

Thomas Telford School



Medical Policy

Prepared by:	Chloe Wright
Approved by:	Ian Rawlings
Date:	01 September 2025
Review Date:	01 September 2026

Aims

- Thomas Telford School aims to support and welcome students with medical conditions.
- The school aims to provide all students who have medical conditions the same opportunities as others at school.
- The school ensures all staff understand their duty of care to students in the event of an emergency.
- First Aid staff are trained in knowing what to do in the case of an emergency.
- The school understands that certain medical conditions are serious and can be potentially life-threatening.
- The school understands the importance of medication being taken as prescribed.
- All staff are made aware of students with serious medical conditions and have access to Health Care Plans if required.

Statement

This policy document highlights the procedures and policies in place to ensure all staff understand the management of any student's medical needs.

- Key staff receive training on the impact medical conditions can have on students.
- All Staff should be vigilant in maintaining student confidentiality.
- Complaints regarding supporting a student with medical conditions should be made to the Headmaster.
- The policy is in line with the Department of Education guidelines Supporting Students at School with Medical Conditions *December 2015, updated 2017*.
- The Medical Room cover is provided by our Healthcare Practitioner and qualified First Aiders.
- The medical details of individual students will be communicated to the school by parent/carers via The Emergency Contact Form or direct contact with Ms Chloe Wright or our Healthcare Practitioner.
- If parents/carers wish to discuss medical issues with a member of staff, please contact Miss Chloe Wright or the School Healthcare Practitioner.
- The medical data will be stored in line with GDPR guidance.
- Medical history lists will be located in the staff shared area; all students' medical information is on our MIS systems Health background. **All Teaching staff will be required to confirm they have read these lists.**
- It will be the responsibility of the line manager to ensure teaching staff are familiar with procedures which must be followed in the event of a student becoming ill or being injured.
- School will provide any training deemed necessary for staff who are responsible for teaching students with medical needs.
- The Senior Managers responsible for all medical matters within the school is Ms Chloe Wright and, in her absence, Mrs Kelly Burnett (Headmaster's PA).

First Aid

Thomas Telford School has a responsibility to safeguard the well-being of all students. The management of first aid arrangements will be undertaken by qualified First Aiders.

The school aims:

- To provide a prompt and appropriate response in cases of illness and injury
- To ensure compliance with relevant legislation
- To ensure there is a sufficient number of First Aid staff within the school environment
- To ensure there are suitable facilities to administer first aid
- To keep accident records and report to the HSE (Health and Safety Executive) as required

- The school first aid and medical provision will be based in the medical room between 8.30am and 5.00pm.

Supplies

Basic First Aid supplies and First Aid kits will be sited in the Medical Room.

Medical Room Guidance (in the Medical Room)

Will include:

- List of current first aiders
- Procedures to follow in an emergency
- Medical Policy
- Instructions on calling 999 for assistance
- Instructions how to access students' medical conditions
- How to locate Health Care Plans in the Medical Room

First Aiders

There are a large number of staff qualified as first aiders in school. All first aiders have a responsibility to assist with common injuries or illnesses. When necessary, they should ensure that an ambulance or professional medical help is called. **See school Ambulance Policy.**

Where a student has specific medical needs a qualified member of staff may become a key point of contact for that student to monitor their medical needs. Suitable training will be arranged for key staff.

General Provision of First Aid

If a student is injured or falls ill during the school day, they will be referred to the Healthcare Practitioner / qualified First Aider immediately.

- The student will be assessed, treated (where appropriate) and the incident recorded.
- The student will remain under the care of that member of staff until they are fit to resume normal lessons or in the event of there being a more serious concern the student will be kept in the medical room, and a parent/carer will be contacted to collect them.
- Parents/carers will be informed by telephone of all medical concerns.
- If a student needs hospital treatment a member of staff will always accompany the student and stay with them until a parent arrives.
- All emergencies will be reported to the Headmaster.

First Aid Training

First Aid Training is delivered by an accredited and approved organisation. The qualification is recognised by the regulatory body, the Health and Safety Executive. First Aid Training is on a three-year rolling programme.

