



# POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS



## CONTENTS

1	INTRODUCTION	3
2	ROLES AND RESPONSIBILITIES	3
3	SHORT TERM MEDICAL NEEDS	5
4	NON-PRESCRIPTION MEDICATION	5
5	LONG TERM MEDICAL NEEDS (INDIVIDUAL HEALTHCARE PLANS)	5
6	SCHOOL TRIPS	5
7	TRANSITION	6
8	FIRST AID RESOURCES	6
9	DUTY OF CARE	6
10	SHARING OF INFORMATION & DATA PROTECTION	6
11	RECORDING AND MONITORING	6

## 1 INTRODUCTION

---

The children and Families Act 2014, from September 2014, places a duty on schools 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. However, 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 staff leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child’s health lies with the parent who is responsible for the child’s medication and should supply the school with information. The school takes advice and guidance from the School Nurse: Ms Charlene Stewart.

This policy aims to enable regular attendance at school, and access to the full curriculum, including trips out and PE, for all pupils, regardless of their medical needs.

## 2 ROLES AND RESPONSIBILITIES

---

### Parents/ Carers:-

- Parents have the prime responsibility for their child’s health and should provide full information about their child’s needs.
- Parents of pupils with long term medical needs are required to support the school and healthcare professionals in agreeing a suitable individual healthcare plan (IHCP)
- Parents are required to provide contact details so that the school can contact them if required.
- When their child is unwell parents should collect their child promptly when requested to do so by the school or make arrangements for their child to go home independently if they are well enough to.
- Parents should seek medical advice if recommended and keep the school informed of their child’s condition.
- Parents have a responsibility to ensure their child is in school unless they are medically unfit.
- Where possible parents should try to arrange medical appointments outside of the school day. If the appointment is during school time, the expectation is that the appointment will be made either at the start or the end of the school day to enable the child to attend for most of the day and thereby minimising disruption to their education
- To promote independence where possible parents should co-operate in training children to self-administer medication.

### School:-

- The school has a named person with responsibility for policy implementation and who oversee the provision and training of first aiders and ensures medical procedures are followed.
- The school has a responsibility to make arrangements to support pupils with medical conditions in school; this may involve co-operation with other appropriate persons e.g. parents and medical professionals.
- All staff have a duty of care to ensure the health and wellbeing of all pupils.
- The school has a responsibility to regularly review their requirement for trained First Aiders.

- The school will provide training for First Aiders.
- The school will arrange for key staff to be trained to support pupils with medical needs.
- The school will assess pupils who become unwell and will contact parents promptly if the pupil is considered to be too unwell to be in school.
- School staff will follow recommended good practice when providing first aid and will act in accordance with the individual healthcare plan (where applicable).
- Actions in an emergency will be those of a reasonable prudent parent.
- The school will keep records of medical care/ information, first aid provided and medicines administered.
- The school will communicate effectively with parents and carers to ensure they are kept up to date with their child's medical information.

### **Pupil Medical Absence**

- The school will work with parents to ensure maximum school attendance. The decision to send a pupil home will only be made when the pupil is considered to be medically unfit to be in school or when there is a possible risk of infection to others.
- Where a pupil is unwell their condition will be assessed by a First Aider. A member of the Leadership Team will decide if there is a need for the pupil to be sent home. In all cases where there is a risk of contagious infection the pupil will be removed from the class to the medical room where a member of staff will oversee their care. Once the decision has been made to send the child home the parents/carers will be contacted immediately
- For medical conditions that require a child to be absent from school the school follows the advice and guidance of the Health Protection Agency:  
(<http://www.hpa.org.uk/webc/hpawebfile/hpawebc/1194947358347>)
- In line with HPA guidance, pupils with diarrhoea or sickness will normally be required to remain away from school for 48 hours from the last episode of sickness/ diarrhoea. Exceptions to this are when the symptoms are caused by an ongoing medical condition which is not contagious.
- Pupils in school are expected to fully participate in all education activities. Only in very exceptional circumstances will the Head Teacher agree that a pupil may be excluded or withdrawn from an activity, including PE and visits, because of a medical condition.

### **Administration of Medicines**

- The school will only administer medicines prescribed by a doctor for the named child. parents/carers are required to provide written permission for the medicine to be administered using the standard template (see appendix 1). The parent/carer is required to specify: the dosage, frequency and time period for the medicine to be administered which must agree with the label on the prescribed medication.
- Medicines must always be provided in the original container, as dispensed by the pharmacist, and include full instructions for administration and possible side effects. Medication will not be accepted in any other container.
- Changes of dosage or timing for administration must not be made on information only from the Parent/ Carer, but must be confirmed by the prescriber.
- Medication is stored in a lockable unit, marked with a First Aid symbol, in the KS3 office of the Stanley Fink Building.
- There is no legal requirement for school staff to administer medicines; however the school has a duty to ensure that there are sufficient members of staff willing to do so. Staff have a responsibility to inform the Head Teacher if they are not willing to administer either some or all medication.

