



UNIVERSITY OF
LINCOLN

ACADEMY TRUST

Medical Treatment Policy

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Owner: Bernardine Harrison

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SUPPORTING PUPILS WITH MEDICAL NEEDS AND ADMINISTERING FIRST AID

Parents/carers must have prime responsibility for their child's health. They:

- must provide the Academy with information about their child's medical condition – parents/carers should give details (where appropriate) in conjunction with the pupil's GP or pediatrician
- are responsible for supplying information about medicines that their child needs to take at the Academy, and for letting the Academy know of any changes to the prescription or the support needed
- should authorise and supply appropriate pain relief for their child's use if he/she/they suffer regularly from acute pain such as migraine. (parents / Carers **MUST** complete a medical consent form that can be obtained from the Academy office).
- All medication should be handed to the academy office by an appropriate adult; medication should not be sent into the Academy with the child unless a care plan is in place. (Parents / Carers **MUST** complete a medical consent form that can be obtained from the Academy office).

The Academy is responsible for:

- ensuring that pupils with medical needs receive proper care and support at the Academy, including managing medication.
- implementing this Medical Treatment Policy
- agreeing arrangements with the parent and pupil (where he/she/they has the capacity) or otherwise the parent/carer, who should have access to records and other information about their child.
- ensuring staff volunteering to help pupils with medical needs receive proper support and training where necessary
- making sure that medicines are stored safely
- day-to-day decisions about administering medication
- making sure that all parents/carers are aware of the Academy's policy and procedures for dealing with medical needs
- agreeing with the parents/carers of a pupil, with medical needs exactly what support the Academy can provide

Staff who have pupils with medical needs in their care should:

- understand the nature of the condition, and when and where the pupil may need extra attention, making use of information provided by the pupil's parents/carers and health professionals and other staff.

All staff have to:

- be aware of the likelihood of an emergency arising and what action to take if one occurs
- be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures
- know who is responsible for carrying out emergency procedures in the event of an urgent situation
- ensure parents/carers are made aware of the need to notify the Academy of a pupil's medical needs. This is part of the contact and permissions form sent out to all perspective parent and carers and current parent / Carers annually.

Medication

If a child suffers from a particular condition e.g. Asthma, which requires medication, parents/carers should inform the Academy at the earliest opportunity, and the relevant forms must be completed.

It will be necessary for parents/carers to give full details of the medical condition. They will also need to provide the Academy with a supply of the prescribed medication for emergencies. This must be supplied in the original container with the dispensing chemist label attached, detailing how the medicine should be administered. This should be handed to the Academy office by a responsible adult. Non-prescription medication can only be held by the Academy for half a term. All medication will be disposed of after this period. If a child requires 'over the counter' medication for longer than half a term, parents/carers will need to obtain a prescription and follow the above procedure. It is the responsibility of parents/carers to ensure that all medication is in date including epi-pens.

Academy Staff Giving Medication

There is no legal duty which requires University Academy Long Sutton staff to administer medication; this is a voluntary role. Members of staff who agree to accept responsibility for administering prescribed medication to a pupil must have proper training and/or guidance. Staff who administer medicine must hold the certificate in Administering Medication for Education.

Short-Term Medical Needs

Medication should only be brought to the Academy when it is absolutely essential. Most pupils will need to take medication at the Academy at some time. Usually this will be for a short period only. To allow pupils to do this will minimise the time they need to be absent from the Academy.

Non-Prescription Medication

Non-prescribed medication will only be given when Parent / Carer has completed the relevant permission form and handed this into the Academy Office along with the medication.

Relevant staff who have care of the pupil will be notified and informed regarding the details and arrangements required for the pupil.

This will be only for a short period of time.

Long-Term Medical Needs

The Academy must have sufficient information about the medical condition of any pupil with long-term medical needs. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary. The Academy will follow the pupil's Individual Health Care Plans.

Administering Medication

No pupil should be given medication without his or her parents/carers' written consent. If in doubt about any of the procedures the member of staff will check with the parents/carers or a health professional before taking further action. Staff must not give pupils any of their own personal pain relief or medication.

Intimate or Invasive Treatment (Please also see intermate care policy).

Some Academy staff are understandably reluctant to volunteer to administer intimate or invasive treatment because of the nature of the treatment, or fears of accusations of abuse. Parents/carers must respect such concerns and must not be allowed to put any pressure on staff to assist in treatment unless they are entirely willing. Where possible, the arrangement should be made for two adults, one the same gender as the pupil (if possible), to be present for the administration of intimate or invasive treatment, this minimises the potential for accusations of abuse. Staff should protect the dignity of the pupil as far as possible, even in emergencies.

Self-Management

It is good practice to allow pupils who can be trusted to do so to manage their own medication and staff may only need to supervise this. Pupils should know where their own medication is stored and who holds the key. A few medicines, such as asthma inhalers, are readily available to pupils and must not be locked away. Where the Academy locks away medication that a pupil might need in an emergency, all staff should know where to obtain keys to the medicine cabinet. However, pupils are NOT allowed to take any medication from the medicine cabinet.

Refusing Medication

If pupils refuse to take medication, Academy staff should not force them to do so. The Academy should inform the child's parents/carers as a matter of urgency.

Individual Health Care Plan for a Pupil with Medical Needs

The main purpose of an Individual Health Care Plan for a pupil with medical needs is to identify the level of support that is needed at the Academy.

The Pupil Receptionist/SEND Administrator hold medical care plans for pupils with medical needs, these are also available for all staff to access on Provision Map and SharePoint.

The Academy has a Locked Controlled Drug Cabinet located in the Pupil Reception. The Cabinet kept locked at all times and each pupils-controlled drugs are also locked into individual lock boxes to avoid and confusion. The qualified members of staff will administer drugs from this cabinet to pupils as instructed by parental letter/instructions, this is witnessed by a second member of staff and logged on a controlled medicines log.

Allergy and Anaphylaxis Management

Please see Allergy Safety Policy.

Asthma Management

The Academy spare Salbutamol inhalers for the use of pupils who are known to be asthmatic, are showing the signs of an asthma attack or suffering the symptoms of asthma, and whose Salbutamol inhaler is either empty, not functioning or not available. Use of these inhalers will only be permitted to those pupils who have provided written consent for their use by their parent/carer. Written permission

will be sought on an annual basis. Salbutamol inhalers will only be administered by members of staff with appropriate training.

Recording Accidents

It is the requirement that any serious injuries that are sustained by pupils are recorded in the main Accident Book located in the Pupil Reception. These must be completed by the member of staff who witnesses or deals with the incident along with the relevant first aider to ensure that a true and accurate account is recorded. Parent / Carers must be made aware, and a copy of the accident slip must be shared with them.

Minor accidents that may happen are recorded in the Pupil accident books and a copy of the slip is sent to parents.