



Medical Policy

Ratification Date: 08/01/25

Signed: Diane Robinson/Tracey Lecointe

Review Date: 08/01/26

This Policy should be read in conjunction with the school's policies on Child Protection and Safeguarding, Emergencies, Health & Safety and First Aid Policies.

These and other policies reflect the fact that New Bridge Alternative Education fully complies with the requirements of the Education Act 2002

General Statement

New Bridge Alternative Education School believes it is every student's right to access education safely and we ensure we cater for the needs of individual students. This policy offers support to staff in managing students with diagnosed medical conditions and students who fall ill or have an accident whilst at school.

Aims and Objectives:

- to support students in managing medical conditions to enable them to access the curriculum.
- to deal with accidents in school quickly and effectively
- to form partnerships with parents and external agencies to support students with medical conditions.

Key Principles:

- New Bridge Alternative Education will have an accurate and up to date list of students with diagnosed medical conditions.
- School will ensure that Care Plans are accurate, up to date and shared with staff.
- Key information about students with medical conditions will be detailed in student files.
- School will ensure that there are an adequate number of trained first aiders to act as an initial point of contact when an accident occurs.
- School will record information and ensure accidents are correctly reported.
- School will inform parents as and when incidents occur in school so parents can seek the appropriate medical advice.

New Bridge Alternative Education does not have a qualified school nurse on site, so can therefore only administer emergency first aid. School will contact the emergency services and inform parents if a child's health and wellbeing is in question.

Key Staff

The staff responsible for students with medical conditions are:

Mr G Lecointe – Operations Manager (Paediatric First Aider/First Aid at Work)

Mrs T Lecointe – Director (Online Trained First Aider)

Ms D Robinson – Director (Online Trained First Aider)

Mr R Lecointe – Support Staff (Online FA First Aid)

Miss Z Parker – Support Staff (Online Trained First Aider)

Notification of students with medical conditions

New Bridge Alternative Education asks parents to keep us informed of all medical conditions when they are diagnosed. The First Aider is available for parents to inform school of new or changed medical conditions. Parents should make school aware of medical conditions either.

- in writing for the attention of the school First Aider or
- via a telephone call with the school First Aider or.
- via an appointment with the school First Aider.

As soon as the New Bridge has received details of the medical condition, the school First Aider will record the relevant information in the child's file and update staff. The First Aider will produce a draft healthcare plan or an amended healthcare plan and send it out to parents for their approval. In some circumstances a healthcare plan will not be necessary if parents are currently seeking further testing or medical advice on a condition.

For students moving to New Bridge Alternative Education, healthcare plans will be updated at the point of transition.

Individual Healthcare Plans

The school First Aider is responsible for creating healthcare plans and collaborating with parents of students and the designated school nurse to ensure healthcare plans are accurate, appropriate and give staff clear guidance on what to do in an emergency.

Individual Healthcare Plans will be created with parents and kept on file. A blank Healthcare Plan can be found in the appendix of this document. (Appendix 1). All healthcare plans are reviewed annually at the beginning of an academic year. If medical needs change before this point, we ask parents to contact the First Aider. If a child has a special educational need or disability and has an Education and Health Care Plan or a Statement of Special Educational Needs the healthcare plan will reflect the content ensuring that where appropriate, the targets from the EHPC/statement, are being met.

Staff Training and Support

Any member of staff can volunteer to be trained in administering first aid. Two staff hold a first aid at work qualification, and this will be updated on a three yearly cycle. All staff have completed an online First Aid course. New Bridge offers an open-door policy and if any staff need additional support, they may seek assistance from the Directors.

Student's role in managing their own medical needs.

After discussion with parents, students who are competent, should be encouraged to take responsibility for managing their own medicines and procedures. Students will be able to come to the office to administer medication. If a student refuses to take medicine or conduct a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Students should take responsibility to attend the staffroom to take their medication or conduct the procedure at the time agreed in their healthcare plan.

Managing medicines on premises

All medication will be stored in school, in the First Aid cupboard in the kitchen. The medication will be clearly labelled, referencing the student, the dosage and be in original containers. Staff will have written, signed guidance from parents. The medication form is included in the Appendix 2 No student will be given medication without written consent from parents except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.

A prescribed controlled drug may not be kept on the student's person, and it is an offence to pass a controlled substance to another person. Staff can administer controlled substances to students if they have received specific training and they check the details and dosage of the drug. When medication is no longer required parents should arrange to collect and dispose of the medication.

Record keeping

New Bridge will keep accurate and up to date records that are assessable to key staff involved in supporting student's medical needs. These procedures will be reviewed annually. The records kept are to ensure the safety of staff and students to provide evidence of following the school procedures.

Complaints

If parents wish to discuss your child's medical needs or are unhappy about any issues regarding the school's response to meeting these needs, please contact the Directors at info@newbridgealtd.co.uk

Healthcare Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

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Daily care requirements

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Specific support for the pupil's educational, social, and emotional needs

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Arrangements for school visits/trips etc

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Other information

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Describe what constitutes an emergency, and the action to take if this occurs.

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Who is responsible in an emergency (*state if different for off-site activities*)

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Plan developed with

--

Staff training needed/undertaken – who, what, when

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Parental signature and Date

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Form copied to

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Administration of Medication

Name:	DOB:	
A written request for school to administer medication has been provided. YES / NO		
The medication has been received in the original packaging. YES / NO		
Name of medication:		
Prescribed dose:	Frequency:	
Method of administration:		
Date	Administered by	Witnessed by