THE

ADEYFIELD ACADEMY

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Medical Policy

(with First Aid)

Date: **September 2026**

Review Date: **September 2028**

Co-ordinator: **Ms J Day**

Signed by……..……. Dawn Mason (Headteacher)

Signed by…….…….. Kim Bristow (Chair of Governors)

1. Rationale

The Adeyfield Academy is an inclusive community that aims to support and welcome students with medical conditions.

The Adeyfield Academy recognises that section 100 of the Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting students at The Adeyfield Academy with medical conditions.

This policy will make clear to all colleagues the procedures to be followed in supporting these Students.

Every member of the school community has the right to feel safe and valued.

2. Aims

The Adeyfield Academy aims to provide all students with medical conditions the same opportunities as the remainder of the student body.

- To ensure that staff understand the common medical conditions that affect students at The Adeyfield Academy and understand that many of the conditions may affect quality of life and may be life threatening, particularly if poorly managed or misunderstood
- To ensure that all staff understand and are trained in what to do in an emergency for the most common serious medical conditions at The Adeyfield Academy
- To ensure clear guidance on the administration and storage of medication.
- To ensure clear guidance about record keeping
- To ensure that the Academy's environment is inclusive. This includes the physical environment, as well as educational, social and sporting activities
- To enable staff to understand the impact of medical conditions on a student's ability to learn and their confidence
- To enable staff to promote self-care
- To ensure that the Adeyfield community is aware of the common triggers that can make medical conditions worse.

3. Procedures

3.1 Support for and expectation of staff

- Staff at The Adeyfield Academy receive appropriate training regarding serious medical conditions and what to do in an emergency. This training is provided upon induction into the academy and through access to relevant information.
- In an emergency situation, academy staff are required, under common law duty of care, to act like any reasonably prudent parent. This may include administering medication. This will be made clear during training who has additional responsibility within The Adeyfield Academy.
- Action for staff to take in an emergency for the common most serious conditions at The Adeyfield Academy.
- If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent or carer arrives. A copy of the student's Individual Medical Plan (where appropriate) will be sent to the emergency care setting with the student.
- A log of First aid/incidents will be kept by the academy's First Aiders using an electronic reporting system

- All staff have a copy of 'First Aid in the classroom' this will be followed in the event of any medical/first aid need
- Locations of autoinjectors/defibrillation kits are noted in all classrooms/school spaces
- A serious bleed kit is located in the LRC
- It is the responsibility of parents to inform the academy of any medical condition/updates
- Students are not to contact home directly/requesting collection - All students will be made aware of the procedure for requesting medical/first aid support and a designated first aider will contact home when applicable.
- Senior staff will agree when applicable to a student being collected/advice will be given on follow up medical support when required.
- All head injuries will require a concussion check with a qualified first aider. A call will be made to a named contact of the student or a note given to them in the event contact cannot be made.

3.2 Individual Medical Care Plans

- Medical Care Plans are led and managed by the SENCo/medical administrator; who will ensure all relevant staff are aware of their location and content. These plans will be administered by the First Aiders.
- The Medical care plan records important details about individual student's medical needs at school, their triggers, signs, symptoms, medication and other treatment (Appendix 1). It is set up at admission or when the diagnosis is first communicated to the academy.
- Parents, healthcare professionals, relevant academy staff and students with a medical condition can draw up a student's Individual medical care plan. Depending on the complexity or severity of the condition this plan may be drawn up at a meeting that all attend or in consultation and sent home to parents. A copy must be agreed by the parents and kept at the academy and home.
- Medical care plans are used to create a centralised register of students with medical needs and are stored electronically and also attached as a linked document in SIMS.
- Parents are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or when their medication and treatments change.
- Every student with a Medical care plan at The Adeyfield Academy has their plan discussed and reviewed at least once a year.
- All relevant staff have access to the Individual Healthcare Plans of students in their care.
- All staff are responsible for the protection of student confidentiality.
- All parents/carers of students with a recorded allergy will be supplied with an allergy plan. It is parents/carers responsibility to ensure these are completed and returned to the school.

