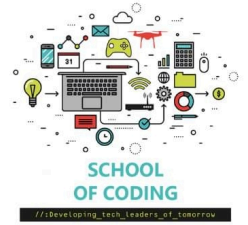
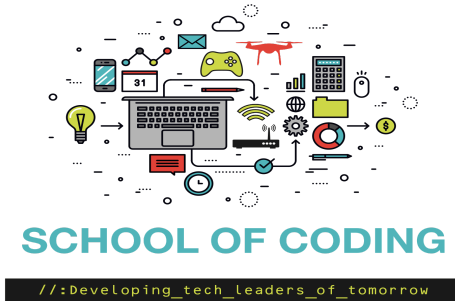


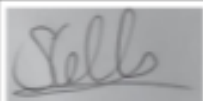
**AEP**



# Medical Policy



**Policy Owner      Sandeep Athwal**

Full Name	Position	Signature	Date	Review Cycle
Sandeep Athwal	Director		16.11.2023	Annual

## **Mission Statement**

School of Coding 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 cornerstones to a successful school
3. School of Coding 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 – 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 School of Coding may have been in an educational setting where they lacked aspiration to be successful, at School of Coding 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 School of Coding we pride ourselves on mutual respect, good manners, making a positive contribution, supporting one another and an orderly, and litter free environment.

Success – can come in many virtues, at School of Coding 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 School of Coding 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:

School of Coding 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 of Coding.

### 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:

- School of Coding will have an accurate and up to date list of students with diagnosed medical conditions;
- School of Coding 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.

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

## 5. Notification of students with medical conditions

School of Coding 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 them of new or changed medical conditions. Parents can 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 has 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 School of Coding 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 School of Coding.

## 6. Individual Healthcare Plans

The School of Coding 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 to 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 *School of Coding 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.

## **7. Staff Training and Support**

Any member of staff can volunteer to be trained in administering first aid. There is 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 Education Quality Manager will offer support to the staff involved and refer any concerns to the Head of Operations.

School of Coding offers an open-door policy and if any staff need additional support they may seek assistance from the Education Quality Manager.

## **8. 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.

## **9. 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 not be kept on the student's person without prior notification to the school. 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.

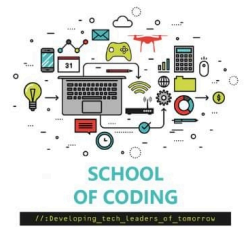
When medication is no longer required the First Aider will arrange for parents to collect and dispose of the medication.

## **10. Asthma**

As a school, School of Coding does not participate in the universal emergency inhaler scheme. This is reviewed on an annual basis.

## **11. Record keeping**

School of Coding will keep accurate and up to date records. These are accessible 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.



## 12. 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