



## **MEDICAL POLICY**

<b>Date of last review:</b>	December 2025	<b>Review Period:</b>	2 years
<b>Owner:</b>	Ocean Academy	<b>Ratified:</b>	Academy

## **First Aid Procedures**

There are a number of qualified first aiders at Ocean Academy and they are identified on posters within the academy. Training is carried out every 3 years by an external company and this includes defibrillator training. Certificates identifying the completion of training are held in the school office.

All first aid administered is recorded in the First Aid log. Parents are notified if there has been a head bump or the academy feels that the child should recuperate at home. Class teachers are also notified of first aid incidences.

If the medical treatment required exceeds the abilities of the Academies First Aiders then an ambulance will be called, the parents informed and the incident logged in the Pupil Accident Book.

If a child has a broken limb, crutches etc. that may impede on their ability to move around the academy, a risk assessment form will be completed. This will also be reported to the health and safety team if the incident resulting in a break happened on site.

### **Blood and Avoiding Contamination.**

All staff will be familiar with the procedure below before treating incidents where blood is visible. In most cases, a first aider will be called to treat the wound:

- Wash hands **first**
- Put on disposable gloves
- Clean the wound
- Dress any wound if necessary
- Dispose of the gloves and any wipes or contaminated material in a sealed or knotted plastic bag, and dispose of in the medical waste bin (yellow)
- Clean any spillages or leaks from the environment
- Wash hands thoroughly **again**
- Record incident in the first aid or accident book as appropriate
- Contact parents or emergency services as necessary and let the class teacher know

## **Asthma and Other Medical Conditions**

All staff must be aware of children in their care with medical conditions. Details of all children in school with medical conditions are contained in Google drive and children with chronic or rare medical conditions are highlighted to relevant staff. It is the responsibility of the class teacher to inform any visiting teachers or volunteers who may be working with children on the medical list to ensure continuity of care.

### **Asthma**

The school recognises that pupils with asthma are entitled to participate fully in all aspects of school life, and it is our policy to help and encourage children with asthma to achieve this. The school aims to ensure that the physical environment is favourable to children with asthma, and to ensure that other children and all staff understand and support asthmatic children. In common with many schools we have a number of children who suffer from asthma and who have inhalers at school. These are kept in the medical room or in the child's classroom and are given out to children by classroom staff or the office staff. The level of use is monitored and recorded. If any change in the pattern of need is noticed or staff have any concerns then parents will be informed. Inhalers are taken with the children on all

school trips and outings.

## **Anaphylaxis**

Anaphylaxis is a severe allergic reaction of rapid onset with circulatory collapse and hypotension (low blood pressure) and is life threatening. Almost any food can cause anaphylaxis but the foods most commonly responsible are nuts, fish, shellfish, cow's milk and eggs. Symptoms are often first noted in the mouth, with a sensation of burning, itching or irritation in the lips, mouth or throat. In severe cases these symptoms are followed by a loss of consciousness and suffocation.

It is Academy policy that a clear agreement is drawn up between the school and the parent of each child known to suffer from anaphylactic shock, authorising one or more named individuals to administer treatment. These adults will be trained by the school team to administer Epi Pens etc as required. This training happens annually and is also covered through First Aid training.

Epi pens are also stored in the office and/or medical room for children who have nut allergies. All teaching staff are informed of children with chronic illnesses or anaphylaxis. It is the responsibility of the class teacher to pass on this information to other adults working in the classroom and ensure that these adults are aware of procedures. The school office updates the medical registers regularly.

## **Diabetes**

This is a disorder in which the body is unable to control the amount of sugar in the blood. Insulin injections are the most common way of regulating blood sugar levels. It is the policy of the school that for each diabetic child there should be a written agreement between the school and the parent, detailing arrangements for the administration of insulin and the monitoring of blood sugar levels, either by the parent, the child or by a named staff member. A member of the paediatric diabetes team will carry out the appropriate training with staff. Regular meetings will be held with parents and medical professionals to update care plans as needed.

## **Epilepsy**

This is a tendency to have recurrent seizures or fits, and it affects one in every 200 people. Some seizures involve 'petit mal' which is a brief interlude of unconsciousness. Witnessing a seizure can be frightening if they are convulsive, and other children should be prepared to avoid undue panic.

It is the policy of the school that all teachers with known children with epilepsy in their classes should have up to date training in emergency procedures and that these should be written down and available to all adults working with or near the class in question. Medical care plans will be in place and updated regularly alongside parents and medical professionals.

## **Other medical conditions**

Medical conditions are varied and individual to each child. In all cases, discussions with parents and the school nurse or hospital practitioner will be undertaken and care plans put in place. These will be regularly reviewed and training put in place as needed.

## **Administration of Medicines**

It is recognised that staff do not have any obligation under their contract to administer medication to pupils. There is a requirement however under the DfE to assist pupils with medical needs and ensure that they have the support they need to fulfill their potential.