3.3 Management of medicines on school premises

- All medication is kept in a lockable cupboard, in a temperature appropriate place. Only named staff have access. Students with medical conditions know where their medicine is stored and how to access it. Most students at the academy carry, and securely keep, their own emergency medication. (e.g. autoinjectors)They are reminded to ensure that their emergency medication is with them at all times. Back-up emergency medication is available via designated locations. Where a student is not yet able to self-manage and carry his/her own emergency medication, she/he knows where to access the emergency medication.
- All use of medication, defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of named staff.
- There is no legal duty for any member of staff to administer medication unless they have been specifically contracted to do so. The first aid team may administer prescribed and non-prescribed medication to students under the age of 16 with the written consent of the student's parent. A record of this will be kept electronically.

- Training is given to all staff members who agree to administer medication to students, where specific training is needed. Where suitably risk-assessed, the academy's insurance provides full indemnity.
- Parents should complete the parental agreement for the academy to administer medicine (Appendix 2) or provide the same information in a letter.
- If a child's medication changes or is discontinued, or the dose or administration method changes, parents should notify the academy in writing immediately.
- If a student at The Adeyfield Academy refuses their medication, staff will record this and follow procedures. Parents are informed as soon as possible.
- If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the academy's usual disciplinary procedures.
- Staff ensure that medication is only accessible to those it is prescribed.
- Termly a first aider checks and logs the expiry dates for all medication stored at the academy.
- An up-to-date list of members of staff that are registered first raiders and who have agreed to administer medication and have received the relevant training is kept in the academy and displayed in all classrooms and key areas
- All emergency and non-emergency medication brought in to the academy must be clearly labelled in its original container, with the correct student's name, the name and dose of the medication and the frequency of dose, expiry date and the prescriber's instructions (if applicable)
- Any refrigerated medication is stored and is clearly labelled.
- All medication is sent home with students or collected by parents if necessary at the end of the school year. Outdated medication is destroyed/returned to a pharmacy. Medication is not stored during the summer holidays.
- It is the parents' responsibility to ensure new and in date medication comes into the academy on the first day of the new academic year.
- An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising staff member, student, dose, date and time are recorded (Appendix 3).
- Sharps boxes are used for the disposal of needles. Parents can obtain sharps boxes from the child's GP or paediatrician on prescription.
- Any stored inhalers should be stored below 30 Degrees Celcius

3.4 Management of medical conditions and medicines on school trips

- Parents/carers of students with serious medical conditions are required to inform The Adeyfield Academy.
- The leader of the trip will risk assess the needs of the student. If the needs are sufficient, which will be decided by the headteacher/Medical lead, an updated plan may be required.
- Staff members taking a student on a trip, where necessary will be given the necessary training to enable them to manage the student's medication and/or emergency procedures, prior to departure. Liaison with the named members of staff who usually administer that student's medication is essential.
- A copy of the updated Medical care plan will be retained by the senior leader with responsibility for the trip.
- In the event of an emergency, a member of staff will accompany the student to hospital.
- A contingency plan will be agreed with parents, in advance, should an emergency arise. This will form part of the updated plan.
- The trip leader will take responsibility for the safe-keeping of medication.
- Parents/Carers must be available on an accessible phone number for the duration of the trip.
- If a sharps box is required for an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to the academy or to the student's parent.

3.5 Allergies (see allergy policy)

In line with advice from Allergy UK, The Adeyfield Academy is not a nut (or any other product) free school. Students are permitted to bring their own food onto site and as such, we cannot guarantee its contents. Parents should inform the academy of any allergies that their son/daughter has and this will be recorded as a medical need on SIMS.

Students with severe allergies have an allergy plan with treatment plans outlined. Students with an autoinjector should carry one at all times. First Aiders and additional staff are trained in their use. Students with allergies should not share food with others.

3.6 Accidental injuries outside of school & medical adaptions

Injuries Sustained Outside School: For any injury occurring outside of school hours requiring equipment or immobilisation (e.g., crutches, casts, boots, slings), parents/carers are required to accompany the pupil on their first day of return. A meeting with the School Business Manager and First Aid team must take place before the pupil enters the classroom to complete an individual risk assessment and agree upon any necessary reasonable adjustments.