### Emergency medication

- Emergency medication is stored appropriately within the KS3 office and is accessible to staff only. The location is marked with a First Aid symbol
- Emergency administration of medicine e.g. for a seizure or severe allergic reaction, will be carried out in accordance with the Individual Health Care Plan, giving due regard to the privacy and dignity of the pupil. Two adults will normally take part in the decision that there is an emergency, and to witness the giving of medication. The emergency must be recorded and communicated to the pupil's carer as soon as possible. If the child needs to go to the hospital, the parents will be called. In the case of a serious condition or injury, an ambulance will be called.

## 3 SHORT TERM MEDICAL NEEDS

---

Where medication e.g. antibiotics are prescribed, if the pupil is feeling well again, they may attend school and be given the last part of the course of medication in school. To administer this in line with the guidance above i.e. a completed written permission form (appendix 1) from the parent, and the medication supplied in the original container from the pharmacist, bearing the prescriber's instructions. The letter of permission and medication should be kept in KS3 office with the medicine (a medical fridge is available if refrigeration is required) and the Leadership Team should be advised of this.

## 4 NON-PRESCRIPTION MEDICATION

---

The school is not permitted to administer non-prescription medication. All medication given in school must be prescribed by a doctor. Any request by a parent to give non-prescription medication must be reported to the Small School Head.

## 5 LONG TERM MEDICAL NEEDS (INDIVIDUAL HEALTHCARE PLANS)

---

The school has a set procedure that is followed whenever a pupil is to be admitted with a medical condition. This involves liaison with health care professionals, parents, the local authority and other agencies to agree arrangements to support the medical needs of the pupil.

When a pupil has a long term condition, such as asthma, epilepsy, diabetes, severe allergic reactions (anaphylaxis), the school will ensure that there is an appropriate Health Care Plan or Health Card detailing the child's condition, special requirements (diet, regular medication), what constitutes an emergency and what to do or not to do if an emergency occurs. Individual Health Care Plans are agreed and reviewed annually, or sooner if appropriate/ or needs change by the School Nurse, with information provided by the Parents/ Carers and Health Care Professionals

## 6 SCHOOL TRIPS

---

All school trips are carefully planned and are risk assessed to take full account of all pupils' medical needs. The risk assessment is shared with all staff attending and a suitably trained and experienced staff member will be appointed to have responsibility for providing medical care during the trip. Emergency medication

will be taken on the trip for all pupils who may require it as stated in their Individual Health Care Plan.

The school has a nominated Educational Visits Co-ordinator (EVC) responsible for the approval of all school trips. Before agreeing the trip can go ahead the EVC with the Class Staff and Leadership Team to ensure that the medical needs of pupils have been fully addressed. This is also checked and signed off by a school governor.

## 7 TRANSITION

---

At the end of the school year there will be a hand over of information, either to the new class or to the new school (if applicable). This includes information on pupils' medical history, medications taken and guidance on future care.

## 8 FIRST AID RESOURCES

---

The school ensures that there are adequately trained First Aiders on site and that classroom staff have sufficient knowledge and training to support pupils with medical needs.

There is a dedicated Medical Room, where pupils are always closely supervised. The Medical Room also contains a well-stocked medical supplies cupboard and a medication fridge. All medicines and medical equipment are kept safely out of reach of pupils within locked cupboards.

## 9 DUTY OF 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.

## 10 SHARING OF INFORMATION & DATA PROTECTION

---

The school takes its responsibilities around data protection and confidentiality of pupil information very seriously. The Individual Health Care Plan states who this information can be shared with. In relation to safeguarding issues these take precedence over any issues around confidentiality.

When a pupil has medical needs and where appropriate, this information will be shared with all staff responsible for that child's welfare and education.

The Administration Officer will provide details of emergency procedures with all relevant personnel and Leadership Team will ensure that all staff are suitably trained.

## 11 RECORDING AND MONITORING

---

**First Aid:** whenever, first aid is given in school a detailed record is kept in the first aid log book. The school will advise parents of what has happened either by incident form or where appropriate by a telephone call.

**Medication:** The school records the administration of medicines. When administering medicine to a child the member of staff will ensure that a witness is present and both will sign the medicines log (appendix 2). The school regularly meet with Healthcare Professionals (including the school nurse) and parents to review the medical needs of pupils and to update Individual Health Care Plans if required.

**Accidents:** all accidents are recorded on an incident form. A member of the Leadership Team is notified and further action is taken if required. Where a pupil or member of staff has been injured and requires medical attention an Accident Form will need to be completed. Following a full investigation the accident form will be sent to the Local Authority who may want to carry out further investigations. The accident and incidents log is printed off termly and reported to governors.

Updated: April 2015

Juliette Quinton