



ALL SAINTS  
ACADEMY PLYMOUTH

MEDICAL TREATMENT  
POLICY

Author of Policy  
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Signed on behalf of Governing Body

To be reviewed **July 2015**

ALL SAINTS CHURCH OF ENGLAND ACADEMY PLYMOUTH  
Pennycross, PLYMOUTH PL5 3NE

All Saints Church of England Academy, Plymouth aims to be an inspirational community of learning, which will transform the life chances of the students and make a positive contribution to the well-being of the local community and the wider world. The Academy is rooted in Christian values including truth, justice, forgiveness, generosity and respect. The Academy aims to provide outstanding educational opportunities and experiences which will enable all students, regardless of ability and background, to bring out the best in themselves, and to make a difference for good in the world.

The Academy believes that education is about the development of the whole person, and in educating each student will endeavour to:

- sharpen the mind
- enrich the imagination
- strengthen the body
- nourish the spirit
- encourage the will to do good
- open the heart to others

This policy and the associated procedures are based on these principles, aims and beliefs.

## Introduction

We want all our students to take full advantage of the varied opportunities provided by All Saints Academy Plymouth. Those with medical needs should therefore expect the best possible care.

All medical information received is treated in confidence subject to Academy data protection procedures. Relevant staff receive information relating to individuals to promote their safety and wellbeing.

## Purpose

- To clarify responsibilities and procedures for appropriate Academy staff in administering medication to students and communicating with parents and carers
- To clarify the responsibilities of parents and carers in notifying relevant staff in the Academy of the medical needs of students

## Procedure

The responsibilities of our Medical and Administrative Assistant include:

- ensuring that our students receive prompt and appropriate first aid and medical care
- managing medical records in confidence
- issuing and administering medications [may be delegated, e.g. for excursions]
- offering confidential personal counselling to students by referring them to the School Nurse
- offering general advice and guidance to students on health-related matters
- advising and supporting staff in the promotion of student care and welfare

Following meetings with primary school staff the SENCO and staff involved in transition procedures will notify the Medical and Administrative Assistant of the medical needs of students who are about to join us. Where possible, such information is checked with the parent or carer to ensure records are accurate and appropriate provision can be made.

Parents and carers are responsible for alerting the Academy to medical conditions or needs, including any information and guidance that they feel will help the Academy to provide effective care for their child. The guidance may require General Practitioner endorsement.

## Medication

The parent, carer or relevant health professional should provide the Medical and Administrative Assistant with written details of any medication prescribed for a student. The Medical and Administrative Assistant must be informed of any medication to be brought into the Academy at any time.

Where students have to carry special medication with them at all times, or where all staff should be aware of emergency treatment procedures for an individual student's condition the parent, carer or relevant health professional should inform the Medical and Administrative Assistant so that arrangements can be made for relevant special procedures and staff training.

## Resources

None