Diabetic/Anaphylaxis Training

Regular diabetic training sessions will be arranged for key staff by the Specialists Healthcare Practitioner.

The school delivers regular training to key staff members, on dealing with common medical conditions, e.g. asthma, anaphylaxis and use of adrenaline auto-injectors on a regular basis.

Emergency Procedures

In a medical emergency appropriate first aid will be given, an ambulance will be called and parents notified. Should an emergency situation occur with a student who has a Health Care Plan, procedures

detailed on the plan will be followed and a copy of the Health Care Plan made available to the ambulance crew.

Emergency Salbutamol Inhaler Use

The school has adopted the protocol for the use of emergency salbutamol inhalers approved by the NHS Telford and Wrekin Clinical Commissioning Group and in co-operation with Telford and Wrekin Council. The protocol sets out how and when the emergency inhaler should be used. Only those students for whom written parental consent for the use of the emergency salbutamol inhaler has been given and who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication are able to use in emergencies when a pupil cannot access their own inhaler.

Emergency Anaphylaxis Kit Use

The school has adopted the protocol for the use of emergency adrenaline auto-injectors (AAI) by the NHS Telford and Wrekin Clinical Commissioning Group and in co-operation with Telford and Wrekin Council. The protocol sets out how and when the emergency AAI can be administered. Only those students who are at risk of anaphylaxis and whose own prescribed AAI is not available/not working, and for whom medical authorisation and written consent for use of the emergency AAI has been provided are able to use the schools anaphylaxis kit.

Sickness: Diarrhoea and Vomiting

If your child experiences diarrhoea or vomiting, they should remain at home until 48 hours after the symptoms have completely stopped. This helps prevent the spread of infection to others.

In cases where a specific cause is identified, such as E. coli, STEC, or Hepatitis A, additional guidance and treatment requirements may apply. Please follow any advice provided by your healthcare professional or local health authority.

Head/neck Injuries

Parents will be informed as soon as possible if their child receives an injury to their face, head or neck.

Concussion guidance

The school will follow the latest government guidance for “**concussion type injuries in grassroots sports**”. The new official guidelines advising: ‘if in doubt, sit them out’ will be adopted at Thomas Telford School.

[UK-wide Concussion Guidelines for Grassroots Sport \(sportandrecreation.org.uk\)](https://www.sportandrecreation.org.uk/)

Record Keeping

A daily First Aid Log is kept in the Medical Room of any reported illness. This includes the date, time, and nature of illness/injury, treatment given, outcome and name of the member of staff who dealt with it.

Accident Reports

Serious accidents will be recorded using an accident report form. Completed forms will be given to HSE.

Safe Disposal of Sharps

The school aims to protect all students, staff and visitors from the dangers of exposure to sharps and to ensure staff and students know how and where they can dispose of sharps correctly.

***Sharps boxes will be sited in the Medical Room for the disposal of needles.**

Managing Medication

The Governing body of Thomas Telford School will ensure that we fulfil statutory duties following guidance outlined in 'Supporting Students at School with Medical Conditions' December 2015'.

Staff Administering Medication

The school understands the importance of students taking medication as prescribed.

Medication will only be administered at school when it would be detrimental to the student's health or school attendance not to do so.

- All medication must be in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- Where possible, medicines should be prescribed in dose frequencies which can be taken outside schools' hours. Medication will be administered by the Healthcare Practitioner or a qualified First Aider.
- When medication is no longer required, the school **must be informed** in writing and collected by a parent. Parents **must inform** the school of any changes in the student's medication/condition.
- Medication will be stored in the Medical Room.
- No student will be given prescription or non-prescription medicines without parent's written consent.
- Non-prescription medication (paracetamol) will be administered by a qualified First Aider for minor pain/discomfort only with parental consent.

Non-prescription Medicines prescription Medicines

Under exceptional circumstances where it is deemed to allow the student to remain in school, the school will administer non-prescription medication as recommended by the Government in Supporting Students at School with Medical Conditions December 2015.

- paracetamol (to students of all ages)

(Refer also to "Short term non-prescribed medication")

It is a legal requirement that we have the permission of parents and carers for a qualified First Aider to administer any pain relief medication.

