



ATTEND – ENGAGE - PROGRESS

‘Reality Strikes Academy provides alternative education that combines academic learning with football coaching to help young people reengage with education, through a trauma informed, nurturing environment. The vision is to foster holistic personal and emotional growth to create positive pathways into the future for young people.’

REALITY STRIKES ACADEMY

Supporting Children with Medical Needs Policy

2025-26

Author: Sam Woodhall

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Important Contacts

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Sam Woodhall	Sam.woodhall@relaitystrikes.co.uk 07359079827
Deputy Designated Safeguarding Lead (DDSL)	Reuben Bowen	Reuben.bowen@realitystrikes.co.uk 07446802436
Chair of Governors	Richard Woods	Richard.woods@truelearning.org.uk 07969394852
Governor for Safeguarding and Quality Assurance	Jade Gilchrist	Jade.gilchrist@compass-schools.org 07971371200



1. Policy Statement and Purpose

1.1 Vision and Ethos

Reality Strikes Academy is a nurture-based, trauma-informed alternative provision that supports pupils' social, emotional, and academic development.

We recognise that some pupils may require medication to manage health conditions, and we are committed to working in partnership with parents and carers to support these needs safely and consistently.

Our approach ensures that all medical arrangements are clear, risk-assessed, and aligned with statutory guidance, while maintaining pupil dignity and wellbeing.

1.2 Purpose

The purpose of this policy is to outline how Reality Strikes Academy supports pupils who require medication during the school day, ensuring:

- The safety and wellbeing of all pupils and staff;
- Clear communication and shared understanding between parents, carers, and staff;
- Compliance with legal and safeguarding responsibilities;
- Clarity around the Academy's position on the non-storage and non-administration of medication.

1.3 Scope

This policy applies to all staff, pupils, parents, carers, and visitors within Reality Strikes Academy.

1.4 Definition of Medical Needs

A medical need is defined as a long-term or short-term condition that may require medication to manage symptoms, maintain health, or respond to emergencies.

2. Legislative and Statutory Framework

This policy is based on and complies with:

- *Supporting Pupils at School with Medical Conditions (DfE, 2015)*
- *Keeping Children Safe in Education (KCSIE, 2025)*
- *Health and Safety (First Aid) Regulations, 1981*



- *Equality Act, 2010*
 - *Data Protection Act, 2018 (UK GDPR)*
 - *Independent School Standards (2014, as amended)*
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3. Policy Principles

Reality Strikes Academy operates within the following principles:

- We will not store or administer medication for pupils.
 - We will work collaboratively with parents and carers to ensure appropriate arrangements are made for self-administration or parental administration.
 - We will maintain clear, written consent and risk-assessed procedures.
 - We will ensure pupil dignity, safety, and privacy are respected at all times.
 - We will respond appropriately to medical emergencies in line with our First Aid Policy.
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4. Medication Management at Reality Strikes Academy

4.1 No Storage or Administration of Medication

The Academy does not have the facilities or insurance coverage to securely store or directly administer medication.

For this reason, staff will not:

- Hold, store, or distribute medication on behalf of pupils;
- Administer any form of medication, including tablets, liquids, or topical applications;
- Take responsibility for ensuring doses are taken.

4.2 Reasoning and Risk Management

This position ensures:

- Compliance with health and safety and insurance guidance;
- Elimination of risk associated with incorrect storage, dosage, or administration;
- Clear accountability for medication responsibility between the Academy, parents, and pupils.



4.3 Exceptions and Emergencies

In exceptional cases (such as emergency inhalers or EpiPens), arrangements will be made following consultation with parents/carers, healthcare professionals, and the Designated Safeguarding Lead (DSL).

In such cases, the Academy will ensure a risk assessment and individual health plan are in place.

4.4 Safe Environment for Self-Administration

Where a pupil is approved to self-administer, staff will provide an appropriate space to ensure privacy, supervision, and safety.

5. Self-Administration of Medication

5.1 Eligibility

Pupils may self-administer medication only when:

- The medication is prescribed to them;
- Written consent has been provided by parents/carers via the Self-Administration Consent Form (Appendix A);
- The pupil has demonstrated an ability to manage the medication safely and responsibly.

5.2 Parental Consent

Parents/carers must complete and sign the Self-Administration of Medication Consent Form, confirming:

- Details of the medication, dosage, and timing;
- That they accept full responsibility for the supply, use, and safety of the medication;
- That staff at Reality Strikes Academy are not responsible for administration.

5.3 Secure Personal Storage

Pupils who self-administer must keep medication securely in their possession (e.g., in a bag) and not share it under any circumstances.

5.4 Recording

Each instance of self-administration must be logged on the Self-Administration Record Sheet and witnessed by a staff member where possible.



6. Parental Administration of Medication

6.1 Parental Attendance

Where self-administration is not suitable, parents or carers may come into the Academy to administer medication to their child.

6.2 Notification and Scheduling

Parents/carers must notify the Academy in advance to arrange a suitable time and ensure minimal disruption to learning.

6.3 Designated Administration Area

A designated private area will be made available for parents/carers to administer medication safely and with dignity.

6.4 Recording

All parental administrations will be logged using the Parental Administration Log (Appendix B).

