

# SHIMNA INTEGRATED COLLEGE

## MEDICAL POLICY

We hope and trust that all our students will enjoy good health throughout their time in Shimna. However, we recognise that there are occasions when we need to take a student's medical condition into account and support that student in the requirements of her/his treatment.

### **Staffing**

There are a number of designated fully qualified first aid staff in Shimna, and several staff with emergency first aid qualifications. None of Shimna staff is medically qualified.

### **Medication**

Medication will always remain the responsibility of a student's parent/guardian, and medication should normally be taken at home. However, there are occasions when medication needs to be taken during college hours:

on a regular basis for the management of a permanent condition;  
for a fixed period of treatment for a specific complaint; on an  
occasional basis when a condition may flare up.

It is essential that parents/guardians bring or send in to college an appropriate supply of medication along with a completed medical form available from the college office or the website. All medication should also be accompanied with a copy of the pharmacist's instruction and should be in a secure container or envelope, clearly labelled with student's name and kept at the office. Parents/guardians should ensure that the student knows when to come to the office to ask for the appropriate dose. The student will be supervised taking the medication, and a record kept by office staff. No medication will be administered to students without the express written permission of parents/guardians.

**The college is not permitted to supply medicines of any kind to students.**

### **Serious conditions**

A small number of students suffer from a serious condition, which has been drawn to the attention of the college by the medical officer. Where appropriate, designated first aid staff have been trained to administer specialised help, and to call an ambulance as required.

### **Medical Room**

Students who are ill should not come to college until they are well. Very occasionally a student may be taken ill during the school day to the extent that s/he may need to be taken home or to a doctor or dentist.

June 2014

If any student feels ill during the school day, s/he must come to the main office as their first action. Our first aid staff, office staff and medical room are there to help. A student should never go by themselves to the student toilets, nor phone home before coming to the office. Toilets which can be used by a student who is ill are available at the office and close to the medical room. If parents(s)/guardian(s) need to be contacted, college office staff will make the phonecall. Students should on no account contact home before coming to the office. Our staff are committed to taking good care of our students, and also to keeping careful records of any illness or injury which happens during the school day.

### **Hospitalisation**

On the rare occasion when a student has to go to hospital, every effort will be made to facilitate a parent/guardian collecting the student and bringing her/him to hospital. Where the student's condition is serious and an ambulance has to be called, the parent/guardian will be contacted immediately in order for them to meet the student at the hospital.

**The Board of Governors agrees with, and fully supports the contents and implementation of this policy.**