A permission to administer paracetamol section is included in the Student Confidential Medical Information form (completed as part of the student Intake Pack) which is kept in Student Services.

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention.

Protocol for the Administration of Paracetamol

Paracetamol must only be dispensed by a qualified First Aider, and the following procedure must be adhered to:

- Paracetamol can be administered to children of any age; dose must be suitable for their age and weight.
- Establish the name and age of the student

- Establish consent has been obtained from the parent or guardian of those students under the age of 18, and that the student is willing to take medication
- Establish that paracetamol or a product containing paracetamol has not been taken within the last 4-6 hours
- If paracetamol is administered at any time during the school day parents will be informed of the time of administration and dosage by telephone or text.
- The school will keep records of the administration of paracetamol as for prescribed medication.
- Students must not bring paracetamol (or other types of painkillers) to school for self-administration.
- Only 4 doses permitted in 24 hours.
- Establish if the patient is taking any other medication. (See contra indications)
- Take with water.
- Record the name, reason for medication, date and dosage in the daily medical log.
- Provide information relating to the time a repeat dose can be administered.

If a student requires paracetamol between the start of school (7.30am) and 11.30am parent/carers consent must be obtained by telephone. If the parents cannot be contacted paracetamol cannot be administered. Conversation with parent/carers should be recorded in the daily medical log.

The school may administer paracetamol on the day between 11.30am and 4pm where prior written consent has been given.

During Session 3 parent/carers consent must be contacted by telephone. If the parent/carers cannot be contacted paracetamol cannot be administered.

Paracetamol is used for: Mild to moderate pain and pyrexia.

To be taken orally in tablet or liquid form

Tablets to be swallowed whole with water.

Wait at least 4 hours before taking another dose.

Do not take more than 4 doses in any 24-hour period.

Children aged 10 -15	1x 500mg tablet/ 10mls Paracetamol oral suspension
----------------------	--

Adults and children 16 and over	2x 500mg tablets/10ml to 20mls Paracetamol oral suspension
---------------------------------	--

Contraindication:

Regular use may enhance Warfarin (anticoagulant).

Dopamine, metoclopramide (antiemetic) accelerate absorption, enhancing the effect of Paracetamol.

Cholestyramine (promotes conversion of cholesterol into bile) reduces adsorption therefore Paracetamol must be taken 1 hour before or 4-6 hours after Cholestyramine.

Side effects of Paracetamol:

Rare:

May include rash, blood disorders, acute pancreatitis, liver damage and less frequently renal damage.

Overdose:

- 10-15mg may be fatal for an adult
- Irreversible liver damage may result from a high but not fatal dose
- Despite a lack of significant early symptoms patients who have taken an overdose of paracetamol should be transferred to hospital
- Antidotes can be given within 10-12 hours

For relief from pain

- Standard Paracetamol will be administered in liquid or tablet form for the relief of pain ie period pain, migraine.
- For mild allergic reaction – Standard Piriton will be administered with written consent from parents

Prescribed and Non-Prescribed Medication

- On no account should students bring any medication to school for self-administration without informing the school in writing.
- Parents may come into the school and administer medicine to their child, or they may request that a member of school staff administers the medicine.

The school will keep a small stock of paracetamol. All other medication must be supplied by the parent/carer in the original pharmacist's container clearly labelled and include details of possible side effects eg manufacturer's instructions and/or patient information.

A small stock of standard paracetamol and antihistamine will be kept by the school for administration if symptoms develop during the school day. Antihistamine will only be given with parental consent.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases doses can be arranged around the school day, thus avoiding the need for medicine in school, eg antibiotics.

Occasionally a student is prescribed a medicine that has to be taken during the school day.

- Parents may either call into school and administer the medicine, or request that a member of First Aid staff administers the medicine.
- The parent must supply the medicine in the original pharmacist's container.
- Medicine must be removed by a parent from school once the prescribed course has been completed.

The school will also not administer aspirin unless prescribed with written consent from parents/carers.

If parents/carers have forgotten to administer non-prescription medication that is required before school, parents/carers must contact the school, and each case will be considered on an individual basis.