7. Emergency Situations

- Staff will follow the Academy's First Aid and Medical Emergency Procedures.
 - If a pupil becomes seriously unwell, emergency services (999) will be called immediately.
 - Parents/carers will be informed as soon as possible.
 - Emergency medication (such as an EpiPen or inhaler) will only be used if:
 - It is prescribed to the pupil;
 - The pupil or parent/carer has given written consent; and
 - The staff member has received training or supervision to assist in its use.
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8. Individual Health and Care Plans (IHCPs)

IHCPs may be created for pupils with long-term or complex health needs. These plans will:

- Outline clear responsibilities for managing the pupil's condition;
- Include details of self-administration arrangements;
- Be reviewed termly or following any significant medical change;

- Be developed in collaboration with parents/carers and relevant professionals.
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9. Roles and Responsibilities

Role	Responsibilities
Proprietor (Sam Woodhall)	Ensures policy compliance and oversight of health and safety responsibilities.
Designated Safeguarding Lead (DSL)	Oversees medical documentation, risk assessments, and communication with parents.
Staff Members	Provide supervision and support for self-administration where appropriate; respond to emergencies in line with training.
Parents/Carers	Supply medication as required, complete consent forms, and attend to administer when needed.
Pupils	Take responsibility for safe self-administration as agreed; inform staff of any issues or changes in health.

10. Confidentiality and Record Keeping

- All medical information is treated as confidential and stored securely in line with the Data Protection Act (2018).
 - Records will be kept for three years after the pupil leaves the provision.
 - Information may be shared with relevant professionals only where necessary for the pupil's safety and wellbeing.
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11. Training and Awareness

- All staff receive induction training on emergency medical procedures and first aid.
 - Specific training will be provided where pupils' medical conditions require awareness (e.g., asthma, epilepsy, anaphylaxis).
 - The DSL ensures that all staff understand the Academy's non-administration position and procedures for managing exceptions.
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12. Monitoring, Evaluation and Review

- The Proprietor and DSL will review this policy annually, or sooner if national guidance changes.
 - Incidents or near-misses will be logged and analysed to identify learning opportunities and strengthen practice.
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13. Appendices

Appendix A: Self-Administration of Medication Consent Form

Appendix 2: Special circumstances table/Emergency contacts


Appendix 3: Emergency Response Flowchart

Approval and Review


Approved by: Sam Woodhall – Proprietor & Designated Safeguarding Lead

Date Approved: [Insert Date]


Next Review: [Insert Date]

 *Reality Strikes Academy (Alternative Provision)*

Stourbridge Rugby Club, Stourton, Stourbridge, DY7 6QZ

 info@realitystrikes.co.uk

Appendix 1: Self-Manage medications consent form



Self-Manage medications consent form

Pupils Name

D.O.B

Group.....=

Condition or Illness.....

Name & Strength of Medication.....

.....

Expiry Date.....

Telephone No. of Parent/Social worker.....


Name of G.P.....=

G.P.'s Contact Number.....

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to my child to administer his/her own medication.

Parents/Social Worker Signature=

Date

 (Ctrl) ▾

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Appendix 2: Special circumstances table/ Emergency Contacts

SPECIAL CIRCUMSTANCES

If the incident involves:

Situation	Action
Asthma Attack	Assist pupil to use inhaler; call 999 if no improvement within 10 minutes.
Allergic Reaction / Anaphylaxis	Use prescribed EpiPen immediately (if trained); call 999 without delay.
Seizure / Epileptic Fit	Move objects away, do not restrain; time the seizure; call 999 if it lasts more than 5 minutes or first seizure.
Head Injury	Monitor closely for signs of concussion; call 999 if loss of consciousness or confusion occurs.
Diabetic Emergency	If hypo, offer sugary drink/snack if conscious; if unresponsive, call 999.

EMERGENCY CONTACTS

Role	Name / Position	Contact
Designated Safeguarding Lead	Sam Woodhall	Sam.woodhall@realitystrikes.co.uk
First Aid Lead	Reuben Bowen	Reuben.bowen@realitystrikes.co.uk
Emergency Services	999	-
Non-Emergency Medical Advice	NHS 111	-
Academy Address	Reality Strikes Academy, Stourbridge Rugby Club, DY7 6QZ	-

Appendix 3: Emergency response flowchart

REALITY STRIKES ACADEMY

APPENDIX D: EMERGENCY RESPONSE FLOWCHART

MEDICAL EMERGENCY RESPONSE FLOWCHART

STEP 1: RECOGNISE AND RESPOND

Is the pupil unwell or injured?

- Assess quickly, ensure your own safety first.
- Stay calm ensure own safety.
- Alert the nearest First Aider if immediately.
- Treat as an emergency.



STEP 2: IMMEDIATE FIRST AID

Designated First Aider attends.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Check- <ul style="list-style-type: none"> • Level of consciousness • Breathing and airway. • Circulation and visible injuries | <p>If a pupil is not breathing:</p> <ul style="list-style-type: none"> • Call 933 immediately and begin CPR if untrained. |
|---|---|



STEP 3: CALL FOR HELP

If serious or serious or life-threatening, dial 933

Say This is **Reality Strikes Academy, Stow/bridge Rugby Club.**
 DYT 602. We have a medical emergency involving a pupil.
 Please send an ambulance immediately.

- Send a staff member to meet emergency service at the entrance
- Do not move pupil unless necessary for safety.



STEP 4: NOTIFY KEY STAFF

As soon as possible, the attending
 Notify the DSL or delegated
 staff as early as possible

Director or delegated staff must:
 they will coordinate
 communication and recording.



STEP 7: SUPPORT AND MONITOR

While awaiting medical assistance:

- Stay with the pupil at all times
- Continue monitoring breathing, awareness and comfort
- Reassure and regulate pupils and any peers present

Reassure and help or parents

- Record the incident on CPD MS as appropriate as needed
- Confirm a First Aid / Accident Report Form
- DSL review the incident/ record related incident



