



Scalford C of E Primary School

Medical Conditions *Policy* 2017

Headteacher: Marie Waring

Signed copy in school office

Date: 06.09.2017

Chair of Governors: Mr A Cox

Policy written by: Headteacher

Reviewed: September 2017

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

We have a duty to make arrangements for children with medical conditions.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

Short term: Affecting their participation in school activities which they are on a course of medication.

Long term: Potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

The duty for a child's health lies with the parent/carer who is responsible for the child's medication and must supply the school with all relevant information. The school takes advice and guidance from the Leicestershire County Council and encourages self-administration of medication when possible. The school nurse can be contacted via the school office for support.

Aims

We aim to:

- Assist parents in providing medical care for their children
- Educate staff and children in respect of special medical needs
- Arrange training for volunteer staff to support individual pupils
- Liaise as necessary with medical services in support of the individual pupil
- Ensure access for all pupils to a full education whenever reasonably practicable
- Monitor and keep appropriate records

Entitlement

- The school accepts that pupils with medical needs should whenever reasonably practicable and that they have a right to a full education available to other pupils.
- We believe that pupils with medical needs should, whenever reasonably practicable have full attendance and receive necessary suitable care and support.

We accept all employees have rights in relation to supporting pupils with medical needs as follows:

They are entitled to:

- Choose whether or not they are adequately competent to be involved
- Receive appropriate training
- Work to clear guidelines to avoid having concerns around legal liability
- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs

Expectations

It is expected that:

- Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative.
- All medication must be clearly marked. Name, prescription (actual medicine) and dosage should be typed or printed clearly on the outside (this is done by the pharmacist). The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented correctly will be queried by school staff.
- Pupils should not carry their own medicine (other than an inhaler if deemed practicable – refer to Asthma Policy for more details). All medication should be brought into school by the parent/carer where they will be asked to complete a medical request form.
- Staff will take into consideration what is reasonably practicable if asked by parents/carers to assist with the giving of medication or supervision of self-medication.
- The school will liaise with the Leicestershire Partnership School Nursing Service for guidance about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache/migraine tablets, inhalers for personal use **must** be stored in an appropriate place (top shelf in the Office cupboard – box marked Medication). Any staff medicine is the responsibility of the individual concerned and not the school and it **is essential** that it is clearly marked.

Policy into Practice

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school. The following forms are used:

- Medical request form (obtained through LCC)
- Residential trip forms
- NHS forms for long term medical conditions which require staff training e.g. severe allergy, diabetes
- A record of all medication that has been administered to a child will be kept in school and recorded by the adult who has managed it.

For those pupils who have a general care plan/individual healthcare plan see medicines and care plans in the school office. We follow the guidance set out in 'Supporting Pupils with medical conditions' (in effect from 2014).

Exceptional circumstances

Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an **emergency**. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine. *Parents/careers would be fully informed as soon as reasonably practicable.*

Policy written: M Waring