Longer term prescribed and non-prescribed medication requests must be made on an individual basis and must be accompanied by 'Request for School to administer medication'. This form can be found on the school website, under Policies and Documents.

Medication i.e. coughs sweets or lozenges will not be administered by the school.

Sunscreen is not a medicine, and students should self-administer as required.

Travel Sickness

Medication should be administered by the parents if required, before educational visits. If it is a residential visit travel sickness medication will only be administered with written consent from the parents.

Consent

If the school is not informed of any changes by the parent/carer, it will be assumed that consent remains current.

Students Self-Administering Medication for long-term medical conditions

Where competent, for certain long-term medical conditions, it is important for children to learn how to self-administer their medication. Appropriate arrangements for medication should be agreed and documented in the students HCP and parents should complete the self-administration section of 'Parental consent to administer medication' form.

Storage of Medication

Medication will be stored in the Medical Room in a lockable cabinet with restricted access to qualified First Aiders to administer.

Students should know where their medication is stored and how to access it. Keys will be readily available by key staff and reception.

Changes to Medication

Parents and carers should be made to understand that if their child's medication changes or is discontinued that they should inform the school immediately.

Health Care Plans

As part of the application process, parents are asked if the student has any health conditions or issues.

If the student is the subject of a Health Care Plan, parents will be invited to meet with appropriate staff in consultation with the student's Specialist Healthcare Practitioner and other medical professional as appropriate. Every effort will be made to do this before the students attends.

Where the student has a Special Education Need the SEN team will be closely involved in formulation of the Health Care Plan.

Copies of the Health Care Plan will be made available to all key first aiders in school (as agreed with parents) Health Care Plans will be reviewed by the Health Care Professional in consultation with parents.

Offsite and Residential Visits

The school has a responsibility to ensure the health and safety of anyone taking part in off-site activities.

All staff, whether first aid trained or not, who are attending off-site visits should be aware of any students with medical conditions. This should be addressed in the risk assessment for off-site activities.

The appointed First Aider who is organising the visit should discuss any medical issues with parents prior to the visit.

Off-Site and Residential Visits (Overnight Stays)

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and acting in an emergency.

Details of students requiring medication are provided to staff taking part in a visit a copy of the students Health Care Plan, if appropriate, together with a log sheet to record administration. Parents should ensure a sufficient supply of medication is available for the duration of the trip.

Travelling abroad

A risk assessment will be recorded considering parental and medical advice documented on the students HCP and other medical needs. Best practice would be to translate these documents to the language of the country being visited. The international emergency number should be on the care plan (112 is the EU number). European Health Insurance Cards (EHIC) should be applied for by parents and supplied to the school prior to travel for all students that travel abroad.

Defibrillators

There are two defibrillators in school. They are in the General Office, and the gate house. Our Healthcare practitioner will be responsible for ensuring they are fit for use. Regular checks will be carried out and logged by the above-named member of staff.

Defibrillator Training

Onsite training will be given to ensure staff are competent to use the defibrillator in an emergency.

Misuse

If a student misuses medication, either their own or another student's, the parents/carers be informed as soon as possible and may be subject to the school's usual disciplinary procedures.

Complaints

Concerns arising from the medical treatment of a student whilst in school parents/carers should follow the complaints procedure.

Record Retention and Confidentiality

Records of all medicines administered are kept at the school until the student reaches the age of 24 in line with legal guidelines.

As required by GDPR Data Protection -all school staff should treat medical information confidentially.

Staff will consult with the parent/carer and student as to who else should have access to records and other information about the student's medical needs which should be recorded on the HCP. It is expected that all staff with contact to a student with medical needs will have a minimum of information of the student's condition and know how to respond in a medical emergency.

All students must follow the Medical Room procedures. Students should not contact parents/carers themselves if they are feeling unwell. All medical related contact should be carried out following checks with a member of the medical team.

