



## **Medical/ Medical Emergency Policy**

### **Purpose**

The purpose of this policy is to outline the procedures for managing the medical needs of students within Lotus Rise Alternative Provision (AP). This includes the safe storage, administration, and recording of medication, as well as the roles and responsibilities of staff in ensuring the health and safety of students in our care.

Lotus Rise AP is committed to ensuring students' health needs are met safely and effectively. We strive to provide an environment where students can learn and thrive, with their medical needs being managed in line with best practices, safeguarding principles, and legal requirements.

### **Roles and Responsibilities**

#### **Staff Responsibilities**

- a. Ensure they are trained in administering medication and first aid.
- b. Follow the outlined procedures for the storage, administration, and recording of medication.
- c. Report any medication errors, adverse reactions, or safeguarding concerns immediately.
- d. Maintain confidentiality while sharing medical information on a need-to-know basis.

#### **Parents/Carers Responsibilities**

- e. Provide accurate, up-to-date medical information about their child.
- f. Supply the correct medication in its original packaging, clearly labelled with the student's name, dosage, and instructions.
- g. Inform Lotus Rise AP of any changes to the student's medical needs or medication.

#### **2. Directors Responsibilities**

- a. Ensure all staff receive appropriate training in medical administration and safeguarding.
- b. Provide secure storage for medications in the community setting.
- c. Maintain accurate medical records for each student and review them regularly.

It is the aim of Lotus Rise to keep all students safe and secure and to respond appropriately to unforeseen circumstances. In the event of an emergency, staff will follow Lotus Rise procedures and protocols where possible and adhere to any guidelines issued by commissioning schools, Local Authorities or medical professionals.

In the event of a medical emergency, whereby a student has an identified Medical Protocol, all procedures will be followed.

In the event of a medical emergency, whereby a child does not have any identified conditions or illnesses, staff will contact the Emergency Services (Ambulance) to attend.

In the event of an accident at Lotus Rise and the student does not require emergency care, parents /carers / commissioning school should be contacted and advice taken. Where a child receives a head injury, the First Aider, will assess the situation and contact parents /carers / commissioning school and or Social care where appropriate. A letter advising parents/carers of the incident will be sent home to ensure appropriate aftercare can be provided.

In the event of an accident at Lotus Rise and the student does not require emergency care and parents cannot be contacted, the First Aider, in consultation with the Senior Member of the Management Team, will decide if the child should attend hospital.

In the event that a student should be transported to hospital, the First Aider and SLT Member will decide if an Ambulance is required or if a member of staff should transport the pupil. Two members of staff should accompany the student. Staff should also take a student's file and any relevant Medical Protocol including medication.

The First Aider should remain at school unless there is concern that the child may be unwell during the journey. Parents/carers should be contacted by office staff and arrange to meet school staff at hospital.

As well as parents being contacted the commissioner of the student must be contacted throughout to keep them informed of the incident.

Where parents/carers are unable to be contacted, staff will follow advice and guidance of the medical professionals as to the care which should be administered to a student.

Following an accident within Lotus Rise which resulted in more than minor first aid (i.e. cuts, bruises, bumps), if this incident is deemed to be a RIDOR a Senior Member of the

Management Team will complete a Health and Safety Accident Report (PER/SAF/109) and parents/carers would be requested to sign this form on behalf of the student concerned.

This should then be sent to the Health and Safety Executive. This should be reported through the RIDDOR process. Any incidents/accidents reported to the Health and Safety executive should also be notified to the commissioning school, LADO, and Social care in event of a LAC student being involved.

In addition to contacting parents/guardians, it is essential that the commissioner of the student (such as the local authority, home school, or any agency responsible for placing the student at Lotus Rise) is also informed of the incident. This ensures that the commissioner is aware of the student's condition and any actions being taken. The steps include:

- The **Designated Safeguarding Officer (DSO)** or a designated member of staff will contact the commissioner once the immediate medical needs of the student are addressed.
- The commissioner will be provided with a detailed overview of the incident, including the student's current condition, any treatment administered, and whether emergency services were involved.
- Throughout the process, updates will be shared with the commissioner, ensuring they are fully informed at every stage of the student's care and recovery.

In an alternative provision setting where staff provide one-to-one care in the community, often working alone, the safe storage and administration of medicines is critical to safeguarding both the staff member and the student.

### **Safe Storage of Medicines**

Medicines must be stored securely. Staff working in the community with a student on one to one should use a locked, portable medication storage box for transportation. The box should be kept out of reach and sight when not in use, such as in a secure part of the staff member's vehicle. Temperature-sensitive medications must be transported and stored in appropriate conditions, such as using insulated containers with temperature monitoring.

When not actively administering medication, all related records, such as Medication Administration Records, should be stored securely and not left unattended in public or accessible areas.

### **Administration of Medicines**

To safely administer medicines in a one-to-one setting, staff should follow a structured process. This includes verifying the identity of the individual, double-checking the medication details (right person, right drug, right dose, right time), and maintaining

thorough documentation. Any concerns about the medication, such as discrepancies in dosage or appearance, should be clarified with a healthcare professional before administration.

Staff must remain vigilant to potential risks such as allergic reactions or side effects. Lone workers should always have access to a phone in order to contact emergency services if needed. Should emergency services need to be called due to a reaction of the medication administered parents and commissioner must be contacted as soon as possible.

### **Training and Compliance**

Staff administering medication must be appropriately trained in first aid. Regular audits and refresher training ensure compliance with relevant regulations and policies.