



Medical Emergency Policy

2025 - 2026

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Review Date: August 2025

Next Review Date: August 2026

REACH Learning Provision

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Position: Head of Provision

1. Policy Statement

At REACH Learning Provision, we believe that ensuring the health, safety and welfare of staff, students, and visitors is essential to the success of our provision.

We are committed to:

- Providing adequate first aid cover and provision for students, staff, and visitors.
- Ensuring that students with medical needs are fully supported to access education safely.
- Making reasonable adjustments so that no student is excluded from activities or disadvantaged due to medical needs.

We will ensure:

- All staff (including supply and volunteers) are aware of this policy.
- Sufficient trained staff are available to implement it.
- Individual healthcare plans (IHPs) are developed where appropriate.
- The provision is fully insured and staff are aware of their cover.

2. Roles and Responsibilities

- Senior Leadership Team – oversees compliance with this policy, ensures staff training, and monitors provision of medical support.
- First Aid Responsible Person – ensures first aid kits are maintained and that staff know reporting and recording procedures.
- All Staff – have a duty of care to act in the best interests of pupils, follow training, and report concerns immediately.
- Parents/Carers – provide accurate medical information and update the provision of any changes.
- Pupils – where appropriate, are encouraged to take responsibility for managing their own condition with support.

3. Supporting Students with Medical Needs

Some students have long-term or chronic conditions that require ongoing management (e.g., asthma, epilepsy, diabetes, severe allergies).

- An Individual Healthcare Plan (IHP) will be created in consultation with parents/carers, healthcare professionals, and the pupil where appropriate.
- Plans will set out symptoms, triggers, medication, emergency procedures, and responsibilities.
- Not all pupils with the same condition require the same treatment – IHPs are personalised.
- Pupils will not be prevented from eating, drinking, or taking breaks where necessary to manage their condition.

4. Administering Medicines

REACH staff are not contractually required to administer medicines. However, where staff have volunteered and training is in place, support will be provided.

Procedures:

- A *Parental Request for Medication Form* must be completed for all medicines.
- Medicines must be supplied in original, labelled containers with the pupil's name, dosage, and expiry date.
- Medicines are stored securely, with the exception of emergency medication (e.g., inhalers, EpiPens) which must be easily accessible.
- All administrations must be logged on the Medication Administration Record.
- Pupils are responsible for requesting their medication at the appropriate time, supported by staff supervision.
- Non-prescription medicines will not be administered unless agreed by parents in writing and part of an IHP.

Safe Storage and Disposal:

- Non-emergency medicines stored in a locked cupboard.
- Emergency medicines stored safely but accessible.
- Expired or discontinued medication returned to parents or disposed of at a pharmacy.

5. Emergency Medication

- Staff have a duty of care to act in an emergency.
- Training will be provided to staff who volunteer to administer emergency medication.
- In serious incidents, an ambulance will be called immediately and parents/carers informed.
- Examples: administering an EpiPen, supporting during an epileptic seizure, or providing glucose for a diabetic pupil.

6. Specific Guidelines

Asthma

- Pupils may carry inhalers with parental consent.
- A spare, labelled inhaler should be provided and kept securely on site.
- Parents are responsible for ensuring inhalers are in date.

Severe Allergies (EpiPen use)

- Staff will be trained on how and when to use an EpiPen.
- EpiPens must be clearly labelled and accessible.

Diabetes

- REACH staff will not administer insulin injections but will support pupils to self-manage where appropriate.
- Parents must provide all necessary supplies and guidance.

Other Procedures

- Invasive medical procedures (e.g., catheterisation, rectal medication, tracheotomy care) will not be carried out by REACH staff.
- Where such needs exist, trained healthcare professionals must provide care.

7. First Aid Procedures

- First aiders are available during the school day.
- First aid kits are located in key areas around the provision.
- Minor first aid administered on site, with parents informed at the end of the day.
- Serious injuries: parents and home schools contacted immediately, ambulance called if required.
- Staff cannot give consent for hospital treatment – this rests with parents/carers.

8. Record Keeping

- Records of first aid and medication administration are logged and kept for at least 12 months.
- Medical alert information is kept in the staffroom and office for quick access.
- Confidentiality is maintained in line with GDPR and safeguarding requirements.

9. Training

- Staff receive basic first aid and safeguarding training on induction.
- Named staff undertake Paediatric and Emergency First Aid training (refreshed every 3 years).
- Additional training (e.g., EpiPen, asthma, diabetes management) provided as required.

10. Monitoring and Review

This policy will be:

- Reviewed annually by senior leadership.
- Updated in line with statutory guidance or changes in legislation.
- Shared with staff, volunteers, and parents as appropriate.

PARENT/CARER REQUEST FOR USE OF MEDICINE

STUDENT'S NAME			
Name of medicine			
Time of dose(s)			
Dose amount			
Start date		Finish date:	
Any special instructions? (e.g., take with food)			
Any expected side effects REACH staff should to know about?			
Is this medicine prescribed by a doctor?		Yes / No <i>(delete as appropriate)</i>	
If 'Yes', please provide the doctor's name and contact telephone number			

Parent(s) / Carer(s) Declaration

I understand that:

- The above medicine must be delivered to the Provision personally
- The responsibility for this medication remains mine and I will advise the Provision of changes to the information given
- My son/daughter will self-administer this medicine under the supervision of REACH staff
- REACH is under no obligation to administer medicines
- This form must be fully completed and resubmitted termly if medicine is to be allowed.

Signed:		Print name:	
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To be completed by REACH Learning Provision staff:

Medicine and completed form received by:		<i>(name)</i>	<i>(date)</i>
Name of staff responsible for carrying out this request:			

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