



Medical Policy



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KING RICHARD
SCHOOL

Approved by:	Richard Sproson Headteacher	Date:	January 2024
Last Reviewed:	April 2025	Next Review:	April 2026



Introduction

King Richard School recognises the importance of providing a safe and healthy environment for all students and staff. This medical policy outlines the procedures and protocols to ensure the well-being of individuals within the school premises.

Responsibilities

- School Administration: The Headteacher is responsible for implementing and overseeing the medical policy.
- Staff: All staff members are expected to be familiar with the medical policy and act accordingly in case of medical emergencies or incidents.
- Parents/Guardians: Parents or guardians are required to provide accurate medical information about their child and inform the school of any changes in their health status.
- Students: Students are encouraged to inform the school staff of any medical conditions or concerns that may affect their well-being at school.

Medical Information

- Medical Records: The school maintains confidential medical records for all students. Parents/guardians are required to provide updated medical information annually or as changes occur.
- Emergency Contacts: Parents/guardians must provide emergency contact information that is current and reachable during school hours.
- Medical Alerts: Any student with a medical condition that requires special attention or intervention must have a medical alert plan in place, which will be communicated to relevant staff members.

First Aid and Medical Emergencies

- First Aid Trained Staff: Designated staff members are trained in first aid procedures and are available on-site during school hours.
- First Aid Kits: First aid kits are accessible in designated areas throughout the school premises.
- Emergency Response Plan: The school has an established emergency response plan for handling medical emergencies, including evacuation procedures and communication protocols.



Medication Management

- Administration of Medication: Medication will only be administered by authorised school staff upon written consent from parents/guardians and in line with the relevant policy.
- Storage of Medication: All medication must be stored securely and kept out of reach of students.
- Self-Administration: Students may be permitted to self-administer medication under specific conditions and with parental/guardian consent and in line with the relevant policy.

Communicable Diseases

- Reporting Requirements: Parents/guardians are required to inform the school of any communicable diseases diagnosed in their child to prevent the spread within the school community.
- School should advise where it is appropriate for students and staff not be in school. School will communicate a message of positive attendance to support the prevention of spreading communicable diseases.

Health Promotion and Education

- SMSC: The school incorporates health education into the curriculum to promote healthy lifestyle choices and disease prevention.
- Awareness Programs: Regular awareness programmes and campaigns are conducted to educate students about various health issues. School use external services to promote awareness and healthy lifestyles.

Special Needs and Support

- Individual Health Care Plans (IHCP): Students with special medical needs will have an Individual Health Care Plan developed in collaboration with parents/guardians, healthcare professionals, and school staff.
- Support Services: The school provides appropriate support services to accommodate the needs of students with medical conditions or disabilities.



Review and Revision

- Annual Review: The medical policy will be reviewed annually to ensure its effectiveness and relevance.
- Revision Process: Any necessary revisions to the medical policy will be made in consultation with relevant stakeholders.

Implementation

This medical policy will be communicated to all stakeholders, including staff, students, and parents/guardians, and will be implemented effectively to safeguard the health and well-being of the school community.

This medical policy is effective from the date of approval by the Headteacher.