

Medical Conditions Policy

Review date:	March 2017
Date Agreed by Governors:	23 rd March 2017
Date of next Review:	Spring Term 2020

General Introduction:

This policy supports the work of the school in promoting its mission statement, aims and values.

Mission statement:

St Michael's CE Primary School endeavours to provide a happy, safe, caring and stimulating learning environment, based on Christian principles in which all members of the school community are valued as individuals and are encouraged to reach their full potential.

School aims:

At St Michael's we value every member of our school community and our aims are for every child, whatever their background or circumstances, to have the support they need to:

- Develop their understanding of the value of leading a healthy lifestyle
- Work and play in a secure and safe environment in which they are encouraged to develop moral values and mutual respect
- Experience an exciting curriculum which fosters their enthusiasm, develops an enquiring mind and enables every child to achieve his/her full potential
- Access an education for life which promotes British Values that enable all learners to become effective and reliable members of the wider community
- Foster ambition and expectation to carry through to adult life

To achieve these aims all learners, staff, parents and governors will work together to promote our **core values** of peace, courage and respect.



Definition

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

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

Rationale

LAs and 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.

The Children and Families Act 2014, from September 2014, placed 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 teachers 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 School Nurse which encourages self-administration of medication when possible. Contact details for our School Nurse can be found in the school prospectus which also states a copy of this policy is available to parents.

Aims

The school aims to:

- assist parents in providing medical care for their children
- educate staff and children in respect of special medical needs
- adopt and implement the LA policy of Medication in Schools
- arrange training for staff to support individual pupils
- liaise as necessary with medical services in support of the individual pupil
- ensure access to full education if possible
- monitor and keep appropriate records

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.



The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- receive appropriate training
- work to clear guidelines
- have concerns about legal liability
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs

Implementation

- The Governing body will ensure that the school follows the procedures outlined in this policy on being notified by a parent or healthcare professional about a child's medical condition.
- The Governors will ensure that appropriate insurance arrangements are in place for covering staff providing support to pupils with medical conditions.
- The named person with overall responsibility for implementation is the Head Teacher.
- The Head Teacher is responsible for ensuring sufficient staff are suitably trained.
- Cover arrangements will be in place in the case of staff absences to ensure a suitably trained person is always available.
- The Year Leaders will ensure that supply teachers are made aware of medical conditions for children in their year group. This is mostly likely to be done via the class teaching assistant.
- The class teacher in conjunction with the EVC will ensure that risk assessments take into account medical conditions and any necessary equipment is brought on trips in accordance with the health care plan.
- Health care plans will be monitored by the inclusion leader in conjunction with the school nurse every half term.
- All administered medication is recorded within the medical book located in the first aid room.

Expectations

It is expected that:

- (a) 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;
- (b) Where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. 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 properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent and signed for by parent and staff.
- (c) *Where parents wish for school to administer non-prescription medicines to their child, school will insist on receiving written authorisation from a GP or consultant to evidence the necessity of the request. Any written confirmation should include an end date for administering the medicine and the appropriate dosage. This should be brought into school by the parent and signed for by parent and staff.*



- (d) Medication brought in by parents will be stored safely in the medicine cupboard (in the medical room). Where medicine needs to be kept refrigerated, this will be stored in the staff kitchen.
- (e) EpiPens are stored in the medicine cupboard (in the medical room). This is not locked and all staff are aware that EpiPens are stored in this location.
- (f) Inhalers are stored in classrooms. A note is kept on the back of each classroom door to state where they are stored. Inhalers are always stored in a location that is accessible by the children.
- (g) A generic salbutamol inhaler is kept in every classroom for emergency use. The School is responsible for ensuring this is kept in date and sanitised. Parents of asthmatic children are required to sign a consent form indicating their permission for their child to use this inhaler when the child's own inhaler is not available.
- (h) Specific, long term health conditions such as haemophilia, epilepsy and diabetes require a detailed Health Care Plan which is drawn up between the school, school nurse, parent and pupil (where appropriate). *Please refer to the individual Health Care Plan for administration and/or storage of medication.*
- (i) Employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- (j) All relevant staff are made aware of a child's condition.
- (k) The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- (l) Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.
- (m) Medication brought in for pupils will be stored safely.

Health Care Plans

- Health care plans will be developed with the child's best interests in mind and reviewed at least annually unless a child's needs have changed.
- The school will assess and manage risks to the child's education, health and social wellbeing and minimise disruption to learning.
- Health care plans are specific to each individual child's needs and capture the key information and actions that are required to support the child effectively.
- Where a child has SEN but does not have a statement or EHC plan, their SEN should be mentioned in their individual healthcare plan.



- The Headteacher has overall responsibility for the development of individual healthcare plans.
- Copies of health care plans will be given to parents and class teachers. First aid staff will have access to copies kept within the first aid room.
- Information recorded on individual healthcare plans should be in accordance with paragraph 14 of DfE Statutory guidance (December 2015) 'Supporting pupils at school with medical conditions'.

Training – Roles and responsibilities

Governing bodies

The Governing Body will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

Head teachers

The Head Teacher will ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose. He should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. He should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

Parents

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in age appropriate discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

School staff

Any member of school staff could be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on any responsibility to support children with medical conditions. Any member of school staff should know



what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The school will ensure that some staff have paediatric first aid training to cover children under the age of eight and wrap around care.

Staff must not administer prescription medicines or undertake healthcare procedures without appropriate training.

Healthcare professionals

Healthcare professionals will identify and deliver appropriate training in response to a pupil's needs. The school will seek advice from healthcare professionals whenever required.

