

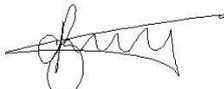
# Medical Policy



**THE LADDER  
SCHOOL**

Redefining alternative provision



Date of Creation (first edition)	September 2018
Date for Review	November 2021
Date posted on website	December 2020
Policy updates and amendments	June 2020
Member of staff responsible for the policy	Helen Brass
Date adopted by the Local Governing Body	December 2020
Signed by Principal	
Signed by Chair of Governing Body	



## Version Control

Version	Author	Date	Changes Made
1.0	CB	Nov 2018	First Edition
1.1	HB	June 2020	Changes to present tense. Updated First Aider names and who monitors number of First Aiders. Updated name of School Nurse.
1.2	HB	November 2020	School banner and badges updated.

## Mission Statement

The Ladder School is a safe, well ordered and caring environment for learning. It delivers high quality education to all its students and supports them to develop their individual potential for growth, self-worth and self-control.

High quality outstanding teaching, and clear and consistent guidance and support facilitates students in succeeding in education. Our broad and balanced academic and vocational curriculum will provide students with access to a broad range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs. Our purpose is to support every student to develop their true potential, make positive contributions to their families and find fulfilment in employment.

## Values

1. Alternative Provision doesn't mean a dumping ground...it's mainstream with the reasonable adjustments to succeed
2. High standards and high expectations are incredibly important and are the corner stones to a successful school
3. The Ladder School should become the go-to place for educators from across the country to see best practice
4. Good simply isn't good enough
5. Learning is about a journey and there is more than one way to get to the destination
6. Qualifications, manners, respect and opportunity should be the foundations for students that need a second chance.



## School Ethos



**High Standards**



**Daring to Dream**



**Traditional Values**



**Success**



**Personalised Support**

High standards – students are pushed to achieve beyond their potential, and staff work to ensure everything that we do is better than people expect.

Daring to Dream – students at The Ladder School may have been in an educational setting where they lacked aspiration to be successful, at The Ladder School we challenge students to reach their potential and go on to further education and employment.

Traditional Values – some things often get forgotten in education, at The Ladder School we pride ourselves on mutual respect, good manners, making a positive contribution, supporting one another and an orderly, litter free environment.

Success – can come in many virtues, at The Ladder School we celebrate the small steps every day and tell students when they are doing well. We ensure that students can have a successful future.

Personalised Support - all students at The Ladder School have a Learning Coach who guides them, sets them bespoke targets and supports them in making social and academic progress.



## Statement of Purpose

### 1. Legal Framework:

The following legislation gives guidance on how schools should deal with students with medical conditions and school procedures for administering first aid;

The Education Act 2005;

The Education and Inspections Act 2006;

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;

The Education (Penalty Notices) (England) Regulations 2007 and amendments; and  
The Education and Skills Act 2008.

Children and Families Act 2014

Statutory guidance for support pupils with medical conditions February 2014

Asthma Documentation for Schools 2014 issued by Staffordshire and Stoke on Trent NHS partnership

### 2. Contextual Information:

The Ladder 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.

### 3. 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.

### 4. Key Principles:

- The Ladder School 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 outlined on SIMS;
- 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 reported correctly;



- School will inform parents as and when incidents occur in school so parents can seek the appropriate medical advice.

The Ladder School 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.

## 5. Key Staff

The staff responsible for students with medical conditions are;

**Mrs L Hodgkins** (Admin Support Assistant/First Aider)

**Mr R Csonka** (Site Support Assistant/First Aider)

**Miss E Ball** (Learning Coach)

**Mr L New** (Learning Coach)

**Miss A Cartwright** (Learning Coach)

**Miss E Cambridge** (Learning Coach)

**Mr C. Bury** (Principal)

**Alison Payne** (School Nurse)\*

\*Not based at school on a daily basis.

All staff have basic First Aid Training.

## 6. Notification of students with medical conditions

The Ladder School asks parents to keep us informed of all medical conditions as and when they are diagnosed. The First Aider is available for parents to inform school of new or changed medical conditions. Parents can either 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 school have been informed, the school First Aider will make a record of the medical condition using SIMS (school information reporting system) and update staff. Then 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 The Ladder School in year seven healthcare plans will be updated at the point of transition. For in year admissions healthcare plans will be updated within a two-week window of the student's start date to The Ladder School.

## 7. Individual Healthcare Plans



The school First Aider is responsible for creating healthcare plans and working 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. These will be sent for parents with a return envelope to check and sign. They will then be checked in school, shared with the relevant staff, uploaded to SIMS and key information will be populated onto SIMS.

A blank *The Ladder School Healthcare Plan* can be found in the appendix of this document. This has been approved for use this academic year by the school nurse.

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.

## **8. Staff Training and Support**

Any member of staff can volunteer to be trained in administering first aid. Mrs Hodgkins will keep a list of trained staff and ensure (in collaboration with the Health and Safety Officer) there are enough trained staff to ensure incidents can be dealt with quickly and safely.

Across high risk areas of the school there are additional first aid boxes that are maintained on a monthly basis.

Four staff hold a first aid at work qualification and this will be updated on a three yearly cycle.

All staff have the opportunity to be trained in administering epi-pens. This refresher training is provided on an annual basis.

The Head of Operations is responsible for ensuring all of the correct forms have been filled in correctly and the relevant agencies have been informed after an incident/accident. The Head of Operations will offer support to the staff involved and refer any concerns to the Principal.

The Ladder School offers an open-door policy and if any staff need additional support they may seek assistance from the Principal.



## 9. 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. Wherever possible, students should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication, quickly and easily. Students will be able to come to the medical room to administer medication.

If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed.

Students should take responsibility to attend the medical room to take their medication or carry out the procedure at the time agreed in their healthcare plan.

## 10. Managing medicines on premises

All medication stored in school will be clearly labelled and staff will have written signed guidance from parents. The medication form is attached in the appendix.

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.

All medication on site will be stored in a marked cupboard in the medical room. It must be labelled referencing the student, dosage, in its original container.

A prescribed controlled drug may be kept on the student's person with prior notification to the school. However, 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 the First Aider will arrange for parents to collect and dispose of the medication.

## 11. Asthma

As a school The Ladder School does not participate in the universal inhaler scheme. This is reviewed on an annual basis.



The Ladder School has implemented the statutory guidance from the NHS on Asthma in schools. School has amended the documentation and The Ladder School's version of this paperwork can be found in the school reception.

## 12. Record keeping

The Ladder School will keep accurate and up to date records. These 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.

## 13. Complaints

If you 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 following:

- First Aider
- Your child's Learning Coach

For complaints, please contact the Principal. They can be contacted via the school office on 01922 285848.

## 14. Appendix A

- Emergency Procedures
- Medication on Premises Form
- Sporting Activity and Educational Visit Guidance
- List of Trained First Aiders and Location of First Aid Kits
- Insurance and Liability
- Blank Healthcare Plan
- School Nurse Referral Form