The Academy has a policy that it will not, as a rule, administer medication to pupils unless there has been specific instructions from a GP or medical professional, prescription or medically labelled box. Parents or carers will then sign a health care plan or academy medical form to agree to the administration of the medication.

Parents and carers have a responsibility to provide the appropriate medication that is in date and for the nature of the medical condition.

**Where a pupil needs prescribed medication the following is assumed:**

Most medication is prescribed three times a day. Parents can therefore administer medication before school, after school and before bed. Medication should not normally be required during the school day.

However, if medication (such as antibiotics) is required at lunchtime, parents are asked to come into school to administer the medication. Children requiring inhalers or cream for eczema are supervised by staff whilst administering their own medication. Self medication will have written permission from a parent.

Parents of children who are at risk of life-threatening reactions or on-going diagnosed medical conditions are required to give consent, allowing named and trained staff to administer treatment in the event of an emergency (as directed in a medical care plan). All such medication is kept in the office or medical room in a lockable cupboard.

### **Medical Register**

A register is kept of all children in the Academy with specific medical conditions, and this register is distributed to all staff through Google drive. This information is also easily accessible through our MIS system - Arbor - that all teachers have access to. The school office updates this register regularly and when new children join the academy.

When medication is administered, a form is completed by staff on each occasion

### **Accident Procedures**

**All accidents** should be reported to the Principal. All accidents should be recorded in the Academy accident book, in accordance with this policy. A report form should be completed by the member of staff treating the child / children. This form should be given to the Assistant Principal, Vice Principal or Principal and actioned accordingly.

The accident book should contain the following information:

- Name and class of injured person
- Time, date and place of the injury
- What happened to cause the injury
- The injury sustained
- Treatment given
- Name of any witnesses
- Any other relevant information

In the event of a child reporting a head bump - even if they later change their mind or explain it occurred during imaginative play and say they did not bump their head - it should still be treated as a head bump, a letter or personal verbal message to parents is sent home/given **on the day** to advise the parent. The child is then monitored closely to ensure no further reactions happen as a consequence. The class teacher is informed. If the head bump is felt to be serious, the child will be sent home and medical advice advised to the parent or carer.

All accidents will be investigated to try to prevent them from recurring. This investigation will be documented.

All accidents to pupils and any accidents to staff, visitors, or contractors should be notified without delay to the Principal and recorded in the appropriate record file. These files are kept in the school office.

Notifiable injuries (RIDDOR), will be declared to the Health and Safety Executive through the Aspirations Academies Health and Safety team. The Principal will inform the team of the incident. A form is to be completed and submitted to the HSE.

Where a child is taken directly to hospital from the Academy, parents must be informed at the first opportunity. JoA form F2508 is to be completed and submitted to the HSE to comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

## **Serious Accident Procedures**

**Serious Accidents Definition:** Any accident or incident leading to a fatality or serious injury.

- All serious accidents in the Academy should be reported to the Principal or the Senior Member of staff on site immediately.
- Trained staff to administer first aid.
- Office staff will call an ambulance.
- Office staff/Principal/senior leader to inform parents/emergency contact.
- Staff to complete accident report forms.

All serious accidents should be investigated and actions put in place to try and ensure that the possibility of such an incident happening again is reduced as far as possible.

### **Serious accidents on visits / trips and sporting events**

Staff will be made aware of how the activity could impact on the child's medical condition. They will have read the child's medical plan and the risk assessment documents for the activity.

Minor Accidents (injuries or illnesses requiring first aid treatment and no immediate professional medical care) will be dealt with by a First Aider (each trip will have assigned First Aiders identified within the risk assessment). Academy staff will take a first aid bag and medical equipment needed by individual children to all trips and visits. In the case of a more serious accident, if the child cannot be moved, the First Aider will contact the Principal or senior member of staff and a decision made as to the most appropriate action to take.

## Informing Parents / Carers

**Parents or carers will be informed** about a medical or first aid issue by phone call, text or letter to go home with their child on the day or for the parent to come and collect their child if they have:

- A serious wound or injury
- A reaction by a child as identified in a care plan that warrants parental input or support
- Any reactions to the medical conditions shown above
- Head bumps
- Swollen limbs
- Felt faint for a prolonged period or have a bad headache
- Felt sick for a prolonged period or have been sick (if a child has vomited, they should not return to school for 48 hours)
- A significantly raised temperature
- Unexplained rashes
- Difficulty breathing or unexplained chest pains

School staff will contact a parent to come into school to agree the next course of action if staff are unsure about how a child is responding to treatment.

**Parents or carers will not be informed** about these medical or first aid issues:

- A minor scrape or bump with no obvious mark or wound
- A minor scrape or bump where a slight mark is present but is not painful or indicating any other injury
- A mild headache or sore throat which improves with a drink or short quiet period
- A mild cough or cold

Should parents or carers be dissatisfied with the support provided by Ocean Academy, they should discuss their concerns directly with staff. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure (please see the academy website).

Ocean Academy is a member of the Department for Education's Risk Protection Arrangement (RPA).