symptoms occur contact:**

**Describe what constitutes as an emergency and what action should be taken if this occurs:**

**Person responsible in an emergency at school (state if different for off-site activities):**

**Parents and School Agreement:**

Parental Signature:

Date:

SENCO Name:

Signature

Date:

Name of lead person for supporting the student in school:

Signature

Date:

Appendix 3

Medicine Record Sheet

<u>Student's name</u>	<u>Date and time</u>	<u>Medicine given &amp; quantity supplied to the school</u>	<u>Dosage given</u>	<u>Staff name printed and signature</u>	<u>Parent informed Yes/No</u>

**Note: Referrals to pupils/students/child within the policy covers all young people within our care this may on occasions include students from other schools and in the community**