

Medical Policy

Purpose

Next Steps Ed is committed to ensuring the health, safety, and well-being of all students, staff, and visitors. This policy outlines procedures for managing medical needs, including the safe storage and administration of medicines, to ensure compliance with statutory requirements and best practices.

Scope

This policy applies to:

- All students attending Next Steps Ed who require medical support during school hours.
- Staff members responsible for administering or managing medications.
- Parents/carers providing consent and information regarding medical needs.

Objectives

- To ensure the safe storage and administration of medications.
- To provide clear guidelines for managing short-term and long-term medical needs.
- To ensure staff are trained and confident in handling medical situations.
- To support students with medical needs in accessing education.

Roles and Responsibilities

Parents/Carers

- Provide up-to-date information about the student's medical condition and treatment.
- Supply medication in the original, clearly labeled packaging.
- Complete a written consent form for the administration of medication.
- Ensure the school is informed of any changes in the student's condition or medication.

Staff

- Administer medications in accordance with this policy and training received.
- Maintain accurate records of all medications administered.
- Notify parents/carers if medication has been administered or if any issues arise.

Senior Leadership Team (SLT)

- Ensure appropriate staff training for administering medication and first aid.
- Oversee the implementation and regular review of this policy.
- Ensure proper storage facilities are available for medications.

Medication Management

Storage of Medications

- All medications must be stored in a secure, lockable cabinet located in [designated area, e.g., the medical room or main office].

- Medications requiring refrigeration must be stored in a designated fridge accessible only to authorised staff.
- Controlled drugs (e.g., Ritalin) must be stored in a locked container within the secure cabinet, with access limited to authorized staff.

Record Keeping

- A Medication Administration Record (MAR) will be maintained for each student receiving medication. This includes:
 - Student's name.
 - Name of medication.
 - Dosage and time of administration.
 - Name and signature of the administering staff member.
- Records will be retained securely for [specified period, e.g., three years].

Administration of Medicines

- Only trained and authorised staff will administer medications.
- Medications will only be administered with prior written consent from parents/carers, except in emergencies (e.g., use of an EpiPen or asthma inhaler).
- Staff will verify the student's identity, medication, dosage, and timing before administration.
- Where possible, students will self-administer under supervision if appropriate.

Emergency Medications

- Emergency medications, such as EpiPens or asthma inhalers, will be stored in a location easily accessible to staff but out of reach of unauthorized individuals.
- All staff will be made aware of students with emergency medication and trained to administer it.

Supporting Students with Medical Needs

- An Individual Healthcare Plan (IHP) will be developed for students with long-term or complex medical needs. This plan will be created in consultation with parents/carers, medical professionals, and the student where appropriate.
- The IHP will outline:
 - The student's medical condition and triggers.
 - Medication requirements and administration guidelines.
 - Emergency procedures and contacts.

First Aid

- First aid kits will be available in key locations throughout the provision.
- Staff will be trained in first aid, including the use of defibrillators if available.
- Accidents or medical incidents will be documented in the Accident Report Book and reviewed by the SLT.

Staff Training

- Staff responsible for administering medication will receive training from qualified professionals.
- Training will cover:
 - Safe storage and administration of medications.
 - Recognizing and responding to medical emergencies (e.g., allergic reactions).
 - Record-keeping procedures.

Managing Medical Emergencies

- In the event of a medical emergency:
 - A first aider will be called immediately.
 - Emergency services will be contacted if necessary.
 - Parents/carers and the commissioner will be informed as soon as possible.
- A member of staff will remain with the student until their parent/carer arrives
- An incident report will be completed and reviewed by the SLT.

Policy Review

This policy will be reviewed annually by the SLT to ensure compliance with legislation and the evolving needs of the school community.

Key Contacts

- Designated Medical Lead: Olivia Campbell
- First Aid Coordinator: Olivia Campbell
- Emergency Services Contact: Dial 999 in an emergency

This policy ensures that students' medical needs are met safely and effectively, supporting their well-being and ability to learn at Next Steps Ed.

Policy Review Date: 10th December 2025

Policy Approved By: Mica Smith - Director