4. Monitoring

- This policy will be monitored by the Senior Leadership Team and Governors to ensure that all employees comply with their professional requirements and procedures are appropriately adopted as required.
- The log of medical emergencies and medication logs will be reviewed termly.
- The Headteacher will ensure compliance with all medical conditions related to offsite visits.
- The Assistant Headteacher, alongside the safeguarding team will ensure the implementation of this policy, under the guidance of the Headteacher

Appendix 1

The Adeyfield Academy
Medical Care Plan

Identification Details

Name	
Date of Birth	
Address	
Form	

Medical Details

Medical Diagnosis or Condition	
Medical Needs/Triggers/Signs	
Treatment/Medication Prescribed	
Known Side Effects	
Action to be Taken in an Event of an Emergency	

Contact Details

Parents/Carers	
Contact Numbers	
Alternative Family Contact **(persons nominated by Parents/Carers)**	
GP/Consultant **Name, Position and Number**	
Any Other Relevant Healthcare Professional **Name, Position and Number**	
Date	
Review Date	

Additional Information

Appendix 2

The Adeyfield Academy
Medical Care Plan

Date for Review to be Initiated By	
Child's Name	
Date of Birth	
Form	
Medical Condition or Illness	

Medicine

Name/Type of Medicine (as described on the container)	
Expiry Date	
Dosage and Method	
Timing	
Special Precautions/Other Instructions	
Are There Any Side Effects That the Academy Needs to Know About?	
Self-Administration (Yes/No)	
Procedures to Take in an Emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime Telephone Number	
Relationship to Child	
Address	
I Understand that I Must Deliver the Medicine Personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to The Adeyfield Academy staff administering medicine in accordance with the academy's policy. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signatures(s): _____

Date: _____

Appendix 3

Medication Log

Name: _____

Form: _____

Date of Birth: _____

Address: _____
_____
_____
_____

GP Name and Address: _____
_____
_____
_____

Condition: _____
_____

Allergies: _____
_____

Date	Name of Person Who Brought it in	Name of Medication	Amount and Form Supplied In	Expiry Date	Dosage Regime

Register of Medication Administered

Date	Time	Medication	Amount Given	Amount Left (approx)	Comments/ Action Side Effects	Given By

Appendix 4

Contacting Emergency Services

Request and ambulance – dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – 01442 406020
- Your name
- Your location – Longlands, Hemel Hempstead, Herts, HP2 4DE
- Provide the exact location of the patient with the academy
- Provide the name of the child and a brief description of their symptoms
- Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
- Complete the table below and keep this form by the phone

You have given:

	✔
The Telephone Number (01442 406020 or Your Mobile Number	
Your Name	
Your Location	
The Name of the Child	
A Brief Description of Their Symptoms	
The Exact Location of the Patient Within the School	
Tell Ambulance Control the location of Best Entrance to Use and Stated that the Crew will be met and Taken to the Patient	

Your Name: _____

Position at
The Adeyfield Academy: _____

Signature: _____

Date: _____

Appendix 5

Allergy Guidance

Allergy is a hypersensitivity to a foreign substance that is normally harmless, but which produces an immune response reaction in some people. This can be a minor response such as localised itching or a severe response known as anaphylaxis or anaphylactic shock. Anaphylaxis is potentially life threatening, often explosive in onset with symptoms ranging from mild flushing to upper respiratory obstruction and collapse.

The Adeyfield Academy takes a serious approach to the risk of anaphylaxis. This guidance outlines the responsibilities expected of those within the school community. We aim to ensure all students with allergies are fully supported and feel safe at the academy, and that staff are confident in treating anaphylaxis.

Please note that The Adeyfield Academy is not a nut-free environment as we believe this can lead to a false sense of security and we prefer that Students and staff remain vigilant at all times.

1. Parents

- On entry to The Adeyfield Academy, parents should inform The Adeyfield Academy via the essentials forms, of any history of allergy, highlighting previous severe allergic reactions, and any history of anaphylaxis.
- Parents will be sent an allergy plan for completion and return to the school.
- Parents are responsible for ensuring any required medication (Epipens or other adrenalin injectors, inhalers and any specific antihistamine) is supplied, in date and replaced as necessary.
- Where food allergy is a major concern, the parents may wish to discuss the issues with the Catering Manager to make a plan to reduce potential exposure.
- If an episode of anaphylaxis occurs outside school, the Academy First Aiders must be informed. Parents are requested to keep the Academy First Aiders up to date with any changes in allergy management with regards to clinic summaries or re-testing and new food challenges.

