



Policy for the Administration of Medication to Students

1. If a student becomes unwell or has an accident at the academy, every effort will be made to contact their parents/carers as soon as is possible.
2. A number of academy staff are trained emergency 'first aiders' and, in the event of an accident, appropriate first aid will be given. The academy will call an ambulance, if required, in response to a serious accident. If an accident is less serious but hospital treatment is deemed necessary and parents / carers cannot collect the student in good time, a member of staff, with an appropriately insured car, will take them to hospital. If this is not possible, an ambulance will be called.
3. As part of our commitment to caring for students, we do have a procedure for administering emergency medication (see staff handbook and the 'Supporting Students with Medical Needs Policy').
4. The academy will seek advice from health professionals, as necessary where a student has a disability or a long-term condition (e.g.: epilepsy, asthma).
5. Medication that entails intimate contact or administering an injection will not be given by any member of the academy staff. The exception here is emergency use of an 'epi-pen'.
6. If a student needs to take medication whilst at the academy, it must be left at the Student Office, clearly labelled with their name and form. The parent / carer must also have written clear instructions to their son / daughter. The student must take responsibility for administering their own medication.
7. Staff will try to ensure that known asthmatics have their inhalers with them. However, students are responsible for their own inhalers.
8. We rely on parents to supply all necessary information on their children's medical needs. The academy requests this information on entry and expects parents to update this if needs change.