Student illness during external examinations

Students are often ill during examinations. This can occur in the following ways:

- A student either came into school ill or became ill during the examination. In cases like these it is likely that the student saw the school health practitioner. If the student was able to continue with the examination there will be a case for the Examinations Officer to ask the awarding body for Special Consideration.
- A student may have been off school in the days before the examination and is still too ill to come into school. Wherever possible we should ask parents to obtain a medical note confirming the absence. If this is not possible then parents can self-certificate using JCQ Form (JCQ/SC – Form 10)
- A student may in school but becomes so ill either that they cannot sit the examination. The student is then sent home. This means that a Special Consideration for a partial absence must be made. In these cases parents/guardians, the health care practitioner, examinations officer and head of year would be involved in making the decision. It is up to the school to decide whether a student is fit to sit an examination
- Parents should be encouraged to obtain a medical note, but again, if this is not possible then a note from the medical practitioner will suffice

General Data Protection Regulation (GDPR) – Data will be processed to be in line with our requirements and protections set out in the UK GDPR, Data Protection Act as amended by the Data (Use and Access) Act 2025.

MEDICAL ROOM PROCEDURES

Visits to the Medical Room should be initially assessed and triaged by a member of staff.

During session

- Students who need medical attention who are in session must ask their teacher to contact the Medical Room by telephone, ext 259, before they are released.
- Students must not be released until the Healthcare Practitioner has been contacted.
- In the case of an emergency contact the Reception.

During break

- Students who are feeling unwell must tell the member of staff on duty in the restaurant.
- The member of staff will then assess the situation and arrange access to the medical room if needed call the Healthcare Practitioner.
- Students are not to self-refer at any time except in the case of an emergency.

- All visits to the Medical Room will be logged on medical tracker by our Healthcare Practitioner.
- If a student makes regular visits, the Healthcare Practitioner will inform Ms Chloe Wright who will then inform the Head of Year.

ASSESSMENT AND TREATMENT

- After assessment the student will return to their learning area or if needed the student will rest in the medical room under the supervision of the Healthcare Practitioner until they are well enough to go back to class or parents/carers will be contacted to collect the student.
- The Healthcare practitioner will inform the session teacher if the student is to remain in the Medical Room.

- If the student needs to go home the student **must be collected by the parents/carers.**
- If a student is sent home the Medical Room will inform Attendance, Head of Year and PT.
- The visit will be logged on medical tracker by the Medical Room staff.
- The Personal Tutor will follow up any further absences.

IN CASE OF A MINOR INJURY

- First aid treatment will be given by a qualified first aider or the Healthcare Practitioner. An accident form will be completed by the member of staff who witnessed the injury, if necessary, which will then be passed to HSE.
- Incidents will be logged on medical tracker.
- The Healthcare Practitioner will contact parents either by phone or letter if necessary to explain the injury.

IN CASE OF A MAJOR INJURY

- Emergency first aid will be given by a qualified first aider at the scene if appropriate.
- **A member of staff will remain with the student at all times while a member of staff informs reception to call an ambulance.**
- The student's parents will be contacted immediately. If the parents have not arrived in time to accompany the student in the ambulance a member of staff will accompany the student to A&E and stay with them until the parent/carer arrives.
- If the student has a health care plan, this will be handed to the ambulance staff on arrival.
- The Medical Room will log the incident on medical tracker. An accident form will be completed by the member of staff who witnessed the injury or who immediately dealt with the student. This will then be passed to the Health and Safety Officer.

Procedure in the event of a student being involved in a serious accident at an out of school activity

Member of staff to take immediate action

- Call an ambulance or arrange transport of injured student to A&E.
- Send a member of staff with the injured student.
- Ensure the member of staff has a mobile phone with them.

Member of staff must telephone the school and leave the following information with Receptionist:

- The student's name, year group and their Personal Tutor.
- The nature and circumstances surrounding the accident.
- Where the student has been taken.
- The name of the person accompanying the student.

Reception to inform:

- Mrs Burnett, Ms Chloe Wright, Medical Room or Head of Key Stage.

One of these members of staff will contact the student's parent/carer.

- Arrange for the safe transportation of the accompanying member of staff or student.

Member of staff at the scene of the accident to:

- Complete an accident form as soon as possible and hand it to Mrs Burnett
- Produce a written report for the Headmaster if necessary.