2. Students

- Students of any age must be familiar with what their allergies are and the symptoms they may have that would indicate a reaction is happening
- Students who have their own auto-injector should carry it on their person

3. Academy First Aiders

- Once aware of an allergy the Academy First Aiders should ensure the parent and student complete an allergy care plan and that sufficient emergency supplies are kept on site.
- Spare adrenaline pens are kept at appointed places, clearly individual autoinjectors are marked with each Student's name and also any other medication that might be used such as a spare inhaler and antihistamine. A copy of their care plan is available on SIMS
- The allergy will be highlighted in SIMS/ through the restaurant electronic till system.

4. Staff

- Staff must be aware at all times of the Students in their care (regular or cover classes) who have known allergies and must supervise any food-related activities with due caution. All leaders of school trips must ensure they are competent to act in case of anaphylaxis prior to the trip departure and ensure they carry all relevant emergency supplies. This includes educational visits and 'away' sport fixtures.
- Annual training for staff in anaphylaxis is provided

5. Wider School Community

- The catering department is aware of all individual Student allergies and provides clear labelling to all food served in the Restaurant at all times.
- Parents are informed of the clear labelling policy for any food that they wish to send into the academy either for their child's personal consumption or for others consumption in sharing situations such as charity bake sales.
- Student awareness of allergies is raised at assemblies and within the classroom setting.
- Training is provided for all staff on a regular basis and on an ad-hoc basis.
- Litter control is kept to a high standard in order to reduce risk of any accidental cross- contamination.

6. Symptoms of Allergic Reactions Mild Allergic Reactions

- Rash
- Vomiting
- Abdominal cramps
- Localised tingling sensation
- Localised inflammation

7. Symptoms of Severe Allergic Reactions

- Swelling of the throat and mouth
- Difficulty in swallowing or speaking
- Difficulty in breathing due to severe asthma or throat swelling
- Hives anywhere on the body
- Generalised flushing of the skin
- Abdominal cramps, nausea and vomiting
- Sudden feeling of weakness, faintness caused by sudden drop in blood pressure
- Collapse and unconsciousness

8. Treatment

- Do not leave the child unattended.
- Shout immediately for help to alert a designated first aider/staff member to collect an autoinjector and direct someone to call 999 for an ambulance (state "anaphylaxis").
- If they cannot administer it themselves -Administer the child's auto-injector (e.g., EpiPen, Jext, Emerade) into the outer mid-thigh. Hold firmly in place for 3–10 seconds depending on the device instructions.
- Note the time the auto-injector was given.
- For more information on allergies please see the AlleryUK website www.allergyuk.org, or call them on 01322 619898.

Appendix 6

Line Management of First Aid/Medical is Ms J Day
Updated September 2026

CLASSROOM FIRST AID & MEDICAL PROCEDURE

Minutes Matter - Minimise loss of learning where possible.
Do not send students out of class or to LRC/Student Hub.

CLASSROOM & COMMON SENSE CARE
(NO FIRST AIDER NEEDED)



- **Occurrences:** Minor cuts, grazes, headaches, feeling sick, dehydration/hunger.
- **Teacher Actions:**
  - Encourage student to drink water / refill bottle.
  - Check if student has eaten.
  - Provide plaster or wipe from department first aid box.
  - Allow brief rest in seat or near a window.

FACULTY FIRST AIDER REQUIRED



- **Occurrences:** Physical injuries needing trained minor treatment (e.g., deeper grazes, bumps, persistent minor discomfort), or known ongoing medical issues.
- **Teacher Actions:**
  - Request designated Faculty First Aider via On-Call or student runner.
  - Do not send injured student out alone.
  - First Aider assesses the student outside the room.

EMERGENCY & MEDICAL TEAM



- **Occurrences:** Uncontrolled bleeding, accident with potential for broken bones or sprained muscles, unconsciousness/ confusion/dizziness, slurred speech, double vision, unequal pupils, fluid/blood from ears/nose, severe vomiting, seizures, or asthma/ anaphylaxis.
- **Teacher Actions:**
  - Request a Fully Qualified First Aider immediately.
  - First Aider to attend with a phone to dial Emergency Services.
  - Qualified First Aider remains with student until help arrives.

GIVEN BASIC ASSISTANCE IN CLASS?
Please email your designated Faculty First Aider with details so we can log medical events on the tracker and monitor trends.

YOU KNOW YOUR STUDENTS
Do they have existing medical conditions (see SIMS/Edulink), is this complaint completely out of character, are they displaying any other behaviours which are unusual for them?

UPDATED SEPT '26

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